CHIEF'S PREFACE

Chief's Preface

This Policy Manual has been set forth and published for the overall operation, guidance, assistance and control of the sworn personnel and other members of the Barrington Police Department.

In the interest of an already professional police department, and to continue in that vein it shall be necessary to amend, revoke, delete or add to the Policy Manual as circumstances and controls may require. Employees are directed to keep their copy in good condition and to make such additions as issued to them.

It must be kept in mind that no arbitrary guidelines can be established which will embrace all situations in the general discharge of police duties; some things must necessarily be left to the judgment and discretion of the individual. However, this discretion must not be used without good reason and must be used consistently. Each member of the department is directed to become familiar with the contents of this manual. Any orders, memos, directives, or other written or verbal command in conflict with this Policy Manual is hereby rescinded to the extent of the conflict.
I am proud of the contributions many members of the department have made in developing this Policy Manual. I encourage all to participate in its continued evolution.

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LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

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

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

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

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MISSION STATEMENT

Mission Statement

The Mission of the Barrington Police Department is to deliver competent Law Enforcement Services and to analyze future trends to meet the needs of the Public, utilizing state of the art technology and facilities through the dedicated, professional and compassionate workforce whose collective efforts inspire in the Public an attitude of respect, a feeling of trust, and a sense of security.

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Chapter 1 - Law Enforcement Role and Authority

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Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Barrington Police Department to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Barrington Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

100.2.1 AUTHORITY TO ARREST

A peace officer may arrest a person when:

(a) The peace officer has a warrant commanding that such person be arrested; or

(b) The peace officer has reasonable grounds to believe that a warrant for the person's arrest has been issued in this State or in another jurisdiction; or

(c) The peace officer has probable cause to believe that the person is committing or has committed an offense (725 ILCS 5/107-2).

100.3 PEACE OFFICER POWERS

Sworn members of this department are authorized to exercise peace officer powers pursuant to applicable state law.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE BARRINGTON POLICE DEPARTMENT

An officer may arrest a person when (725 ILCS 5/107-2):

(a) There are reasonable grounds to believe that an arrest warrant exists.

(b) There are probable cause to believe that the person is committing or has committed an offense.

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE BARRINGTON POLICE DEPARTMENT

The authority of officers outside the Barrington Police Department police district includes the ability to conduct temporary questioning or make an arrest (725 ILCS 5/107-4):

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(a) If the officer is engaged in the investigation of criminal activity that occurred in the officer's jurisdiction and the temporary questioning or arrest is in furtherance of that investigation.

(b) If the officer, while on-duty as an officer, becomes aware of the immediate commission of a felony or a misdemeanor violation of the laws of this state.

(c) If the officer, while on-duty as an officer, is requested by an appropriate state or local law enforcement official to render aid or assistance to the requesting law enforcement agency that is outside the Barrington Police Department jurisdiction.

(d) If the officer is part of a Cyber Gang Unit established under 20 ILCS 2605/2605-580.

While outside the jurisdiction of the Barrington Police Department an officer shall make prompt notification to the local law enforcement agency of the county or municipality where any of the above occurs, and shall notify his/her immediate on-duty supervisor as soon as practicable (725 ILCS 5/107-4).

100.4 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the federal and Illinois Constitutions.

100.5 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended within other adjoining states:

(a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.

(b) When an officer enters Indiana, Iowa, Wisconsin or Missouri in fresh pursuit of a person who is in the immediate and continuous flight from the commission of a felony, and in Missouri the crime of driving while intoxicated or driving with excessive blood alcohol content (I.C. § 35-33-3-1 (Indiana); Iowa Code § 806.1 (Iowa); Wis. Stat. § 976.04 (Wisconsin); § 544.155, RSMo (Missouri)).

Whenever an officer makes an arrest in Indiana, Iowa, Wisconsin or Missouri, the officer shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable (I.C. § 35-33-3-2; Iowa Code § 806.2; Wis. Stat. § 976.04; § 544.155, RSMo).

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Chief Executive Officer

102.1 PURPOSE AND SCOPE

The Illinois Law Enforcement Training Standards Board (ILETSB) has mandated that all sworn officers within the State of Illinois receive certification and training within prescribed time periods.

102.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any Chief Executive Officer and Deputy Police Chief of this department must complete a minimum of 20 hours of certified training annually as prescribed by the Illinois Police Training Act (50 ILCS 705/10.7).

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Oath of Office

104.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

104.2 POLICY

It is the policy of the Barrington Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

104.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. The form of oath shall be as follows (65 ILCS 5/3.1-10-25; 55 ILCS 5/3-6004; 55 ILCS 5/3-6010):

“I do solemnly swear (affirm) that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of (state title) to the best of my ability.”

If a member is opposed to taking an oath, he/she shall be permitted to substitute the word "affirm" for the word "swear."

104.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (65 ILCS 5/3.1-10-25; 55 ILCS 5/3-6004; 55 ILCS 5/3-6010).

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Policy Manual

106.1 PURPOSE AND SCOPE

The manual of the Barrington Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

106.1.1 DISCLAIMER

The provisions contained in this Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Barrington Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the Village, its officials or employees. Violations of any provision of any policy contained within this manual shall only form the basis for departmental administrative action, training or discipline. The Barrington Police Department reserves the right to revise any policy content, in whole or in part.

106.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

106.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Barrington Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the Village, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Barrington Police Department reserves the right to revise any policy content, in whole or in part.

106.2.2 STAFF

Staff shall consist of the following:

- Chief of Police
- Deputy Chief

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- Administrative Officer

The staff shall review all recommendations regarding proposed changes to the manual at staff meetings.

106.2.3 OTHER PERSONNEL
All Department employees suggesting revision of the contents of the Policy Manual shall forward their suggestion, in writing, through the chain of command to their Deputy Chief who will consider the recommendation and forward to staff.

106.3 AUTHORITY
The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Special Orders, which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

106.3.1 ACCEPTABLE ABBREVIATIONS
The following abbreviations are acceptable substitutions in the manual:

- Special Orders may be abbreviated as "SO"
- Policy Manual sections may be abbreviated as "Section 106.X" or "§ 106.X"

106.3.2 DEFINITIONS
The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 21 years of age or older.

CFR - Code of Federal Regulations.

Village - The Village of Village of Barrington.

Delinquent Minor - Any minor who, prior to his/her 17th birthday has violated or attempted to violate, regardless of where the act occurred, any federal or state law, county or municipal ordinance, and any minor who prior to his/her 18th birthday has violated or attempted to violate, regardless of where the act occurred, any federal, State, county or municipal law or ordinance classified as a misdemeanor offense.

Department /BPD - The Barrington Police Department.

Dependent Minor - A person under the age of 18 years who is not an emancipated minor and is without parent, guardian or legal custodian or who is without proper care because of the physical or mental disability of his/her parent, guardian, or custodian, or who is without proper medical or other remedial care.

Employee/Personnel - Applies to any person employed by the Department.

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IDOT - The Illinois Department of Transportation.

ILETSB - The Illinois Law Enforcement Training Standards Board (50 ILCS 705/1).

Juvenile - Any person under the age of 18 years.

Law enforcement officer - Any officer of a local governmental agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this State or any political subdivision thereof.

Manual - Refers to the Barrington Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person who is employed or appointed by the Barrington Police Department, including sworn officers, non-sworn employees and volunteers.

Minor "' Any person under the age of 21 years.

Non-sworn - Employees and volunteers who are not sworn peace officers.

Officer/Sworn - Those employees, regardless of rank, who are sworn employees of the Barrington Police Department.

On-Duty - Employee status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Part-time police officer - A law enforcement officer who has completed his/her probationary period and is employed on a part-time basis as a law enforcement officer.

Rank - The job classification title held by an employee.

Shall or Will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

USC - United States Code.

106.3.3 DISTRIBUTION OF MANUAL

Copies of the Policy Manual shall be distributed to the following:

- Chief of Police
- Deputy Chief
- Officer's Report Room
- Investigations Division
- Records Division

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A computerized version of the Policy Manual will be made available on the Department network for access by all employees. The computerized version will be limited to viewing and printing of specific sections. No changes shall be made to the electronic version without authorization from Staff.

106.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CFR - Code of Federal Regulations.

Village - The Village of Barrington.

Non-sworn - Employees and volunteers who are not sworn peace officers.

Department/BPD - The Barrington Police Department.

Employee/personnel - Any person employed by the Department.

ILETSB - The Illinois Law Enforcement Training Standards Board (50 ILCS 705/1).

Juvenile - Any person under the age of 18 years.

Law enforcement officer - Any officer of a local governmental agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this State or any political subdivision thereof.

Manual - The Barrington Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person who is employed or appointed by the Barrington Police Department, including sworn officers, non-sworn employees and volunteers.

Officer - Those employees, regardless of rank, who are sworn employees of the Barrington Police Department.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of

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other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

USC - United States Code.

106.4.1 POLICY MANUAL REVISIONS

All employees are responsible for keeping abreast of all Policy Manual revisions. All changes to the Policy Manual will be posted on the Department Intranet Home Page under the title Recent Policy Manual Revisions. The Training Coordinator will forward revisions to the Policy Manual as needed to all personnel via electronic mail. Each employee shall acknowledge receipt by return e-mail, review the revisions and seek clarification as needed.

Each unit commander/manager will ensure that employees under his/her command are aware of relevant Policy Manual revisions.

106.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and Special Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

106.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

106.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Deputy Chief will ensure that members under his/her command are aware of any Policy Manual revision.

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Policy Manual

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Deputy Chiefs, who will consider the recommendations and forward them to the command staff as appropriate.

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Chapter 2 - Organization and Administration

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Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Barrington Police Department. There are four divisions in the Police Department as follows:

- Administration Division
- Patrol Division
- Investigation Division
- Records Division

200.2.1 ADMINISTRATION DIVISION (OFFICE OF THE CHIEF OF POLICE)

All employees of the Barrington Police Department work under the authority of the Chief of Police. The Chief of Police is the administrative head of the Police Department. The Chief of Police reports directly to the Village Manager and is responsible for the overall planning, organizing and directing of the Police Department.

The Division consists of three components.

- Chief of Police
- Deputy Chief
- Executive Administrative Assistant

The Office of the Chief of Police has primary responsibility for these activities among others: planning, organizing, staffing, directing, coordinating, and budgeting.

The Deputy Chief's primary responsibilities include among others: Day to day operations of the Police Department, assisting the Chief of Police, and heading the Office of Crime Prevention and Community Affairs.

The Executive Administrative Assistant 's primary responsibilities include among others: Administrative support for Police Chief, maintaining personnel files, and assist with payroll.

200.2.2 OPERATIONS DIVISION

The Patrol Division is commanded by an Deputy Chief, whose primary responsibility is to provide general management direction and control for the Patrol Division. The Patrol Division consists of Uniformed Patrol and Special Operations, which includes Traffic and Police Aides/Assistants.

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200.2.3 INVESTIGATION DIVISION

The Investigation Division is commanded by a Sergeant whose primary responsibility is to provide general management direction and control for the Investigation Division.

The Investigation Division's primary responsibilities include among others: Follow-up investigations, criminal intelligence, case screening, and juvenile advocates.

200.2.4 RECORDS DIVISION

The Records Division is commanded by a Civilian Supervisor whose primary responsibility is to provide general management direction and control for the Central Services Division. The Records Division is the central repository for records and statistical information maintained by the Department.

The Department consists of two components:

- Record's Department
- Public Service Officers

The records Division primary responsibilities include among others: Records maintenance, court scheduling, UCR reporting, statistical compilation, warrant processing, telephone switchboard, and public inquiries.

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Unity of Command

201.1 PURPOSE AND SCOPE

The purpose of this policy is to promote efficiency and responsibility within the Department, to avoid confusion among employees and to establish accountability. Also to further define who is in command of a particular operation.

Unity of Command: The concept that each individual in the organization has one, and only one, immediate supervisor.

Chain of Command: Formal lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

Organizational Component: An organizational component is a subdivision of the agency, such as a division, bureau, section, unit or position that is established and staffed on a full time basis to provide a specific function.

201.1.1 ACCOUNTABLE TO ONLY ONE SUPERVISOR

Consistent with the chain of command, each employee shall be accountable to only one supervisor at any given time. When occasions arise requiring a supervisor to issue an order to an employee outside the supervisor's immediate responsibility, nothing in this directive will prevent such action.

201.1.2 ORGANIZATIONAL COMPONENT COMMAND

Each organizational component is under the direct command of only one supervisor. While superiority of rank does not ordinarily authorize supervisors to assume command or supervision over subordinate personnel outside their organizational component, there are circumstances in which this action may be warranted.

- In situations involving clearly unsuitable or improper action on the part of the employee of lesser rank.
- In emergency situations, such as at the scene of a crime, major event or catastrophe, where the superior may demand, and should receive, assistance in performing essential tasks from any lesser employee regardless of the organizational component to which he is regularly assigned. These situations demand immediate action in order not to jeopardize the police purpose and the reputation of the Department.
- The Village Manager and Village President are the only civilian personnel to have a line of authority over sworn police officers of this Department.

201.1.3 COMMAND PROTOCOL

Seniority, for the purposes of command protocol is established first by rank and second by time served in rank on a regularly assigned basis. When a conflict occurs because of identical service or days of appointment, the employee with the highest position on the eligibility list from which the appointments were made is deemed to be the senior.

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Under normal operating conditions, the highest-ranking supervisor present will assume command of any given situation. However, when supervisors of two or more organizational components are involved in a criminal investigation, the ranking supervisor present from the organizational component responsible for the follow-up investigation and conclusion of the case may assume responsibility for the investigation and take command of the investigation and the crime or crash scene.

The Chief of Police has the authority to designate command authority in any given situation, as needed.

201.1.4 ORDER OF PRECEDENCE

The following order of precedence will be used for Departmental command:

- Chief of Police
- Deputy Chief
- Sergeants by ranking on any promotion list to the next higher rank, if any. If no promotion list, by seniority in rank.
- Officers by ranking on any promotion list to the next higher rank, if any. If no promotion list, by seniority in rank.

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Authority and Responsibility

203.1 PURPOSE AND SCOPE

Each employee assigned an area of responsibility shall be given the authority commensurate with that responsibility. Employees who are responsible for specific functions shall have a suitable voice in the formulation of procedures designed to guide all members in carrying out these procedures.

The Job Descriptions/Position Descriptions contain the duties and responsibilities of all job assignments, and are available to all personnel through their supervisor.

203.1.1 ACCOUNTABILITY

By accepting responsibility and authority, individuals are also accepting credit and blame for the way they carry out their assignments. In addition, supervisors are accountable for the performance of their subordinates.

Also as part of this principle, each employee shall be fully accountable for the use of delegated authority as well as for the failure to use it.

203.1.2 ACCOUNTABILITY OF SUPERVISORY PERSONNEL

To achieve effective direction, coordination, and control, supervisory personnel shall be accountable for the performance of employees under their immediate control.

203.1.3 SPAN OF CONTROL

Each supervisor shall have under his immediate control no more employees than he can effectively direct, coordinate and control. It shall be the responsibility of the Chief of Police to periodically review the span of control of all supervisory personnel in order to maintain the efficiency of both the supervisors and their subordinates. In doing so, a minimum of the following should be considered:

- The competence of both the supervisor and the subordinates.
- The extent to which the supervisor must carry out non-managerial responsibilities and the demands on his time from other people and units.
- The similarity or dissimilarity of the activities being supervised.
- The incidence of new problems in a unit.
- The extent of standardized procedures.
- The degree of interaction between the units or personnel being supervised.
- The degree of physical dispersion of the subordinates.

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Special Order

204.1 PURPOSE AND SCOPE

Special Orders establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes topolicy and procedure consistent with personnel rules and applicable guidelines. Special Orders will immediately modify or supersede sections of this manual to which they pertain.

204.1.1 SPECIAL ORDER PROTOCOL

Special Orders will be incorporated into the manual as required upon approval of Staff. Special Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Special Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any Special Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year. For example, 10-01 signifies the first Special Order for the year 2010.

204.2 RESPONSIBILITIES

204.2.1 STAFF

The staff shall review and recommend Special Orders for incorporation as revisions to the Policy Manual.

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Safety Policy

205.1 PURPOSE AND SCOPE

It is the desire of the Barrington Police Department to develop, implement and administer an effective Loss Prevention Program to protect residents and employees, its most important asset. A comprehensive safety program is an integral part of management procedures designed to make safety a matter of continuing concern, equal in importance with all other operational procedures.

205.1.1 CONCEPT

Accidents are unplanned events. Proper planning can minimize accidents. Loss prevention through training and pre-planning is necessary to eliminate unsafe acts, contain environmental hazards and control unsafe conditions.

All Department employees will continually be made aware of safety practices and procedures and will be encouraged to participate in safety programs to ensure their continued good health and welfare.

Each employee is charged with the responsibility of supporting and cooperating with the safety program. As a condition of employment, all employees are expected to adopt the concept that the safe way to perform a task is the most efficient.

Safety adherence and performance will be considered as an important measure of supervisory and employee evaluation.

205.1.2 DEPARTMENT HEADS

Department heads have full responsibility for maintaining safe and healthful working conditions within their departments. Each department head shall provide leadership and positive direction and insure that safety policies and procedures are complied with by department personnel. Department heads shall provide time to review accidents and discuss procedures needed to reduce losses. Department heads shall interview directly, or through supervisors each employee who has:

- Lost time from work because of an on-the-job injury.
- Been involved in a vehicle or equipment accident.

Department heads shall insure, in the event of an accident, that the Supervisor's Investigation is completed, and forwarded to the Personnel Officer with chargeability determined and take corrective action for any unsafe condition which could adversely affect the safety of an employee or the general public.

205.1.3 SUPERVISORY PERSONNEL

Supervisory personnel have full responsibility for the safe actions of their employees and the safe performance of machines and equipment within their operating areas. Each supervisor shall:

- Aggressively enforce safety procedures applicable to the supervised work.

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- Provide basic job training and safety instruction.
- Be accountable for preventable injuries, collisions, etc., caused by their employees.
- Provide continuing safety instruction when assigning daily work, focusing on potential hazards or changes in work procedure, including use of protective equipment.
- Promptly investigate accidents and ensure the recommended corrective actions are completed.
- Maintain safety equipment and protective devices.

205.1.4 EMPLOYEES

Employees are required, as a condition of employment to develop and exercise safe work habits to prevent injuries to themselves and co-workers. Each employee shall:

- Promptly report all accidents and injuries to their supervisor.
- Cooperate and assist in investigations of accidents to identify correctable causes and to prevent reoccurrence.
- Promptly report all unsafe actions, practices or conditions observed to the supervisor.
- Keep work areas clean and orderly.
- Lift and handle materials properly.
- Obey all safety rules and safety procedures. If any doubt exists about the safety of doing a job, the employee shall stop and get instructions from the supervisor before continuing the task.
- Operate only machines and equipment authorized by the supervisor.
- Wear required protective equipment when working in hazardous areas or on hazardous tasks.

205.1.5 VIOLATIONS

When a violation of policies associated with preventing injuries or accidents occurs, corrective action shall be immediate and positive. Disciplinary action may be taken when an employee causes injury to himself or others, destroys or damages equipment either by willfully violating work rules, or failure to observe regulations.

Disciplinary action resulting from safety violations shall be reported to the Personnel Officer.

205.1.6 CHECK RIDES

A major portion of the time of a Police Officer and Public Service Officer is spent behind the wheel of a Village owned vehicle. Driving habits and abilities are a major safety concern. The Chief of Police has the responsibility to verify that all personnel who operate a Village owned vehicle have, and maintain, safe driving habits.

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During the first quarter of each calendar year, each Sergeant, who supervises personnel that operate a Village owned vehicle as a part of their regular duties, will perform a "check ride" with that employee. The supervisor will observe the overall driving habits of the employee, will specifically look, and record, observations on the areas on the Check Ride form . These check rides will be completed by April 30 of each calendar year, and the forms will be turned into the Office of the Chief of Police no later than May 5 of each calendar year.

Since the Shift, and Investigations Sergeant's also operate Village owned vehicles as a part of their regular duties, they will also have check rides during the same period. The above noted Sergeant's will perform check rides on each other, observing and recording the same areas. The Check Ride forms will be completed, and forwarded to the Office of the Chief of Police, as outlined above.

205.1.7 SUPERVISOR CHECK RIDE FORM
See Attachment

See attachment: Check Ride.pdf

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Emergency Management Plan

206.1 PURPOSE AND SCOPE

The Village has prepared an Emergency Management Plan Manual for use by all employees in the event of a major disaster or other emergency event. The manual provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

206.2 ACTIVATING THE EMERGENCY PLAN

The Emergency Management Plan can be activated in a number of ways. For the Police Department, the Chief of Police or the highest ranking official on duty may activate the Emergency Management Plan in response to a major emergency.

206.2.1 RECALL OF PERSONNEL

In the event that the Emergency Management Plan is activated, all employees of the Barrington Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

206.3 LOCATION OF MANUALS

Manuals are available in the office of the Chief of Police and report room. All supervisors and OIC should familiarize themselves with the Emergency Management Plan and what roles personnel will play when the plan is implemented.

206.4 BUILDING EVACUATION PLAN

In the event of a disaster or emergency which requires evacuation of the public safety services building, all employees shall follow implemented evacuation plans and posted exit strategies. The posted exit strategies shall include any special directions for physically impaired employees.

206.5 UPDATING OF MANUALS

The Chief of Police or designee shall review and update, if necessary, the Emergency Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS).

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Unusual Occurrences Plan

207.1 PURPOSE AND SCOPE

The purpose of this Policy is to establish guidelines to be used in case of an unusual occurrence effecting the Village of Barrington that proves to be beyond the capabilities of the police department's normal daily operations.

207.1.1 POLICY

It is the policy of the Barrington Police Department to respond to every emergency and render aid to those in need. In case of a major unusual occurrence, such as tornado, aircraft crash, major railroad accident, the Department may be responsible for providing communications functions, first aid, search and rescue efforts, evacuation, disaster perimeter protection, crowd control, and prevention of looting, etc. The responsibilities of the Department will be coordinated with the efforts and functions of the other departments of the Village.

- The Barrington Emergency Services and Disaster Agency (ESDA) will oversee the coordination of the Police Department's efforts within the Village of Barrington with assistance from the Chief of Police or his designee who is responsible for planning the police department's response to unusual occurrences.
- Once the Incident Command System (ISC) is activated the Incident Commander (IC) will be responsible for directing police operations for the unusual occurrence until the ICS has concluded.
- Once the Incident Command System (ISC) is activated the Incident Commander (IC) will be responsible for directing police operations for the unusual occurrence until the ICS has concluded.

207.1.2 DEFINITIONS

Emergency Operations Center (EOC): Normally a fixed post at the public safety building staffed with Village officials, Village Manager, and Village Department Heads. The primary function is to support the incident command system. Responsibilities may include but are not limited to, direct and coordinate the Village's emergency operations activities; to collect and distribute information from command posts, hospitals, and other agencies.

Emergency Operations Plan (EOP): The Village's overall emergency plan, maintained by various village department heads for managing a wide variety of potential hazards that could affect the village.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management system which provides for the adoption of an integrated organizational structure. ICS is the combination

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of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies, and is applicable to small as well as large and complex incidents.

Incident Commander (IC): The individual responsible for all incident activities involving the police including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting police incident operations and is responsible for the management of all police incident operations at the incident site.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

Unusual Occurrence: An occurrence or incident, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft and train accidents, tornadoes, public health and medical emergencies, and other occurrences requiring an emergency response.

207.1.3 UNUSUAL OCCURRENCE PLAN ADMINISTRATOR

The Administrative Officer is charged with the responsibility of maintaining the department's Unusual Occurrences Plan. The police department's unusual occurrences plan is an integral part of the villages overall EOP. Therefore the plan will be updated from time to time.

The Administrative Officer will coordinate with appropriate Barrington EOP coordinators, any other necessary Village Departments, as well as other Federal, State, and local Agencies associated with disaster response or planning. The Administrative Officer will keep current and accurate information on file with current NIMS standards.

207.1.4 COORDINATOR OF PLANNING FUNCTIONS

The Deputy Chief of Police is the principal adviser on unusual occurrences to the Chief of Police and is responsible for coordinating the planning functions for response to unusual circumstances.

207.1.5 INITIAL STAGE

There must be confirmation of an unusual occurrence. Upon receipt of a report of an unusual occurrence, the Communications Center will dispatch an officer to verify the report.

- Communications Center responsibilities are but not limited to:
  - Notify the Watch Commander.
  - Upon confirmation of an unusual occurrence, and at the direction of the Watch Commander, the Communications Center shall notify the Communications Center Supervisor who shall arrange for proper staffing of the Communications Center for the duration of the incident.
  - The Communications Center shall monitor and maintain communication links between responding Department's so that coordination is possible.

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- Initial Responding Officer
  - The duties of this officer at the scene are critical to the overall success or failure of the plan.
- The responsibilities of the first arriving officer are but not limited to:
  - Evaluate the incident.
  - Prevent loss of life, if at all possible.
  - Provide an assessment of the disaster to the Watch Commander.
  - Render aid to the injured until the FD arrives.
  - Secure the scene, to the best of your ability, until more help arrives.
- Watch Commander Responsibilities
  - Becomes the Incident Commander
  - Verify the assessment made by the first officer at the scene.
  - Evaluate the unusual occurrence and determine if full or partial implementation of the plan will be required. Have Communications notify the Chief of Police and the Deputy Chief. Activate the Incident Command System.
  - Establish a command post.
  - Retrieve the Incident Command Kit from Supervisors vehicle.
- Assign the following staff for the command post as personnel arrive:
  - Incident Personnel Officer
  - Public Information Officer
  - Safety Officer
  - Incident Permit Officer
  - Liaison Officer
  - Incident Log Officer
  - Staging Area Supervisor
  - Have records personnel initiate Mobilization of Agency Personnel
  - Have Communication initiate an I.L.E.A.S. call-out
  - Establish a Staging Area

207.1.6 SECONDARY STAGE

Once manpower arrives the IC will:

- Establish a security perimeter or expand it around the incident.

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- Plan evacuation and relocation if necessary.
- Assign a traffic control direction supervisor.

If there is a crowd control issue the IC will have communications contact NIPAS Field Force.

As soon as the Chief of Police or the Deputy Chief arrives on scene there will be a transfer of command and they will become the IC. The new IC will receive a briefing from the previous IC. The previous IC will be reassigned.

The IC and his staff will plan and prepare the Incident Action Plan. The overall priorities of the IAP will be:

- Life Saving
- Incident Stabilization
- Property Preservation

The IC will assign a detective, if available, to be the Information and Intelligence Officer. If the incident requires a specialized team he will have communications or records contact appropriate agencies. The IC will assess equipment needs and have equipment brought to the incident as needed. Any person(s) arrest at the scene will be transported.

All Command Post Personnel will keep the IC informed of conditions and any changes as they occur. All safety and emergency situations will be immediately reported to the IC and appropriate staff members. The IC will update and receive information from the EOC and the Unified Command Commanders in accordance with the village EOP.

The IC will prevent looting and other criminal acts by establishing patrols in the area affected. The IC must provide police service to the rest of the communities based upon priority needs. These would include emergency and immediate response calls for assistance. Normal police operations may be suspended or modified as required.

The IC will have communications or records personnel contact the State Police, County Sheriff, or other local department units to assist in handling these calls during the unusual occurrence. The IC will plan with the Unified Commanders search and rescue efforts, also body identification and property recovery efforts.

207.1.7 FINAL STAGES

As the Incident draws near to the end the IC and command staff will plan for demobilization of personnel and resources. Demobilization is the process of releasing resources and personnel that are no longer required. At all times during an incident the IC must determine when assigned resources and personnel are no longer required.

A demobilization plan should be drawn up and contain the following:

- General guidelines
- Responsibilities

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- Release priorities/procedures

The Incident Personnel Officer will make sure all personnel and resources that were checked in are accounted for as they are released. All ICS forms and reports will be turned into the IC. The Liaison Officer will assist in the release of private sector resources. As well as turn in all ICS forms and reports to the IC.

The Intel Officer, the Incident Personnel Officer, and Liaison Officer will debrief personnel as they are released. They will gather and document any important information regarding the incident that would be useful for the incident report. Also any information for future planning and training. They will turn in all ICS forms and reports to the IC.

The Safety Officer will report to the IC and turn in all ICS forms and reports. The Incident Commander will have all Command post personnel report to the ICP at the end of the incident to debrief personnel on the incident. The IC will gather all forms and record information and ideas for future planning and training.

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Training

208.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

208.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. The Department prefers courses that promote professional growth and continued development for department personnel. Appropriate courses may include:

- Courses certified by ILETSB.
- Courses offered by ILETSB-designated Mobile Team Units (MTUs).
- Courses offered by outside vendors and agencies.

208.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of our personnel.

(c) Provide for continued professional development of department personnel.

208.4 TRAINING PLAN

It is the responsibility of the Training Coordinator to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Coordinator shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other members.

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208.4.1 SUPERVISOR TRAINING

As soon as practical after promotion to the rank of Sergeant or above, sworn officers are sent to Northwestern University's School of Police Staff and Command or an equivalent course. On an ongoing basis, they may attend supervisory classes and seminars held by local training agencies, Village insurance carriers, or professional associations.

Sworn officers serving as Officer in Charge (OIC) are sent to an OIC or first line supervisor course normally held by North Eastern Multi-Regional Training (NEMERT) or other local training agencies. On an ongoing basis, they may attend supervisory classes and seminars held by local training agencies, Village insurance carriers, or professional associations.

Non-sworn supervisors are sent to applicable supervisory courses intended for supervisors of non-sworn personnel. These classes are usually held through North Eastern Multi-Regional Training (NEMERT) or other local training agencies or professional associations. On an ongoing basis, they may attend supervisory classes and seminars held by local training agencies, Village insurance carriers, or professional associations.

208.4.2 STATE-MANDATED TRAINING

Officers must successfully complete the Minimum Standards Basic Law Enforcement Training Course or a similar ILETSB-approved training program within six months of full-time employment (50 ILCS 705/8.1).

(a) The basic training requirement may be waived if the employee is eligible for certification by meeting training and certification standards within the parameters, extensions, and exceptions set by ILETSB (50 ILCS 705/8.1).

(b) State-mandated training requirements every year include (50 ILCS 705/7):

1. ILETSB-approved use of force training.
2. Legal updates.

(c) State-mandated training requirements every three years include (50 ILCS 705/7; 50 ILCS 705/10.19; 725 ILCS 203/20):

1. Constitutional and proper use of law enforcement authority.
2. Procedural justice.
3. Civil rights.
4. Human rights.
5. Mental health awareness and response.
6. Officer wellness.
7. Mandatory child abuse reporting.
8. Cultural competency.
9. Training on sexual assault and sexual abuse response and report writing (refer to Sexual Assault Investigations Policy).

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(d) State-mandated training requirements every five years include:

1. Domestic violence (725 ILCS 5/112A–27; 750 ILCS 60/301.1).

208.5 TRAINING NEEDS ASSESSMENT

The Training Section will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

208.6 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Barrington Police Department policy manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Coordinator.

Personnel assigned to participate in DTBs should only use login credentials assigned to them by the Training Coordinator. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

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Bomb Incident Procedure

209.1 PURPOSE AND SCOPE

The purpose of this order is to establish the policies and procedures for responding to a bomb threat and for bomb disposal, if necessary. It is the policy of the Barrington Police Department to take all reasonable measures to maximize the safety of the public and Department personnel in situations involving the use or potential use of explosives. This plan shall be reviewed and updated annually by the Administrative Officer.

BOMB THREAT: Any communication reported to anyone, warning of an explosive device or substance placed where it may cause injury or damage.

BOMB OR EXPLOSIVE SUBSTANCE:dynamite, nitroglycerin, gunpowder, or any other material that, if detonated, could cause injury to persons or damage to property.

EXPLOSIVE ORDNANCE SPECIALISTS (EOS):Persons trained to handle, deactivate or detonate explosive substances. Only those persons recognized as certified explosive ordnance specialists or team specialists are authorized to act in this capacity.

209.1.1 EMPLOYEE RSPONSIBILITY

Any member of this department, upon receiving notice of a possible bomb, shall attempt to do the following:

- Obtain the name, address, and phone number of the caller.
- Present location and call back number of the caller.
- If possible, initiate a trace on the call.
- Obtain the exact location of the bomb.
- Obtain the time set for detonation.
- What the device looks like.
- What the explosive is.
- Why the bomb was placed.

Special attention should be made to:

- The sex of the caller.
- Approximate age according to voice.
- Any noticeable speech patterns, (racial, speech impediments, accents).

Other speech identifiers:

- speed
- excited

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- broken
- sincere
- well educated or business oriented
- disguised

Maintain a calm personal approach to the call. Make notes as to times, places, or any other pertinent facts or bits of information that the caller relates. In the case of a bomb threat, attempt to ascertain from the caller the location of the bomb and detonation time. Pay special attention to the caller and how he/she speaks, terms used, if there are any speech impediments noticeable, if he/she has an accent. Listen for background noises on the line, such as traffic sounds, music, someone speaking.

Attempt to keep the caller on the line as long as possible and try to find out the reason for the threat or actual bomb placement, what he/she is attempting to achieve by making the threat. Upon receipt of such a call, the communications operator will notify his/her supervisor of the situation.

209.1.2 POLICE OFFICERS RESPONSIBILITY

The beat car assigned will proceed directly to the location of the incident. On arrival, the officer will attempt to contact the owner/person-in-charge (hereafter referred to as the victim) of the premises. If a bomb threat was received at the premises, the officer should interview the person who received the call. If a suspicious device was found on the premises the officer should interview the person who saw the suspect device to determine what exactly transpired.

The officer will inform the victim of the nature of the incident and suggest to the victim how to conduct a search. The police officer will act in an advisory capacity or liaison and should not, because of civil liability, conduct the search.

Employees should search the areas they are assigned to work in, as they are familiar with the items in their own particular area and would readily notice any foreign object. They should be instructed not to touch it. The officer will investigate each object called to his attention. If the officer knows or believes the object is, or may be a bomb, he will have the immediate area cleared.

It is at this point the officer's authority exceeds that of the victim because of public safety and protection of the property involved. The officer will then request a supervisor be sent to the scene. Only when a bomb is found is it necessary to dispatch the fire department. If no bomb is found, the officer will notify the communications center and complete any required department report. The victim may refuse to search the premise or cooperate in any way further with the officer. Should this occur, the officer will complete his report, identifying the victim by name in his report and witnesses who may have heard the victim refuse to initiate a search of the premises as a result of the call received by the police department.

Where the victim refuses to have the premises searched, the officer will confirm that the victim is the owner or the person-in-charge and thereby authorized to make this decision. The reporting officer will indicate in his report that the victim refused to order a search of the premises and report

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fully the total circumstances involved. Upon completion of his report, the officer will return to duty. No further police action will be taken when the victim refuses.

In cases of bomb threat, where no specific evidence exists of a bomb, the evacuation of the premises is at the discretion of the victim responsible for the property.

209.1.3 LOCATING AND DISPOSING OF A BOMB

If an undetonated explosive is discovered, the officer shall notify communications by telephone. The operator receiving the call shall notify the Watch Commander. The Chief of Police shall also be notified at this time.

The Watch Commander shall request assistance in removal and disposal of the device from Explosive Ordnance personnel. There are two agencies currently available to assist in removal and disposal of explosives. They are listed in order of call-up:

- Cook County Sheriff's Police Bomb Unit 708-865-4913
- Chicago Police Department Bomb/Arsenal 312-746-7619

In the event that the suspect device is military ordinance, the Department of the Army, 88th Ordinance Detachment (EOD) team from Fort McCoy will be notified. 88th Ordnance Detachment (EOD) Fort McCoy, WI. (608)388-3315

A Watch Commander shall respond to the scene and assume the position of Incident Commander (IC). A command post with telephone communications shall be established. It should be near the scene, but not closer than 500 yards and should be protected from the effects of any potential explosion. The IC shall also establish a security perimeter at least 500 yards from the scene. The fire department will be re-quested to respond and stand by at least 300 yards from the scene. Radio silence is to be observed.

The IC will coordinate emergency services with the ranking Fire Department Official on the scene. The IC shall maintain command of the scene and will brief explosive ordnance specialists when they arrive on the scene. The IC shall coordinate the security operations. No person shall be admitted into the danger zone except as authorized by the IC.

The IC will offer the above mentioned units assistance in arriving at the scene when requested, such as having a beat car waiting for them near a major intersection or clearing an area for a helicopter to land should they chose this mode of travel.

209.1.4 EXPLOSIVES

In cases where an explosion has occurred, the procedures for notification, scene security, and responsibility for follow-up investigation are the same as in undetonated explosive substances. When the scene is secured, the IC shall coordinate the preservation of evidence and allow no one into the danger zone except rescue personnel, EOD, and investigators. The investigator shall notify the IC when examination of the scene is complete.

Explosions may cause structural damage and other undetonated explosives may still be present. People on the scene should use caution and no person should enter the danger zone except

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to prevent injury or death to another person. This does not apply to investigators or specialists examining the scene.

209.1.5 FEDERAL NOTIFICATION

All bombing incidents, including a hoax device, shall be reported to the National Bomb Data Center on their reporting form. The reporting form for bombing incidents will be filled out by the Watch Commander, in duplicate. The original is sent to the National Bomb Data Center. A copy is placed in the department's case file on the incident.

209.2 BOMB THREAT CHECKLIST

See attachment: ATF Bomb Threat Checklist.pdf

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Incident Command Post

211.1 PURPOSE AND SCOPE

To establish guidelines to be used in the selection of the Incident Command Post (ICP) during an Unusual Occurrence operation.

INCIDENT COMMAND POST (ICP): Is the field location at which the primary tactical-level, on scene incident command functions are preformed.

211.1.1 GUIDELINES

Each of the following factors should be considered when selecting the proper location for the Incident Command Post (ICP). It is understandable that the location may not meet all of the following criteria:

- It should be within the disaster perimeter
- It must be away from the center of the scene, to avoid smoke, heat, and other dangers and distractions
- It should be located near major streets to aid quick ingress and egress, but not so close as to have crowds interfering with its operation
- It should be located so that it can be easily located by Mutual Aid Agencies
- It should have ample parking space
- It should be located close to toilet facilities
- It should be located near adequate lighting and electrical supply
- It should be located near telephone facilities or hookups. It maybe collocated with other incident facilities

211.1.2 STAFFING

The Incident Command Post should be staffed with the following personnel as soon as adequate personnel are available.

Incident Commander (IC)

The Watch Commander will become the Incident Commander (IC) and shall have complete authority and responsibility for conducting incident operations until relieved by higher Command Personnel. The IC performs all major ICS command and staff responsibilities unless these functions are delegated or assigned. The IC will:

- Provide overall leadership for the incident.
- Delegate authority to others.
- Take general direction from the Department Administration.
- Ensure welfare and safety of incident personnel.

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Upon arrival to the Incident scene the initial IC will obtain an initial briefing to get a clear understanding of the incident in order to determine actions and tactics to be taken. The IC will be the one to establish a Command Post and assign the necessary personnel:

- Incident Personnel Officer
- Public Information Officer
- Incident Safety Officer
- Liaison Officer
- Incident Log Officer
- Incident Permit Officer
- Staging Area Supervisor

The IC can assign one person to perform multiply duties above until more personnel arrive. Obtain and follow the NIMS Incident Commander Position Checklist from the Incident Command Kit located in the Watch Commanders vehicle. Fill out the Incident briefing form ICS 201 ASAP.

If the Incident is complex in nature the IC will complete an Incident Action Plan (IAP). Complex Incident are where two or more jurisdictions are involved, and/or the incident will continue into next shift or shifts, and/or a hazMat incident is involved.

Appoint a Deputy Incident Commander if necessary. Transfer of Incident Command will occur by order of the Chief of Police or the Deputy Chief. When either the Chief or the Deputy Chief arrives on scene they may take over command. The following steps will occur when assuming Command:

- Assess the situation with the current IC
- Receive a briefing from the current IC
- Determine an appropriate time for the transfer of command and document the transfer on ICS form 201 and ICS 214
- Notify others of the change in incident command
- Assign the current IC to another position

Incident Personnel Officer (IPO)

The Incident Personnel Officer is responsible for the implementation of all requests for additional police personnel at the scene. He records and makes assignments as required, calls up additional personnel from department manpower and I.L.E.A.S., establishes break schedules, documents any injuries to personnel, and supervises the personnel at the scene to insure compliance with established procedures.

The first available supervisor at the scene, after the Watch Commander, who is the IC, will be the Incident Personnel Officer. The IPO will work together with the Incident permit Officer since all personnel entering the scene will pass through the permit post.

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The IPO will acquire the personnel which the Incident Commander deems necessary. Following Notification and Mobilization of Agency Personnel and I.L.E.A.S. The IPO will record all assigned officers on ICS form 211 Incident Check-in list. All ICS forms will be found in the Incident Command Kit. Checking in on ICS form 211 helps to:

- Ensure personnel accountability.
- Locate personnel in case of an emergency.
- Plan for releasing personnel.

When officers check-in, the personnel officer will put duty assignments on ICS form 214 Unit Log. The IPO will assign and record their radio frequency on ICS form 217 Radio Frequency Assignment Worksheet. All pertinent data will be recorded on a separate ICS 214 Unit Log form, such as time relieved and breaks given, etc. The IPO is responsible for seeing to it that personnel are provided with a break every three hours and are given relief when necessary.

Adequate personnel must be available prior to granting breaks. The IPO with the approval of the IC will assign one person to relieve personnel for quick restroom breaks as needed. The IPO will make sure personnel have water during hot weather. With the approval of the IC the IPO will arrange for food if the incident continues for a long period of time.

Periodic tours of the incident site shall be made to assure compliance with assignments and to maintain the safety and welfare of all affected personnel. Officers and other personnel, at the site, such as Mutual-Aid personnel, who did not report to the IPO for assignment, will be entered on the Unit Log. Time of arrival at the site and their assignment shall be noted. If they are not needed, they will be relieved from duty and returned to their duty stations.

Injuries to personnel will be noted and the proper replacements will be made. Departmental Injury Reports shall be completed as soon as possible after the incident.

Incident Log Officer

The incident log officer is the primary informational source during the operation and post-disaster activities. The log can be used for post occurrences critiques, in the development of new procedures, to support officer's actions, and for settlement of insurance claims.

The Incident Commander (IC) shall appoint an officer to perform the Incident Log function. A non-sworn member of the Department may be appointed. ICS form 214 Unit Log form shall be used to record information. All police actions and activities, that take place at the scene, will be chronologically recorded. This includes all significant information, decisions, orders, activities, and messages. In order to maintain an accurate record, the Incident Log Officer should remain with the Incident Commander. All required information should be accurately and clearly filled in on the log form. Sufficient space should be used in the major events section, including more than one line if necessary, to accurately reflect what took place. The Incident Log Officer will also note all equipment in use and by whom it is used.

Liaison Officer (LNO)

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The LNO will be appointed by the IC. The LNO will obtain and follow the NIMS Liaison Position Checklist found in the Incident Command Kit. Also record all activities on Unit Log, ICS 214. The LNO is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single or unified command structure, representatives from assisting or cooperating agencies and organizations coordinate through the LNO. Examples of an assisting or cooperating agency are the American Red Cross, Salvation Army, utility company, etc.

Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the LNO to facilitate coordination.

The LNO should use suitable communication techniques to share relevant information with the IC and other appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment. Ensure all relevant information is exchanged during check-in, briefings and debriefings.

Gather, analyze, and validate information pertinent to the incident or event and make recommendations to the IC for setting priorities. Ensure documentation of information is complete and distribute information and ensure understanding by recipient. Use ISC forms to record information.

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Electronic Mail

212.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., Illinois Freedom of Information Act). Messages transmitted over the email system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department.

212.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message, including any attachment, that is transmitted over its email system or that is stored on any department system.

The email system is not a confidential system and therefore is not appropriate for confidential communications. If a communication must be confidential, an alternative method to communicate the message should be used. Employees using the department email system shall have no expectation of privacy concerning communications transmitted over the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

212.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited, will not be tolerated and may result in discipline.

Email messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users and must be approved by the Chief of Police or a Deputy Chief. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure should minimize the misuse of an individual's email, name and/or password by others.

212.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Illinois Freedom of Information Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

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Electronic Mail

The Freedom of Information Officer or Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

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Incident Personnel Officer

213.1 PURPOSE AND SCOPE

To define the responsibilities of the Incident Personnel Officer at the scene of an Unusual Occurrence.

The Incident Personnel Officer is responsible for the implementation of all requests for police personnel at the scene. He records and makes assignments as required, calls up additional personnel from the manpower pool, establishes break schedules, documents any injuries to personnel, and supervises the personnel at the scene to insure compliance with established procedures. The first available supervisor at the scene, after the Watch Commander, who becomes the Incident Commander, will be the Incident Personnel Officer.

213.1.1 PROCEDURE

The Incident Personnel Officer will acquire the personnel which the Incident Commander deems necessary. The Incident Personnel Officer will record all assigned officers and their positions on ICS form 211 Incident Check-in list. All ICS forms will be found in the Incident Command Kit. When officers check-in, the personnel officer will assign and record their radio frequency on ICS form 217. All pertinent data will be recorded on the roster, such as time relieved and breaks given. The Incident Personnel Officer is responsible for seeing to it that personnel are provided with a break every three hours and are given relief when necessary.

Adequate personnel must be available prior to granting breaks. The Personnel officer with the approval of the IC will assign one person to relieve personnel for quick restroom breaks as needed. The Personnel officer will make sure personnel have water during hot weather and with the approval of the IC will arrange for food if the incident continues for a long period of time.

Periodic tours of the incident site shall be made to assure compliance with assignments and to maintain the safety and welfare of all affected personnel. Officers and other personnel, at the site, such as Mutual-Aid personnel, who did not report to the Incident Personnel Officer for assignment, will be entered on the roster. Time of arrival at the site and their assignment shall be noted. If they are not needed, they will be relieved from duty and returned to their duty stations.

Injuries to personnel will be noted and the proper replacements will be made. Departmental Injury Reports shall be completed as soon as possible after the incident.

213.1.2 PERSONNEL ASSIGNMENT ROSTER

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Administrative Communications

214.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

214.2 DEPARTMENT E-MAIL

Department E-mail may be issued periodically by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

214.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Personnel should use Department letterhead only for official business and with approval of their supervisor.

214.4 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or a Deputy Chief.

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Incident Log Officer

215.1 PURPOSE AND SCOPE

The incident log officer is the primary informational source during the operation and post-disaster activities. The log can be used for post occurrences critiques, in the development of new procedures, to support officer's actions, and for settlement of insurance claims.

The Incident Commander (IC) shall appoint an officer to perform the Incident Log function. A non-sworn member of the Department may be appointed. ICS 214-unit log form shall be used to record information. The Incident Log Officer will assist the IC in filling out any other ICS forms assigned by the IC.

All police actions and activities, that take place at the scene, will be chronologically recorded. This includes all significant information, decisions, orders, activities, and messages. In order to maintain an accurate record, the Incident Log Officer should remain with the Incident Commander. All required information should be accurately and clearly filled in on the log form. Sufficient space should be used in the ACTIVITY/SITUATION/ACTION section, including more than one line if necessary, to accurately reflect what took place.

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Supervisory Staffing Levels

216.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

216.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least one regular supervisor on duty whenever possible. Sergeants will ensure that at least one field supervisor is deployed during each watch.

216.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and unforeseen circumstances, a qualified officer-in-charge may be used as field supervisors in place of a field sergeant.

With prior authorization from the Deputy Chief, a qualified officer-in-charge may act as the Watch Commander.

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Notification and Mobilization of Additional Agency Personnel

217.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure to be used in the event off-duty police and Village personnel are required to help in the handling of an unusual occurrence or other emergency situation. This section establishes a means for maintaining a notification system by the Records Personnel and a means for controlling the manpower available in an emergency. All sworn police and records personnel will provide administration with a valid / current phone number for notification purposes.

PARTIAL MOBILIZATION: A partial mobilization of the Department's personnel shall consist of a call out of a limited number of personnel and such additional non-sworn personnel as directed by the Watch Commander.

TOTAL MOBILIZATION: A total mobilization of the Department's personnel shall consist of a call out of all sworn and non-sworn personnel.

217.1.1 PROCEDURES

The Incident Commander (IC) will decide the manpower requirements and notify the Records Personnel. **Normal Overtime Call-Back procedures are suspended during an emergency.** Police Department personnel call out will be handled as follows:

The IC shall notify the Records Personnel if the call out is a Partial or Total Mobilization of the Department's personnel. For a PARTIAL mobilization, because the nature of an unusual occurrence or emergency is likely to require a greater degree of supervision and control, supervisory level personnel are called first. Records Personnel will contact the Department's Sergeants and direct them to report to the Public Safety Building in full uniform. For TOTAL mobilization situation, the Records Personnel will also direct the Sergeants to notify all personnel assigned under their supervision. All supervisory personnel are REQUIRED to maintain, at their homes, an up to date List of the personnel, and their home phone numbers, assigned to their shift or supervision.

For a TOTAL mobilization situation, the Records Personnel will also contact all civilian non-sworn, personnel and direct them to report to the Public Safety Building in uniform for those who regularly work in uniform. The Records Personnel will contact both the Chief of Police and the Deputy Chief in case of a Total or a Partial mobilization of Department personnel.

In case of a TOTAL mobilization of Department personnel both the Chief of Police and the Deputy Chief will respond to the Public Safety Building to assume overall command of the Department. In case of a Partial mobilization of Department personnel the Acting IC will brief both the Chief of Police and the Deputy Chief on the situation. The Chief of Police will decide if the situation requires either or both Chief or Deputy Chief to respond.

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The Records Personnel is responsible for notifying personnel designated by the IC. The Records Personnel will keep a list of who has, and has not, been contacted and will record the time of the contact. The Village Department Heads are to be notified according to the Communications and Warning sections of the policy manual. The Department Heads will advise the Records Personnel which personnel, and the number of personnel that are to be notified, and who should report for duty. Unless otherwise directed, the Records Personnel are to advise all those contacted to report to the Public Safety Building, where the manpower pooling area will be maintained.

The Records Personnel will notify a supervisor from each Village Department or section identified by the IC for call-out. In the event a supervisor cannot be notified, the Records Personnel will notify the first available employee and advise them to call out the designated personnel and tell then to report to the Public Safety Building.

In the event the Public Safety Building is unavailable, an alternate site will be chosen from the list of Relocation Center Sites. All personnel, unless otherwise directed, are to report in their designated Village uniforms. After the Incident Command Post has been staffed, the next police supervisor to report is assigned as the Manpower Pool Supervisor. The responsibilities of this position are as follows:

Register all incoming personnel, Village and Mutual Aid Personnel, on the Manpower Pool Roster. A separate roster should be maintained for each Village Department and for Mutual Aid Personnel. Brief all waiting personnel on the incident situation and conditions. Assign manpower as directed by the IC as they are needed. Make follow-up calls to those not notified during the original call-out. Assign personnel to help in the Records Personnel, if needed. Record all assignments made on the Incident Manpower Pool Roster. Keep the Incident Command Post and the Emergency Operations Center advised as to the availability of manpower on standby. Assign and distribute any necessary specialized equipment. Arrange for transportation of personnel equipment, and supplies to the scene.

217.1.2 REPORT AND EVALUATION

The Watch Commander will prepare a detailed report of the incident A.S.A.P. Copies of this report will be forwarded to both the Chief of Police and the Deputy Chief. The Deputy Chief will review all reports and factors surrounding the incident and will prepare an evaluation of the incident, and the handling of the incident, for the Chief of Police.

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Illinois Law Enforcement Alarm System

219.1 PURPOSE AND SCOPE

The Illinois Law Enforcement Alarm System (ILEAS) is a police mutual aid system operating in Illinois. Also, see the ILEAS Plans and Procedures Manual.

The purpose of ILEAS is To provide immediate extra police manpower and equipment at the scene of police emergencies, to provide for an automatic and systematic response of police manpower teams, provide for contractual responsibilities and liabilities, to provide broad area coverage, foster a cooperative spirit for police emergency planning, and to provide access to specialized manpower and equipment that no one department could afford to maintain.

ILEAS does not relieve a community of its responsibility to provide adequate manpower and equipment for day to day police operations. Each community has its first line of defense and its reserves. A community may only resort to ILEAS when a police emergency has caused its police department to exceed its own routine capabilities.

ALARM LOG: A form used by the ILEAS dispatcher to record the response to a mutual aid request.

EMERGENCY: A situation that threatens or causes loss of life and property and exceeds the physical and organizational capabilities of a unit of local government. Generally, the word "Emergency" within this document refers to a situation connected to police response to severe storms, floods, hazardous materials incidents, transportation accidents, large fires, public disorders, major crimes, barricaded subjects, hostage situations, terrorist activities, and other similar occurrences.

INCIDENT COMMANDER: The officer in charge from the requesting agency by virtue of his rank or designation.

MUTUAL AID: A prearranged written agreement and plan under which regular response and assistance are provided in case of alarms (emergencies) from a stricken municipality by the aiding municipalities according to the police alarm assignments as developed by the Police Chiefs of the participating enforcement agencies.

ILEAS DISPATCHER: Predetermined police communications centers responsible for the coordination and assignment of police mutual aid personnel under this plan. The Primary Dispatch Center will handle most requests for mutual aid personnel under this plan. The Alternate Dispatch Center will handle activities should the primary dispatcher become involved in an emergency.

POLICE ALARM AREA: A geographical area in which a Police Alarm Location exists.

POLICE ALARM ASSIGNMENT: Predetermined listing of manpower and equipment that will respond to aid a stricken municipality. It includes a series of police response levels (Plans) designed to meet the needs of varying degrees of emergencies.

POLICE ALARM CARD: A printed form containing details of manpower and equipment to respond to a specific police plan request.

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POLICE OFFICER: Any sworn uniformed officer who is certified to carry a gun.

STAGING AREA: A predetermined location outside the immediate emergency area where police personnel and equipment will assemble.

STAGING AREA SUPERVISOR: An officer from the stricken municipality assigned to coordinate activities and log in responding personnel at the staging area.

STRICKEN MUNICIPALITY: The municipality in which the emergencyoccurs that is of such magnitude that it cannot **be adequately handled by the local police** department.

AIDING MUNICIPALITY: A municipality furnishing police manpower and equipment to a stricken community.

219.1.1 THE ILEAS ALARM CARD

The ILEAS emergency plan consists of a series of manpower response levels designed to meet the needs of varying degrees of emergencies. Also, the plan ensures that aiding municipalities maintain adequate manpower levels in their own communities. Member communities divide their towns into Police Alarm Areas. Each area is assigned a unique Police Alarm Number and a Police Alarm Card is developed. Predetermined response of manpower and equipment from adjacent communities is then listed on this card.

A ILEAS Level 1 Alarm will require five (5) police officers to respond to a staging area. If an emergency continues to escalate and more manpower is needed, the stricken municipality can request additional alarms, a Level 2, 3, 4, up to 10. Each alarm brings more manpower and equipment to the staging area.

In case of high life hazard, the stricken municipality may choose to call a large amount of manpower and equipment to the staging area quickly. The stricken municipality can skip as many alarm plans as necessary to fulfill their manpower requirements. A Level 3 would immediately bring to the staging area all of the manpower and equipment listed in alarm Levels 1, 2, and 3.

A stricken municipality may also receive additional manpower without requesting an additional alarm. As an example, a community requiring 12 police officers might request a Level 2, and two (2) additional officers. Besides Level 2 manpower, the ILEAS dispatcher would assign two additional officers from the next level.

- The Police Alarm Card contains the following information:Municipality Name and Phone Number
- The name and phone number of the municipality for which the Police Alarm Card was developed
- Police Alarm Assignments
- A chart that contains ten (10) Police Alarm Levels with their corresponding assignment of aiding municipalities.

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Police Alarm Locations are a listing of up to four (4) Police Alarm Locations each covering its own Police Alarm area within the municipality. Each alarm is identified by a unique Alarm Number. A Staging Area name, address and location description is provided for each alarm.

219.1.2 PROCEDURE FOR REQUESTING A POLICE ALARM

Any supervisor, regardless of rank, is authorized to call into effect a Police Alarm Plan of any level that, in their opinion, is required to bring an emergency under control. After determining the Police Alarm and Plan level needed to bring the situation under control, the stricken community, through its dispatcher, will immediately contact the ILEAS dispatcher and provide the following information:

- The Name of the Requesting Department
- The Alarm Number Requested
- The Police Alarm Plan Level Requested
- The Nature of the Incident
- Special Details or Instructions for Responding Personnel

If the Primary ILEAS Dispatcher's community is involved in the emergency, the Alternate ILEAS Dispatcher will assume responsibility for coordinating the alarm. The ILEAS Dispatcher will check the corresponding Police Alarm Card and notify those departments due to respond to the stricken municipality's alarm. Departments due to respond will acknowledge the mutual aid request and, unless otherwise directed, immediately dispatch the required manpower to the appropriate staging area. If a department cannot, because of an existing situation, immediately send the required manpower due on an alarm, they must notify the ILEAS dispatcher immediately so that fill-in manpower can be assigned from the next Plan level.

The stricken municipality will assign an officer to act as the Staging Area Supervisor. The Staging Area Supervisor will report to the Staging Area and will log in and coordinate the assignment of ILEAS personnel as they arrive. Unless otherwise directed, each police officer assigned to respond to a Police Alarm will respond in uniform in a Squad Car. No police officer will respond to a mutual aid request unless directed by his Department.

219.1.3 OPERATIONS AT THE EMERGENCY SITE

The initial responsibility of the stricken municipality at the emergency site is to evaluate the extent of the emergency situation and take immediate steps to insure that adequate police manpower and equipment are made available.

The officer-in-charge, of the stricken municipality, shall assume full responsibility and command for operations at the scene. He will assign personnel and equipment, of the aiding municipalities, to positions when and where he deems necessary. Some suggested uses of mutual aid personnel are to provide aid and care to injured, search and rescue operations, evacuation, traffic and crowd control, perimeter security, and to maintain regular police service.

Generally, mutual aid personnel will supplement the stricken agency's forces, and as such, should not be assigned to hazardous duties when adequate manpower from the stricken agency exists.

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As much as possible, one common radio frequency will be used by all police agencies involved. This will be I.S.P.E.R.N. which operates at 155.475 MHz. Those officers not having I.S.P.E.R.N. should be assigned to positions not needing immediate communications or assigned with officers having access to that frequency. Due to the differences in ten-signals, common English language will be used in contrast to codes and ten-signals.

The Incident Commander, of the stricken municipality, shall ensure that mutual aid personnel are released and returned to duty in their own communities as soon as the situation is restored to the point that allows the stricken municipality to satisfactorily handle it with its own resources.

219.1.4 EMERGENCY SERVICES TEAM

Whenever a plan has been implemented, the officer-in-charge for the stricken municipality shall cancel the alarm, when adequate police personnel have responded. This means that the situation is now under control, but that the emergency is not necessarily ended. Notice of said cancellation shall be made to the ILEAS dispatcher. The order in which the manpower is returned to duty in their own communities is at the discretion of the officer-in-charge.

Only those agencies participating in the Emergency Services Team program shall receive the services of the Emergency Services Team.

The Emergency Services Team (EST) Plan will only be requested in those situations that require the response of the N.I.P.A.S. Emergency Services Team. The EST plan may be requested with or without the response of the five marked units listed in the Police Alarm Assignment. These additional units will arrive before the Emergency Services Team and may help in providing outer perimeter security, traffic control, etc. The N.I.P.A.S. dispatcher will dispatch these marked units only at the request of the stricken agency when no other Plan has been requested.

Emergency Services Team (EST) operations at the scene of an emergency will be guided by the Special Threat Situation Plan provided as an addendum to the N.I.P.A.S. Plans and Procedures Manual.

219.1.5 ADDITIONAL INFORMATION

Refer to the ILEAS Plans and Procedures Manual for complete operational procedures, administration, staff, participating agencies, alarm cards, maps, etc.

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Retiree Concealed Firearms

220.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Barrington Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Illinois law (18 USC § 926C; 50 ILCS 705/10).

220.2 QUALIFIED RETIREES

Any full-time sworn officer of this department who was authorized to, and did, carry a concealed firearm during the course and scope of their employment may submit an application and required materials to the Illinois Retired Officer Concealed Carry (IROCC) Office. Information is available on the IROCC website.

220.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

(a) Separated from service in good standing from this department as an officer.

(b) Before such separation, had regular employment as an officer for an aggregate of 10 years or more or, if employed as an officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

220.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

220.3.2 AUTHORIZATION

Any qualified former peace officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

(a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:

1. A valid permit to carry a concealed firearm issued by the Illinois Law Enforcement Training and Standards Board (ILETSB) (20 Ill. Adm. Code 1720.260).

2. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement

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agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

3. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Illinois law or by a private person or entity on his/her property if such prohibition is permitted by Illinois law.

220.4 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD PERMITS

Retirees who wish to carry a concealed firearm may apply for an ILETSB permit through the Illinois Retired Officer Concealed Carry (IROCC) office. Application information is available on the IROCC website (20 Ill. Adm. Code 1720.250).

220.5 FORMER OFFICERS RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions Policy.

220.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

(a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

220.6 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

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Establishing a Staging Area

221.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures, when necessary, for setting up a Staging Area when the incident command system is implemented.

STAGING AREA: A predetermined location established outside the immediate incident area where police personnel and equipment will assemble while waiting for tactical assignment.

When the IC requests additional manpower via I.L.E.A.S, NIPAS Field Force, etc. The IC will choose a location for the staging area and will appoint a Staging Area Supervisor. The IC or Staging Area Supervisor will advise communications of the staging area location. Communications will give the location of the staging area to the responding agencies.

The Staging Area Supervisor will be responsible for organizing and managing the staging area. The Staging Area Supervisor will use ICS 211 check-in list to log in responding officers and the location of their assignment when assigned. Radio frequencies used will be recorded on ICS 217 radio frequency assignment worksheet. ICS forms are located in the incident command kit, located at the Incident Command Post.

The IC or other command staff will advise the Staging Area Supervisor where officers need to be deployed. The Staging Area Supervisor will assign officers to the needed area. The Staging Area Supervisor will record those locations on the proper ICS 214 Unit Log. The Staging Area Supervisor will keep the IC informed of available manpower. The IC will determine if more personnel will be needed.

221.1.1 STAGING AREA LOCATIONS

Staging area consideration:

- Room enough to accommodate vehicles and personnel requested
- Proximity to the Incident
- Ability for responding agencies to easily locate the staging area
- A safe location for responding personnel
- Possible staging locations depending on incident location and availability

Barrington Locations:

- Makray Golf course (Rt.14)
- G.E. Capital (Rt.14)
- Lot behind the Barn of Barrington
- Village Church of Barrington (E. Main St.)
- Any of the school parking lots

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221.1.2 PUBLIC INFORMATION OFFICER FORM

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Public Information Officer (PIO)/ICS Operations

223.1 PURPOSE AND SCOPE

The purpose of this policy is to designate an individual responsible for the control and distribution of all media releases and the necessary procedures to function in this capacity. The PIO advises the IC on all public information matters, including media and public inquiries, emergency public information and warnings, rumor monitoring, and control, media monitoring, and other functions required to coordinate, clear with proper authorities, and disseminate accurate information related to the incident. Many emergencies prompt immediate inquiries from the media.

Media personnel shall be directed to the Barrington Police Department, by units in the field and communications. This avoids interfering at the Incident Command Post and the scene. A secondary site should be selected in case the primary site is not available. A notice to the media should be posted on the outer doors of the Village Hall and Police Department to prevent disruptive inquiries.

- The location and directions to that location should be posted
- The scheduling of releases should be posted, if known, (every half hour, on the half hour and hour, etc.)

The Public Information Officer shall be the Deputy Chief if available. If the Deputy Chief is not available, another officer will be assigned as Public Information Officer by the Chief of Police.

When any Unusual Occurrence occurs the PIO will obtain a copy of the NIMS Public Information Officers Checklist found in the Incident Command Kit. He will also record all activities on the Unit Log, ICS 214 also found in the Incident Command Kit.

223.1.1 RESPONSIBILITIES

The Public Information Officer shall be the only officer allowed to make a news release, unless relieved by a ranking officer or Village official. All releases will be in written form (longhand being appropriate, if time or lack of equipment prevents typing). The original document will be retained by the Public Information Officer as a permanent record of a media release.

The release will either be photocopied, with copies going to the media, or read aloud. No other comments beyond the prepared release will be made. The time and location of the distribution/ announcement will be logged on the release itself. The time and location of the next release/ update will be given.

Releases/updates should be given at half hour intervals, if possible. If there is no update information, advise the media at the designated time. Factual updates of information lessen the probability of rumors and increases public awareness and support.

The Public Information Officer shall maintain liaison with Village Administrators/Officials who are present, and advise them of any pending media releases. . The Public Information Officer shall be advised by the Incident Commander (IC) when the media will be allowed at the incident scene.

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The Public Information Officer shall accompany the media to the scene and monitor their activities while they are at the location.

223.1.2 NEW MEDIA INFORMATION REPORT

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Safety Officer

225.1 PURPOSE AND SCOPE

The purpose of this policy is to designate an individual at the scene of any unusual occurrence, who is responsible for the overall safety of personnel and operations any time the Incident Command System is implemented.

The IC shall appoint the Safety Officer (SO) at the scene of any Unusual Occurrence. The SO with obtain and follow the Safety Officer Position Checklist from the Incident Command Kit. Located at the Command Post. The SO is responsible for filling out the Incident Action Plan Safety Analysis, ISC form 215a. All ICS forms are in the Incident Command Kit. All notes will be recorded on Unit Log ICS form 214.

The SO will record all safety issues, hazardous or unsafe situations, or any other important information on the Unit Log, ICS forms 215a. The SO monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of Department personnel. The SO develops and recommends measures for assuring personnel safety. All such recommendation will be recorded on Unit Log, ICS form 214

The SO will get copies of the Incident Check-in List ICS 214, assignment locations of officers on ICS from 214, and Radio Frequency Assignments ICS 217 from the IPO in order to keep track of officer location and safety. The SO and IPO must coordinate regarding operational and Department personnel health and safety issues. The SO will report any injuries to the IPO and the IC.

225.1.1 ULTIMATE RESPONSIBILITY

The ultimate responsibility for the safe conduct of incident management operations rests with the IC or UC and supervisors at all levels of incident management. The SO is, in turn, responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multi-agency safety efforts, and implementation of measures to promote Department personnel and Officer safety, as well as the general safety of incident operations.

The SO has emergency authority to stop and/or prevent unsafe acts during incident operations and report those to the IC immediately. Assistants may be required and may be assigned from other agencies or departments. The SO must also ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and non-governmental organizations.

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After Action Report

227.1 PURPOSE AND SCOPE

To plan for future unusual occurrences, by using factual, up-to-date information and reports from current and prior incidents. The After-Action Incident Report shall be prepared in the following format. Date and time of initial notification or warning of an imminent disaster or occurrence. Incident Command Post information:

- Date and time command post was established.
- Location.
- Composition of staff.
- Communication capabilities.
- Composition of liaison staff.
- Other law enforcement agencies.
- Military staff.
- Utilities and public works representatives.
- Disaster preparedness staff.
- Date and time ICP was deactivated.

Significant adverse events and corrective or reactive actions taken:

- Deployment of personnel and equipment to predetermined control points
- Life saving efforts
- Evacuation and/or relocation efforts
- Establishment of collection shelters
- Restoration of utilities, rights-of-way
- Total casualty figures
- Dead and Injured
- Public and Agencies involved
- Property damage by location
- Total property damage cost estimate
- Total cost estimates in support operations
- Recommendations for future commitments

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Communications and Warnings

229.1 PURPOSE AND SCOPE

The purpose of this policy is to define the communications function in case of an unusual occurrence or disaster and to describe how the public and Village Officials would be warned and notified.

229.1.1 WARNING

A priority of the Barrington Police Department in case of an unusual occurrence will be to warn the public and the necessary Village Officials. Warning may take several avenues, the means employed will be decided upon by the Watch Commander or the Incident Commander (IC), if present. The quickest and most effective means of notification is the Community Notification System.

For those not receiving the Community Notification, warning will be on a door to door basis by Village personnel (see Evacuation Section). Warning may be done by public address system available on all marked police vehicles.

The Village's Cable Television Station may be employed at the discretion of the IC or the Village Manager. At the direction of the Village Manager or IC, the commercial radio and television stations servicing this area may be asked for their assistance. They will probably be interested in information about the occurrence from a news standpoint. Obtain numbers from the Resource Index.

In case of a tornado, immediate warning will be provided to the community via the alert siren system. Because of the increase in workload and urgent need for communication, the Watch Commander or IC should give precedence to having additional staffing of the police records office.

229.1.2 DISASTER NOTIFICATIONS

Upon confirmation of an incident by the Watch Commander, or other ranking Village official invoking this plan, specific personnel must be notified immediately. It is the re-sponsibility of the police department under the Village's Emergency Operations Plan to make the necessary personnel notifications, as part of communications. The Community Notification system may be the quickest and most efficient means to notify these officials. The following personnel are to be notified:

- Village Manager
- Village President
- Village Trustees
- Asst. Village Manager
- Emergency Operations Director
- Chief of Police

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- Fire Chief
- Public Works Director

Each of these individuals will be given a brief assessment of the incident. They may in turn direct communications to notify additional personnel. Additional personnel shall be told to report to the Police Department and report to the Incident Manpower Officer.

The Communications Center will maintain a roster of all Village personnel by department. The roster will contain the name of each department, section supervisor and their employees. All personnel will be listed by name, with their address and home telephone numbers also listed. Those personnel with pagers should also have that number listed

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Securing the Perimeters

233.1 PURPOSE AND SCOPE

To describe the functions of the police department as related to law enforcement at the scene of an Unusual Occurrence. This order establishes guidelines to efficiently accomplish this task.

Inherent in the law enforcement function is the prevention of crime. At the scene of an incident, the police must prevent trespassing and looting, while maintaining smooth and easy access to those whose presence is necessary on the scene. Protection must also be afforded those still on the scene when the police arrive and for the curious who may venture too close.

Remove all those whose presence is not necessary. Prevent the public from entering the perimeter for their own safety and for the effectiveness of rescue operations. Facilitate the quick and orderly evacuation of the area by providing an unobstructed traffic corridor. Permit easy access of supporting emergency vehicles that are responding to, or leaving the scene.

Permit easy access for all those who are required on the scene, and to control their entrance and egress through one central point for their safety. Maintain the system for controlling who is authorized on the scene of the disaster, through the use of a log, name tags, and arm bands. Establish security within the perimeter, and to arrest and remove trespassers and looters.

233.1.1 INCIDENT COMMANDER

Upon his arrival at the Incident Command Post, the Incident Commander (IC) will determine the boundary lines of the incident. This decision will be made in consultation with the ranking Police, Fire, ESDA, and other Village personnel on the scene. The perimeter's boundaries must be clearly defined prior to establishing security for it.

The boundaries should, as far as possible, conform to natural barriers, such as streets, fence lines, buildings, etc. The Incident Commander should remain continually aware of the need to adjust boundaries should the situation change.

The Incident Commander will attempt to set up a perimeter prior to any evacuation, as soon as adequate personnel are available. The Incident Commander will give perimeter personnel specific assignments as to the areas they are to cover, along with instructions or suggestions as to how to accomplish this.

When available, the Incident Commander will utilize uniformed personnel to secure the perimeter. When using non-police personnel, the Incident Commander should try to use other uniformed officials.

Minimum perimeter security can be provided through the use of the "quadrant" method. The quadrant method of perimeter control consists of viewing the incident location as a square or rectangle. Officers positioned diagonally opposite corners of the square can observe two sides of the disaster perimeter. The quadrant method can only be used on small areas, and then, only as a temporary control. Additional personnel must be assigned to strategic perimeter locations as soon as they become available.

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Larger areas will need additional personnel to effectively maintain security. The Incident Commander should have officers utilize ropes, pylons, barricades, or vehicles to form artificial barriers. The Incident Commander should attempt to have an officer in close proximity to these barriers to prevent their defeat.

The Incident Commander will have marked police vehicles patrol the perimeter as soon as additional personnel are available to be certain that no one enters. The patrols should be alert for looting, trespassing, and others hindering the rescue effort. The Incident Commander must keep all perimeter personnel and disaster patrols appraised of changing conditions which may require them to act.

The Incident Commander will advise all perimeter and patrol personnel when the disaster pass system is in operation, and advise all personnel that anyone entering or leaving the area must do so at the Permit Officer's location. The Incident Commander will advise all personnel as to what color passes and arm bands are authorized and in effect, and shall notify all personnel of any changes which must be made for security reasons.

233.1.2 PERIMETER SECURITY PERSONNEL

Perimeter security personnel will ensure that only authorized emergency personnel are allowed into the perimeter area, and that entry is made only via the Permit Officer's location. Perimeter personnel shall challenge all persons found within the perimeter who are not displaying the proper authorization, i.e. name tags, or arm bands. Persons found illegally within the perimeter shall be handled accordingly.

All persons attempting to leave the perimeter area shall be challenged and informed that they must leave via the Permit Officer's location. Those persons attempting to leave who are not authorized will be handled accordingly.

Perimeter security personnel shall not leave their posts until relieved. In the event of exigent circumstances, they must notify the Incident Commander or Incident Command Post.

233.1.3 CROWD CONTROL

All perimeter personnel must be alert for crowds which may begin to form, or groups of curious onlookers in the area. When perimeter personnel observe crowds forming, they should advise the subjects to remain outside the perimeter and that anyone violating the perimeter may be subject to arrest. The Incident Commander should be kept abreast of the forming of any crowds and their movements.

The gathering of media must be treated in the same manner as any other crowd. The media should be advised of the location of the press room, at the Public Safety Building, and be advised to obtain information from the media relations officer at that location.

If the Incident Commander deems it necessary, based upon the observations of the perimeter security personnel, additional personnel may be assigned to assist with crowd control when available.

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233.1.4 TRAFFIC CONTROL

The Incident Commander shall establish alternate traffic routes around the incident location. After selecting a route which will not hinder emergency vehicular traffic to and from the scene, the route should be posted. In addition, all perimeter security personnel should be advised of the route so that they can advise persons needing to maneuver around the perimeter.

In the event a main thoroughfare is closed to traffic, the other jurisdictions bordering Barrington or Inverness should be advised so that they may assist in the re-routing of traffic around the perimeter. The posting of an alternate traffic route should be done as soon as the site boundaries are established. It may be done in conjunction with the posting of evacuation routes.

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Evacuation, Relocation, and Transportation

235.1 PURPOSE AND SCOPE

The purpose of this policy is to define procedures for citizen evacuation, transportation, and relocation during an unusual occurrence.

RELOCATION: The physical movement of people to a "safe" area that can sustain minimum living conditions in periods of an emergency by providing food, lodging, clothing and other essentials to dispossessed, relocated persons, evacuees and others affected by a disaster.

The Incident Commander (IC) in consultation with fire, police, Emergency Management Director, and other Village officials must determine the boundaries of the area to be evacuated. This area must be clearly defined and a security perimeter established. Lacking other officials, the police IC and the ranking fire official on the scene will determine the boundaries of the area to be immediately evacuated.

A relocation site must be chosen from the list of approved locations. The relocation site should be distant from the incident site to provide a safe area. Public facilities should be used as relocation sites if possible. The representative of the relocation site should be contacted by the IC, apprised of the situation and asked if his facility is available. If it is available, he should be asked to immediately open it and prepare to receive evacuees.

The IC shall contact the American Red Cross and advise them of the situation, and request that they respond to the relocation site to help in the shelter and welfare operation. (312) 729-6100 If the time and personnel permit, the IC will assign personnel to identify and mark an evacuation route.

Use signs and equipment provided in the disaster kit. The signs should be appropriately marked with directional arrows using marking pens and then stapled or taped to poles and traffic signs along the route. The Evacuation Route should be direct and clear from all obstacles while not interfering with the ingress and egress of emergency vehicles to the disaster site.

If time or manpower does not allow individual notifications to be made, the police should be directed to advise citizens of the emergency by means of the police vehicle's public address system. The IC will assign officers to canvass specific areas, to ensure that all residents are notified. If manpower does not allow for officers to be used, civilian personnel may be used.

Communications shall contact local commercial television and radio stations requesting they broadcast the message of the evacuation over the air. The Emergency Operations Center (EOC) will also see that the message of the evacuation is put out over the local government's cable channel, along with the location of the relocation centers. Citizens requiring assistance in evacuating, such as the infirm, shall be helped on a priority basis.

235.1.1 RESPONSIBILITIES

While relocation is the responsibility of the Emergency Management Director, it should not be overlooked that the Police Department is the first line of defense in any disaster operation.

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Therefore, this plan's success is dependent upon the Police Department until ESDA personnel relieve the Department of its responsibilities.

235.1.2 DECISION TO EVACUATE

The decision to evacuate should be made by the IC in consultation with ranking police, fire, Emergency Management Director, and other Village personnel. In case of a rapidly deteriorating situation, where there is an immediate threat to life, such as toxic gases or a rapidly moving fire out of control, the police IC and the ranking fire official on the scene may make the decision to evacuate the immediate area that is threatened.

235.1.3 EVACUATION OFFICERS

Officers will systematically canvass their assigned area, and as far as possible, attempt to contact each resident. The resident will be advised of the need to relocate. If the resident requires temporary shelter, the officer will provide him/her with a map showing where he/she may find shelter. The resident will be advised not to return to the area until an all-clear is given.

The address of each residence in the officer's canvass area will be listed on the Evacuation Log. The officer should list all pertinent information as completely as possible. He should note which residences were vacant. All residences where no one was home, he must leave a copy of the evacuation order and a map showing where to relocate.

Upon completion of the canvass, the officer must return his completed Evacuation Logs to the Incident Command Post. A second attempt to contact residents not home during the original canvass may be directed by the IC.

235.1.4 ADDITIONAL RESPONSIBILITIES

Every effort will be made by the IC to establish a security perimeter before evacuation. Non-essential personnel will be kept from entering the area. If adequate personnel are not available due to canvassing for evacuation, the IC will establish the perimeter as soon as personnel are available.

All evacuees seeking shelter should be directed to the same central relocation site. All personnel involved in the evacuation, including police communications, must be advised to direct all evacuees to the same site. Transfer from that point, if required, can be done centrally. As additional personnel are made available, they may be assigned for duties at relocation centers to provide assistance and traffic direction.

Non-sworn and non-police personnel will be used, as much as possible, at the relocation sites. The major responsibility of these individuals will be registering the incoming and transfer of those already present. The Relocation Center Form should be used for this purpose.

235.1.5 APPROVED RELOCATION SITES

A listing of approved relocation sites is attached and can also be found under the "Emergency Relocation Sites" heading in the Incident Resource Index. The Department has previously contacted each of the listed facilities and has received permission to use them in a disaster

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situation. The IC should, however, still seek permission from the facility's representative. The IC should use the Department's business file in the event that any of the following listings become outdated.

The IC should try to use public facilities initially before contacting private entities. Schools and churches should be used since they afford, usually, more facilities for use by the relocated (i.e., rest rooms and cafeterias). The IC should make every effort to give the relocation site representative's ample time to reach their facilities and prepare to receive the dislocated. Every effort should be made to provide separate areas for those who bring pets, or have small children.

Information should be made available regularly to those at the relocation center. Keeping the residents abreast of any current developments will help to allay fears and contain rumors among those displaced.

235.1.6 TRANSPORTATION

As needed and discovered during the canvass, private ambulance services may have to be contacted to transport the infirm. The IC will refer to the list of approved transportation remedies available for this purpose. The Fire Department ambulances will be used, as a last resort, for transporting the infirm.

In the event the canvass reveals quite a few persons without transportation, the IC will contact the bus companies on the approved list, informing them of the need and advising them where to report. Buses should try to canvass each block of the area to be evacuated, so that waiting citizens may be picked up. Officers using public address systems may be called on to announce the approach of a bus.

235.1.7 EVACUATION LOG/MAP/RELOCATION FORM/LOCATIONS

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Command Post Security

237.1 PURPOSE AND SCOPE

The purpose of this policy is to put into practice a system of security in order to maintain the security of the Command Post and to control access to the scene of an unusual occurrence.

237.1.1 PURPOSE

The Incident Permit Officer is responsible for implementing and maintaining the Incident Scene Pass System. The Incident Permit Officer will be assigned by the Incident Commander to insure that only authorized emergency, rescue, and cleanup personnel are allowed access to the Command Post or the incident scene. A non-sworn member of the department may be assigned this function if adequate sworn personnel are unavailable.

The Incident Commander appoints the Incident Permit Officer who will be located at the "Disaster Permit Post," which will be marked by magnetic signs. The "Disaster Permit Post" will be at a location designated by the Incident Commander, and will be the only location where passes will be issued.

The "Disaster Permit Post" should, normally, not be located at the Incident Command Post so that the operations of the Incident Command Post will not be disturbed by members of the press or public attempting to gain entry to the site. The "Disaster Permit Post" should be located on the perimeter of the site where entry and exit from the site can be controlled.

The Incident Permit Officer shall obtain the proper documents and materials from the Incident Command Kit, to control access to the site.

Incident Passes

- Sections of color coded cloth tape, used in the form of an arm band, numbered sequentially by water resistant marker
- A different color should be issued each day, except blue and white.

Incident Unit Logs

- Use ICS form 214
- Unit Log to record all activities.

Color Coded Arm Bands

- White colored arm bands will be issued to Barrington government officials and Village Department Heads. They will be required to register with the Incident Permit Officer
- Blue colored arm bands will be issued to other Village personnel entering the scene who do not have a Village uniform. They will be required to register with the Incident Permit Officer

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Command Post Security

Only authorized personnel will be issued an Incident Pass or Color Coded Arm Bands. Anyone without an Incident Pass or Arm Band will not be allowed to enter or remain within the site. Trespassers shall be arrested. Authorized individuals may include, but are not necessarily limited to, the following:

- Government officials not from the Village
- Residents of the area, requiring access
- Medical personnel
- Utility repairmen
- Insurance Adjusters

Foremen and crew chiefs are allowed to list the names of their entire crew and take a pass for each member. They must provide the names of each member. The business address will suffice for addresses.

Persons in safety services wearing uniforms recognizable by distinctive insignia need not have special passes. These include members of the Fire Department, Red Cross Disaster Units, etc. A list of authorized groups will be made available to the Incident Permit Officer by the Director of Emergency Services or his designate.

Implementation of the Pass System

Each person issued an Incident Pass must wear the pass on their outermost garment. Each person signing in must also sign out, so that anyone not accounted for can be sought within the perimeter. The Incident Permit Officer will provide the Incident Personnel Officer with updated lists of all personnel on the scene. The Incident Permit Officer will completely and accurately record all information on the Unit Log form ICS 214.

If security problems develop within the area, the color of the pass will be changed so as to identify those individuals not in possession of a valid pass. All personnel with be notified of the changes in order to maintain security. Command Post and incident scene security is the responsibility of all department personnel at the scene of an unusual occurrence.

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Providing Detainee Transportation, Processing and Confinement

239.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines on the transport and processing of detainees at an unusual occurrence.

239.1.1 PROCEDURE

During an unusual occurrence it may be necessary to arrest an individual or individuals at the scene of an unusual occurrence. Most arrests will be made following normal department policies and procedures for crimes like trespassing, disorderly conduct, etc. If a detainee is arrested at the scene for a major crime such as terrorism, mass murder, etc. the following will occur.

The IC will appoint a detective, if possible, and one other officer to transport the detainee to the PD. The in car camera and speaker should be activated if equipped. The detainee will not be questioned during transport. Any and all statements made by the detainee, of his own volition, during transport or at the PD will be documented. The detainee will be searched a second time at the PD and placed into a holding cell.

The detective supervisor will contact the proper States Attorney's office for council on how they want to proceed with the case. The detainee will be interviewed according to the States Attorney's instructions. The processing of the detainee will be done by detectives only. An officer can be assigned for security if there is only one detective available to process the detainee. The Detainee will be held for a bond hearing or moved to the county Jail per the instructions of the States Attorney.

If the incident becomes a federal matter, federal laws and procedures will apply. The department will get guidance and direction from federal officials and the States Attorney on the proper course of action.

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Directing and Controlling Traffic

241.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for directing and controlling traffic during an unusual occurrence.

241.1.1 PROCEDURE

The IC will appoint a supervisor or officer to be in charge of traffic control and direction. The officer in charge of traffic control will obtain a map of the village and mark off street locations that need to be closed around the incident. The locations must be a safe distance from the incident.

In the case of a hazardous materials spill mark the map with the math compass from the incident command kit. Draw a perimeter circle on the map around the affected area and determine what roads need to be closed. The incident will determine the distance traffic needs to be away from the incident. Example: if it is a hazardous materials spill the radius will need to be larger depending on weather conditions, the chemical spilled, etc. When drawing the perimeter use the Map scale on the map so the perimeter will be to scale.

The traffic control officer will use department personnel or ILEAS personnel to close down streets leading into the affected area and direct them around it. The traffic control officer will work with the staging area supervisor for manpower needs. See staging area. The traffic control officer will go to the staging area and assign officers to their duty assignments.

Remember officers from other departments might not be familiar with village streets they will need to be shown on the map how to get to their assigned locations without violating the perimeter in hazardous materials situations. Per the staging area policy, the staging area supervisor will document the officer and assignment to each location, also their radio frequency.

The traffic control officer will copy the assignments or get a copy. The traffic control officer will be responsible for checking the traffic perimeter and relieving officers for short restroom brakes. He will also make sure they have water during hot weather.

Public works will be called out for barricades to help close roads and detour signs when necessary.

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Post Occurrence Duties

243.1 PURPOSE AND SCOPE

To describe some of the actions to be taken by the Barrington Police Department personnel involved in the unusual occurrence activities and management.

243.1.1 PROCEDURE

The Watch Commander, with the concurrence of the Incident Commander (IC) at the Command Post, may relieve personnel from the incident location who may no longer be needed for securing the site. Upon the request of the Village Manager or Emergency Management Director, police personnel may be reassigned by the Watch Commander to duties other than those specified in the order. All written documentation shall become part of the official file of the incident.

The police department Incident Commander (IC) with the Chief of Police shall conduct a debriefing of the incident following the conclusion of the occurrence, for all Department members involved. The department Incident Commander will complete a report of the incident, to include a summary of Department actions and recommendations for improving the handling of future incidents. The IC will complete his report and submit it to the Chief of Police within ten days of the occurrence.

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Body Identification and Property Recovery

245.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a procedure for the systematic recovery of bodies and property during a mass casualty disaster.

245.1.1 AUTHORITY

The Cook County Medical Examiner and/or the Lake County Coroner retain overall responsibility for the recovery of bodies and their property. Bodies, parts of bodies, or their property shall not be moved or disturbed without the express permission of the Cook County Medical Examiner and/or the Lake County Coroner.

245.1.2 RESPONSIBILITIES

The Cook County Medical Examiner and/or the Lake County Coroner, together with the Incident Operations Commander, are responsible for the operation of this procedure. The Cook County Medical Examiner and/or the Lake County Coroner may, at his/her discretion, alter, substitute, or add to the operational procedure of this order.

In time of disaster, a Body Identification and Property Recovery Unit may be activated. This responsibility is assigned to the Investigation Division. The Investigation Division supervisor shall be responsible for the unit. The number and specific officers involved will be selected by the Investigation Division supervisor.

The Body Identification and Property Recovery Unit will be responsible for tagging of bodies, mapping and photographing the various areas of the disaster scene, and control for orderly removal of bodies and property.

245.1.3 PROCEDURE

Personnel will be assigned to work in teams of two persons (manpower permitting), one to record information and the other to perform the manual tasks of obtaining evidence for identification. Bodies, or parts of bodies, shall not be moved or disturbed until photographed; their location marked on a grid map or diagram, and approval by the Cook County Medical Examiner and/or Lake County Coroner has been obtained.

Upon completion of fire-rescue operations, the area will be cordoned off to protect the scene. Only persons with recovery responsibilities, i.e., crime lab technicians, medical examiner and/or coroner, government officials, will be allowed inside the secure area.

The first step in searching the scene, regardless of size, is to segment the area into grids. This is done by placing grid lines on a map or diagram of the area, and lettering and numbering the grids as shown in the attached diagram. Each grid then has a designation of a letter and number. Depending on the size of an area, some grids may be further divided to give more precise information. Each grid will then be photographed using grid placards to identify the photo locations. It may be necessary to take several photos of each grid to properly depict all evidence locations. Each grid is then searched systematically. Each body, body part and item of property must be

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photographed and labeled with an identification tag showing the grid in which it was found. The position of the body or part should then be marked on the diagram as accurately as possible.

Bodies, parts of bodies or property will be tagged with the identification tags provided in the Disaster kit. Each body and item of property in each grid is given a sequential number, followed by the grid number and the badge number of the officer recording the information.

Example: 21-B5-111:

- 21 Means the 21st body or item found in that grid
- B5 Indicates the grid number
- 111 Is the recording officer's number.

Besides marking the grid map, the recording officers will enter each recovered body or item on the Body and Property Log supplied in the disaster kit. Entries will include the grid letter/number, recovery team names, body/item number, and body or property description. Upon completion of the search of each grid and release of the bodies/ property by the Cook County Medical Examiner and/or Lake County Coroner, that area may be cleared.

The Cook County Medical Examiner and/or Lake County Coroner together with the Incident Operations Commander shall cause all bodies and property to be moved to the county morgue or other temporary facility. The Cook County Medical Examiner and/or Lake County Coroner together with the Police Department shall insure that adequate security is provided at the morgue facility.

245.1.4 BODY AND FOUND PROPERTY REPORTS

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Incident De-Escalation Procedure

247.1 PURPOSE AND SCOPE

To provide guidelines for action to be taken to de-escalate adverse conditions as they may arise.

CIVIL DISTURBANCE

- Identify area(s) affected.
- Provide disturbance control force.
- Disperse and neutralize.
- Implement mass arrest plan.

FLOODED AREAS

- Provide rescue craft
- Locate and rescue stranded residents, motorists, or pedestrians
- Evacuate to high ground and/or designated shelter
- Coordinate activities with other Village departments and outside agencies

MAJOR DAMAGE TO PROPERTY, RIGHTS-OF-WAY, AND PUBLIC UTILITIES

- Identify affected area(s)
- Establish priorities for restoration of services
- Coordinate restoration activity with public works and utilities departments
- Provide security for residents and property

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Planning Function For Unusual Occurrences/ Incident Action Plan

249.1 PURPOSE AND SCOPE

The planning function is vital to the success of the critical incident plan. Preparation of a documented incident action plan (IAP) is one of the first responsibilities of the planning function. The planning function is responsible for collecting and evaluating information about the incident, the status of resources, and anticipated equipment and manpower needs.

The planning function is typically tasked with assembling information on current and alternative strategies, identifying needs for special resource, providing periodic predictions on incident potential, and preparing recommendations for release of resources.

249.1.1 INCIDENT ACTION PLAN

The IAP is an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of department resources and assignments. It may also include attachments that provide direction and important information for management of the incident.

For simple incidents of short duration, the IAP most likely will be developed by the IC and communicated in a verbal briefing. The Planning associated with this level of complexity does not warrant a formal planning process. For more complex incidents a written IAP should be considered whenever two or more jurisdictions are involved in the response, the incident will continue into next shift or shifts, or a HazMat incident is involved.

A written IAP provides clear statement of objectives and actions, a basis for measuring effectiveness, a basis for measuring progress and accountability, and documentation for post-incident reports. The overall priorities of the IAP will be life Saving, incident Stabilization, and property Preservation. The following ICS forms are used in the IAP:

- 202-incident objectives
- 203-organization assignment list
- 204-division assignment list
- 205-incident radio communications plan
- 206-medical plan

Include in the IAP any safety messages, maps, weather forecasts, and any other important information.

The IC makes the final determination regarding which ICS forms, documents, and attachments that will be included in the IAP. All ICS forms will be kept in the Incident Command Kit. On less complex incidents, the IC may chose to use the following ICS forms, ICS 202, ICS 203, ICS 204, a safety message, and a map of the incident area for the IAP.

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Planning: (use ICS 215 Operational Planning Worksheet) The Incident must be assessed and updated as needed, for the following:

- Impacts to life, property.
- Community and responder safety.
- Potential hazardous materials.
- The likelihood of cascading events.
- Potential crime scene, including terrorism.
- Area involved and jurisdictional boundaries.

Determine Incident objectives and determine tactics in order to achieve the objectives. Determine the current resources/manpower and whether there are sufficient resources/manpower. Assign resources/manpower where needed. Monitor the situation and make necessary changes.

249.1.2 INFORMATION AND INTELLIGENCE

Essential to maintaining and accomplishing the IAP is the gathering and disseminating of information and intelligence. The IC during a complex incident should appoint an Intelligence Officer from the Detective division when manpower permits. The Intel Officer will interview and gather information from all witnesses, any hostages released, and any other source that is of importance that can add valuable information.

The Intel Officer is responsible for managing internal information, intelligence and operational security requirements. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information) is handled in a way that safeguards the information. The Intel Officer ensures that the information gets to those who need access to it to perform their duties effectively and safely.

The Intel Officer provides analysis and sharing of information and intelligence during an incident. Intelligence can include classified information but also can include operational information such as risk assessments, medical intelligence, weather information, structural designs of buildings, hostage information, and toxic contaminant levels, etc.

Under the NIMS ICS, the intelligence and information function may be assigned in one of the following ways:

- Within the Command Staff
- As a unit within the Planning Section
- As a branch within the Operations Section
- As a separate General Staff Section.

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249.1.3 PLANNING POST-INCIDENT DEMOBILIZATION

Demobilization is the process of releasing resources and personnel that are no longer required. At all times during an incident the IC must determine when assigned resources and personnel are no longer required. A demobilization plan should be drawn up and contain general guidelines, responsibilities, and release priorities/procedures.

The Incident Personnel Officer will make sure all personnel and resources that were checked in are accounted for as they are released. All ICS forms and reports will be turned into the IC. The Liaison Officer will assist in the release of private sector resources. As well as turn in all ICS forms and reports to the IC.

The Intel Officer, the Incident Personnel Officer, and Liaison Officer will debrief personnel as they are released. They will gather and document any important information regarding the incident that would be useful for the incident report. Also any information for future planning and training. They will turn in all ICS forms and reports to the IC. The Safety Officer will report to the IC and turn in all ICS forms and reports.

The Incident Commander will have all Command post personnel report to the ICP at the end of the incident to debrief personnel on the incident. The IC will record information and ideas for future planning and training

249.2 EMERGENCY CONTACTS-DAYCARE, CHURCH SCHOOLS, CHURCHES, & DIST.220 SCHOOLS

DAY CARE & CHURCH SCHOOLS & CHURCH'S

ADDRESSES & EMERGENCY CONTACTS

Creative Care Montessori School

1410 S. Barrington Rd. Barrington, IL.

Main-847-382-2812

Dir. Marlo Thoma c847-331-2330

Lisa Pena c847-308-1059

Little Angels Preschool (St. Michaels Church)

647 Dundee Ave. Barrington, IL.

Main-847-381-5490

Dir. Karen Hunter c847-287-4836

Church c847-381-2323

Salem Methodist Preschool

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115 W. Lincoln Ave. Barrington, IL.

Main-847-381-0536

Dir.Cindy Schaefer c847-917-4239

Village Church School

1600 E. Main St. Barrington, IL.

Main-847-381-5221

Pastor Rod Elliott c303-669-2629

Facilities Bob Schroeder c224-337-9197

Lutheran Church of Atonement School

909 E. Main St. Barrington, IL.

Main-847-381-0247

Cindy Clanton c847-651-4810

Pam Loden c847-217-6303

Barrington Community Childcare

560 Carl Ave. Barrington, IL.

Main-847-381-0272

Terri Blanke c224-688-0018

Orchard Church

1301 S. Grove Ave. Barrington, IL.

Main-847-852-2200

Russ Williams c312-505-8316

St. Paul Church

401 E. Main St. Barrington, IL.

Main-847-381-0460

Kim Roesler c847-833-9583

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St. Matthew Church

720 S. Dundee Ave. Barrington, IL. 60010

Main-847-382-7002

Susan Mullen c847-609-1575

St. Annes Church School

319 E. Franklin Barrington, IL.

Main-847-381-0311

Principal Dawn Kapka c847-975-5194

Donna Cherwin c847-977-8147

St. Annes Church

120 Ela St. Barrington, IL.

Main-847-382-5300

Margeret Buckstaff c847-553-6124

Father Bernie c847-269-8600

Community Church

301 E. Lincoln Ave. Barrington, IL.

Main-847-381-1294

Pastor Zina Jaque c224-456-2132

First Church of Christ Science

421 E. Main St Barrington, IL.

Main-847-381-0408

BARRINGTON DISTRICT 220 SCHOOLS

ADDRESSES & EMERGENCY CONTACTS

Barrington 220 School District Office

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310 E James St. Barrington, IL.

Main-847-381-6300

Supt. Brian Harris c630-639-9874 w847-842-3588

Morgan Delack c224-645-3399 w847-756-2475

Joe Malloy c815-353-0846 w847-842-3495

Barrington High School

616 W. Main St. Barrington, IL.

Main 847-381-1400

Principal Steve McWilliams c224-374-6233

Joe Malloy c815-353-0846 w847-842-3495

Station Middle School

215 Eastern Ave. Barrington, IL.

Main-847-756-6400

Principal Craig Winkleman c815-382-8206

Prairie Middle School

40 E. Dundee Rd. Barrington, IL.

Main 847-304-3990

Principal Travis Lobbins c815-276-5501

Roslyn Road Elementary

224 Roslyn Rd. Barrington, IL.

Main 847-381-4148

Principal Paul Kirk c224-374-6223

Hough Street Elementary

310 S. Hough St. Barrington, IL.

Main-847-381-1108

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Principal James Aalf c815-353-7714

Grove Ave. Elementary

900 S. Grove Ave. Barrington, IL.

Main-847-381-1888

Principal Cindy Kalogeropoulos c847-204-4917

Lines Elementary

217 Eastern Ave. Barrington, IL.

Main- 847-381-7850

Principal Ken Hyllberg wc815-451-9059

hc262-496-4499

Early Learning Center

40 E. Dundee Rd (west side of property) Barrington, IL.

Main-224-770-4300

Principal Barb Romano c847-636-6174

See attachment: Emergency Contacts-Schools-Daycare-Church.pdf

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Medical Support and Emergency Helicopter

251.1 PURPOSE AND SCOPE

The purpose of this policy is to describe an option available to the police officer in the field who needs fast, specialized, emergency medical transportation for severely injured persons.

251.1.1 INFORMATION

Flight For Life (FFL) is an emergency medical helicopter service based at NIMC, Northern Illinois Medical Center, Illinois. FFL helicopter service operates in a 225 mile radius of the base hospital at NIMC and its base in Milwaukee Wi. FFL may be requested by physicians, fire departments and law enforcement agencies. FFL's goal is to work in cooperation with the requesting agency and their current medical service system and to transport the patient to the closest appropriate facility.

In communities or areas that provide advanced life support and trauma care, the FFL crew will continue the treatment initiated by local paramedics. In communities served by basic life support units, the FFL crew can initiate advanced life support on arrival.

FFL personnel on each flight include:

- Pilot.
- Flight nurse.
- Flight paramedic or special medical teams.

The FFL helicopter needs a landing space of at least 100 x 200 feet. FFL services are billed to the receiving hospital. The FFL helicopter is useful in multiple casualty situations, or when heavy traffic and road conditions prevent rapid response by ground vehicles.

251.1.2 PROCEDURE

The first line of medical support will come from the Barrington Fire Department during an unusual occurrence. If more assistance is needed they will follow their policies and procedures for requesting more assistance. Police personnel will assist if able during the incident.

If a Fire Department Shift Commander feels that the emergency medical situation is greater than can be accomplished by usual emergency transportation, he shall advise the operations commander, and request FFL. Request made with the agreement from the paramedic in charge. The Incident Commander shall advise the Communications Center to contact FFL via emergency telephone number.

- 1-800-344-1000 Northern IL.
- 1-800-451-4673 for FFL helicopter from Milwaukee

All information relative to medical condition of victim(s) should be relayed to the FFL service, with exact location for available landing for the helicopter. Optional service is Lifestar helicopter at Loyola University Health System Maywood, IL.

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- 1-800-888-5862
- 1-708-216-5862

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American Red Cross

253.1 PURPOSE AND SCOPE

To detail the services that may be provided by the American Red Cross during emergencies and how they can be obtained.

253.1.1 SERVICES PROVIDED

When fires, explosions, tornadoes, transportation accidents or other natural disasters threaten, or immediately on their occurrence, the Red Cross may provide food, clothing, shelter and medical care on the basis of evident need. Frequently, this assistance becomes available to large groups of people on a mass care basis but whenever possible, the Red Cross deals directly with each family on an individual basis.

Shelter

- The Red Cross may provide bedding and adequate shelter for an individual or family for two days
- Shelter for large groups may be provided at prearranged sites for a period of time determined at the time of a disaster or incident

Food

The Red Cross may provide food or restaurant meals to an individual or family for a two day period

Food for larger groups may be provided at a shelter facility during a disaster or incident

Clothing

- The Red Cross may provide new clothing in pre-packs, shoes, and coats on a need basis

Medical Services

- The Red Cross may assist in providing emergency medical care on both individual and mass care basis
- Individual assistance is provided in conjunction with local hospitals
- The Red Cross may provide first aid stations and nurses at the scene of a major disaster or on location at a shelter facility
- The Red Cross may assist in providing medical supplies or prescriptions to an individual or family for a two day emergency periodInsulin, blood pressure medicine, etc

Family Services

- The Red Cross may elect to provide additional assistance on an individual, family, or group basis, to those people who are not Public Aid recipients, or are without insurance

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Major Disasters

- Damage Assessment
- Volunteers or staff will provide the description of the disaster area and the extent of damage and casualties. This information is provided to State and Federal government officials and is used in the determination of emergency funding.

Welfare Inquiry

- Volunteers or staff may obtain names and locations of victims injured, dead, or displaced, and handle inquiries from relatives.
- Support Services
- Provides assistance in communications and transportation.

253.1.2 PROCEDURE TO OBTAIN SERVICES

All Department employees shall be aware of what services the American Red Cross provides. If a Department employee becomes aware of an individual, family, or group who are in need of emergency assistance, they shall contact the Watch Commander to notify the Red Cross of the type of assistance needed.

American Red Cross, Mid America Chapter, 24 hour emergency telephone number:

- (312) 729-6100.

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Specialized Teams and Equipment

255.1 PURPOSE AND SCOPE

During unusual occurrences the department may need specialized police assistance. The purpose of this policy is to list police organizations that the department can call, if needed, when the Incident Command System is initiated.

255.1.1 POLICE AGENCIES

During an unusual occurrence when specialized assistance is needed the IC will direct Communications or Records Personnel to contact the agency needed.

The Communications and Records personnel will keep an up dated list of phone numbers for the following:

- ATF
- Cook County Bomb Squad
- Cook County Coroner
- Cook County States Attorney

Canine units:

- Cook County Sheriffs
- Lake County Sheriffs
- State Police
- IL / WI Search and Rescue dogs

United States Disaster Team search and rescue

Other PD's (see NIPAS resource list in records)

FBI

ILEAS (for extra manpower)

IL State Police Crime Scene Investigators

IL State Police EST

IL State Police Terrorism Division

Lake County CoronerLake County State Attorney

MCAT (major crime scenes)

NIPAS Master Resource List (in NIPAS Manual located in records)

NIPAS Emergency Services Team (EST)NIPAS FIELD FORCE (crowd control)

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Finance and Administrative Function

257.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for administrative and financial functions during an unusual occurrence. During unusual occurrences certain administrative and financial functions must be documented. Personnel will maintain accurate records for costs incurred to the department and the village. Injuries sustained to personnel will also be documented.

257.1.1 RECORDING PERSONAL TIME

During the unusual occurrence callout it will be the responsibility of department personnel to record the time they worked on department daily time sheets. The back of the time sheet will be filled out with times and work assignments.

The Personnel Officer is responsible for checking in all personnel on ICS forms 211 and 214. These forms ensure personnel accountability, proper recording of times, and duties assigned. The Personnel Officer will at the end of the incident turn in all ICS forms to the IC to become part of the permanent record. These records will be filed in the records department with the incident report once it is written.

All department personnel will turn in their completed time sheets before going home once they are released. Outside agencies that assist in the incident may request copies of the check-in, check-out times recorded on ICS forms.

257.1.2 PROCURING ADDITIONAL RESOURCES

Whenever additional resources are needed during an unusual occurrence that will incur costs to the department the IC must give his approval. The person requesting the resource must record their request on ICS form 213 the general message form. The person making the request will put their request in writing and sign the form then present it to the IC. The IC will approve or deny the request and sign the form before the expense is incurred.

The form will be given to the Incident Log officer who will retain the form and turn it in with all other reports at the end of the incident. When any cost will be over five hundred dollars the IC will get approval from the Village Manager, or the Village President or his/her designee. The request will be made in writing on ICS form 213 and be signed. The Official approving the request will sign the form also. The incident Log Officer will retain the form and turn it in at the end of the incident.

The Incident Log Officer will also record all resources that incur costs on ICS form 214. All other requests for resources will be made through the IC. They will be documented by the Incident Log Officer on ICS form 214.

257.1.3 DOCUMENTING INJURIES

Anytime during an unusual occurrence when department personnel or any personnel from an assisting agency are injured, because of incident operations, it will be documented. The injury will be reported to the Incident Personnel Officer and the Safety Officer immediately. The IPO and the SO will in turn report to the IC after gathering information about the injury. All information about

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the injury will be documented in a written report by the injured person as soon as possible. All IRMA paper work will be completed by the IPO and forwarded to the IC.

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Unusual Occurrence Plan Maintenance

259.1 PURPOSE AND SCOPE

To establish a procedure to assure that the Unusual Occurrences Plan is maintained on a regular basis and can be carried out should the need arise.

The dayshift Watch Commander on duty will be responsible for physically checking the incident command equipment at least once a month on a designated day. The Inspection Log will be completed by the dayshift Watch Commander and then forwarded to the Administrative Officer. The Administrative Officer will ensure that any deficiencies in the equipment store are replenished or repaired so that operational readiness may be maintained.

259.1.1 PLAN READINESS

It shall be the responsibility of the Administrative Officer to see that this plan is in operational readiness at all times. He/she shall plan for the Department's response should this plan be invoked. Once each year, the Administrative Officer will see that this plan is reviewed and updated if required.

When directed by the Village Manager and the Emergency Management Director, the Chief of Police will conduct a rehearsal of this plan together with the other Village authorities.

259.1.2 UNUSUAL OCCURRENCE PLAN CHECKLIST

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Annual Training

261.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for annual training for unusual occurrences due to the expanding scope and sophistication of emergency operations, along with increased possibilities of acts of terrorism. Law enforcement agencies need to quickly act to stabilize and control emergency situations. Increasingly, law enforcement agencies must deal with large catastrophes with little or no notice. Immediate and decisive action is required to minimize loss of life, reduce property damage, and permit involved authorities to fulfill their responsibilities. Training on annual basis will help accomplish this goal.

261.1.1 PROCEDURE

The Incident Command System (ICS) permits a clear point of control and can be expanded or contracted with ease to escalating or diminishing situations. There is common terminology, modular organization, integrated communications, and unity of command. The ICS will not be effective if training is not provided or if it is not used.

The law enforcement mission is often handled with few officers; there are situations that quickly escalate into major incidents. It is important to train with other agencies that use this system. So when crises arise, all personnel are familiar with the ICS structure and can function effectively.

Additionally, not all components of the ICS need to be activated when the system is operational. Only those components that are needed in the situation should be used. Component activation and deactivation depends upon changing circumstances. Therefore the department will conduct annual training using the Incident Command System with a variety of exercises. All training will be documented and kept on file with department training records.

Training should include the following but not limited to:

- Tabletop exercises
- Actual department exercises
- Exercises with multiple agencies (F.D., Public works, NIPAS, etc.)

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Special Operations- NIPAS

263.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for special operations, involving NIPAS EST during an unusual occurrence.

Whenever NIPAS EST is needed for a high risk warrant, hostage situation, barricaded subject, etc. the department will follow the policies and procedures found in the NIPAS manual. A copy of this manual is in the records department and in the Chiefs office.

263.1.1 DEPARTMENT RESPONSIBILITIES

Whenever an unusual occurrence occurs and NIPAS EST is needed to respond the Watch Commander will deploy officers to contain the situation, according to department practices and procedures, until NIPAS arrives. The Watch Commander will advise Communication to initiate a NIPAS EST callout. The Watch Commander will initiate the Incident Command System.

263.1.2 DEPLOYMENT OF NIPAS

Covered by NIPAS policies

263.1.3 COORDINATION BETWEEN NIPAS AND INCIDENT COMMAND

Covered by NIPAS policies

263.1.4 NIPAS PERSONEL

Covered by NIPAS policies

263.1.5 SPECIALIZED EQUIPMENT

Covered by NIPAS policies

263.1.6 HOSTAGE NEGOTIATORS

Covered by NIPAS policies

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Search and Rescue

267.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a guide to the department's role in search and rescue operations during an unusual occurrence.

267.1.1 PROCEDURE

Depending on the nature of the unusual occurrence the department's IC in conjunction with the unified command staff will formulate a search and rescue plan. The IC will then assign department personnel to assist in the search and rescue operation.

The Fire department will use the MABAS system to call out special search and rescue teams. For structure collapse, under water searches, etc. If canines are needed the IL/WI search and rescue dogs will be called out.

If the search and rescue is in a hostile environment where there is or might be armed and/or barricaded suspects the NIPAS emergency services team will be used to conduct the search and rescue operation. In a rapid deployment situation officers will deploy per department practices and procedures. Officers will attempt to rescue citizens and contain or stop the suspect until NIPAS arrives to take over search and rescue operations.

In all incidents other than hostile situations, if extra people are needed for searching, the IC should use public works personnel and other village personnel. The IC and the unified command staff will determine if they want civilian volunteers to be used in searching if more people are needed.

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Dignitary Protection Plan

269.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the policies and procedures for the protection of dignitaries visiting the Village of Barrington.

It is the policy of the Barrington Police Department to provide security for dignitaries, visiting officials of other major governmental entities, VIP's, or other persons against whom a significant threat is perceived, or to help other agencies in their assigned security missions while the visiting persons are in the Village of Barrington.

DIGNITARY: A dignitary defined as any person who, because of his social, political, religious or other position, may be the victim of threats of physical harm to himself, his family, or traveling companions, or may be the victim of threats of intimidation or extortion.

269.1.1 RESPONSIBILITY FOR DIGNITARY PROTECTION

The Deputy Chief or designated supervisor shall act as the commander/coordinator of all security details for visiting dignitaries, or VIP's within our jurisdiction. In the event the VIP has an accompanying security detail, the Deputy Chief will work with the person in charge of that detail for coordination of efforts.

The Deputy Chief will assign as many officers as necessary to provide adequate security for the VIP and his staff. If additional manpower is needed, other law enforcement agencies will be contacted for assistance. In cases where increased security is needed, NIPAS EST will be used in combination with department personnel.

The Investigations Division is responsible for providing any special weapons to be used by members of the Barrington Police Department security team. Personal weapons will be supplied by the individual officers.

The Deputy Chief or his designee will prepare a report detailing the preliminary plans for the security detail. This report will be forwarded to the Chief of Police, which will address the manpower needs and issues that may impact the community during the VIP's visit. The Deputy Chief or his designee will brief the Watch Commander of the details of the plan and the effect that it will have on normal patrol operations during the day of the visit. Such as:

- Traffic control needs
- Crowd control requirements
- Expected or potential crime problems

Department Personnel-Administrative Staff shall seek the input of divisional personnel in the formulation of goal and objective statements. This input may be accomplished through oral communications during training sessions or staff meetings or through the use of a written memo that offers the opportunity for written input. The Deputy Chief or his designee will determine the and logistical requirements for the detail.

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269.1.2 SECURITY REQUIREMENTS

The Deputy Chief or his designee shall establish and/or coordinate various security measures to be taken to ensure the success of the special detail. These measures may include establishment of travel routes and alternatives, timetable provisions, on-site inspections of places to be visited, limited access and egress of locations, fire suppression and emergency medical personnel on site at various locations as necessary, and communications equipment.

- Telephones, both land line and mobile
- Radios, mobile and portable

Body armor for dignitary and/or security personnel and Intelligence Unit formed to gather intelligence on individuals or groups hostile toward the VIP.

Notification of area hospitals

- For planning of emergency medical attention
- Medical information needs for the dignitary
- To be completed as necessary to include "10 Minute" service for the VIP

Special equipment needs

- Limousine
- Vans or busses
- Escort vehicles
- Marked and unmarked vehicles
- Fixed wing aircraft
- Helicopters
- Public works vehicles or units

269.1.3 IDENTIFICATION OF ASSIGNED PERSONNEL

Only personnel assigned to the dignitary protection detail shall have access to the special detail. Uniformed personnel shall be identified by name and assignment. Plain clothes personnel will be identified by:

- Special identification tags
- Lapel pin designation to be determined as needed

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Special Events

271.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the policies and procedures for special events within the Village of Barrington.

It is the policy of the Barrington Police Department to formulate plans for the handling of special events. Special events require additional personnel and resources to handle those problems normally associated with increased traffic volume and large crowds. The Department will attempt to alleviate those problems through planning and staffing for those events in the Village of Barrington.

SPECIAL EVENT:Shall consist of, but is not necessarily limited to, activities such as parades, athletic contests, fairs, or public demonstrations that result in the need for control of traffic, crowds, or criminal activity.

271.1.1 RESPONSIBILITIES FOR SPECIAL EVENT COORDINATION

The Deputy Chief or designated supervisor shall act as the commander/coordinator of all special events within our jurisdiction. The Deputy Chief will assign as many officers as necessary to provide adequate manpower for the special event. The Deputy Chief or his designee will prepare a Operations Plan for each special event.

- Memorial Day Parade
- Fourth of July Celebrations (Fireworks/Family Fest)
- Homecoming Parade
- Grade school Parades
- Athletic events
- Any other special event

The report will include the type of special event, uniformed and/or plain clothes manpower needed to staff the event, deployment of manpower to include times and assignments, traffic control needs, crowd control requirements, any expected criminal violations, logistical requirements to include transportation, equipment and personnel rotation, equipment needed (barricades, traffic signs, arrow bar, etc), and coordination required from within the Department and from agencies outside of the Department.

If necessary the Deputy Chief or his designee will coordinate the exchange of information and plans with other village departments to coordinate job responsibilities for the event. The Deputy Chief or his designee will submit the report to the Chief of Police for review and approval prior to the special event. Once the Chief of Police has approved the plans they will be disseminated to all personnel involved to ensure they are aware of their responsibilities. A briefing will be held for all personnel just prior to the start of a special event.

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The Deputy Chief or his designee will submit an "After Action" report on each event including, at a minimum an overall evaluation of the handling of the event, any problems that occurred during, or as a result of the event, and recommendations for improvements for future special events.

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Public Information Officer

273.1 PURPOSE AND SCOPE

To establish a policy which will facilitate the flow of information between the Department, the news media and the general public.

273.1.1 PUBLIC INFORMATION POLICY

The Barrington Police Department is committed to, and recognizes the right of the public and news media to be fully and accurately informed on all matters concerning public safety. Since the news media is responsible for providing this information to the public, the policy of this Department shall be to maintain a relationship with the news media of trust, cooperation, and mutual respect, and to generate a free flow of information between the Department and the news media. To accomplish this, the Department, upon request, will provide complete and accurate information within legal and investigatory limitations. The news media representatives, not the Department personnel, shall judge whether or not the information is newsworthy.

273.1.2 PUBLIC INFORMATION FUNCTION

The duties and functions of the Public Information Officer are to assist news personnel in covering routine news stories and at the scenes of incidents, be available for on-call responses to the news media, preparing and distributing news releases, arranging for, and assisting at, news conferences, coordinating and authorizing the release of information about victims, witnesses and suspects, assisting in crisis situations within the Department, and coordinating and authorizing the release of information concerning confidential Department investigations and operations.

273.1.3 PUBLIC INFORMATION OFFICER

The ultimate responsibility for the release of information to the media rests with the Chief of Police. The Deputy Chief has been designated as the Public Information/Press Relations Officer and, as such, is responsible for the collection, maintenance and release of public information.

273.1.4 NEWS RELEASE PROCEDURE

Department Press releases shall be issued in response to specific occurrences rather than on a regularly scheduled basis. The Public Information Officer will determine when a press release is warranted and shall also be responsible for its preparation, content and distribution.

Press releases will normally be issued in response to a significant crime or other noteworthy event. The press release should contain a brief summary statement addressing the who, what, when, where, why, and how of the event, followed by a short summary of any necessary background information. Press releases shall be made in a timely fashion and shall be equally available to all news media personnel.

To facilitate the distribution of newsworthy information, the Public Information Officer will meet with media representatives as needed, when available. The focus of such meetings will be to present and clarify information pertaining to notable events. Additionally, the Public Information Officer

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shall use these meetings to solicit ideas, opinions, and suggestions concerning any additions or changes to the Department's media relations policy and procedure.

273.1.5 NEWS RELEASE AUTHORITY

Requests for information at the scene of a crime or unusual event shall normally be referred to the Public Information Officer. When an incident is likely to attract wide-spread attention, the Watch Commander should request the presence of the Public Information Officer at the scene.

If the Public Information Officer is unavailable for comment, the Watch Commander in charge of the scene or incident may provide a "situational briefing" to the news media. In cases involving a criminal event, the situational briefing shall adhere to the restrictions set forth in this policy.

273.1.6 NEWS MEDIA CREDENTIALS

The Department does not issue press credentials. However, it does recognize official media identification identifying the individual as a representative of a public news service. Proper identification is required before gaining entry to the Department for the purpose of gaining information.

The Department shall deny access to the scene of an incident or its files to any news media representative who interferes in an investigation while at the scene of an ongoing incident, interferes with the effective operation of the Department or any of its members, obtains or publishes restricted information, or violates these established media relations procedures.

In cases where a media representative is requesting information by phone from an employee of the Department, and the representative is not known or recognized, the employee may establish the person's identity, if necessary, by calling the person or their agency back.

273.1.7 AT SCENE ACCESS BY MEDIA

Members of the news media shall be given limited access to disaster scenes, except when their presence would interfere with police or other emergency operations, or their presence would expose them to unnecessary danger or risk. At crime scenes, media members will not be allowed access beyond police perimeters.

273.1.8 DEVELOPMENT OF PUBLIC INFORMATION POLICY

Comments or suggested changes by the media or Officers, in the Public Information policy will be reviewed by the Public Information Officer. He will evaluate the suggestions to determine whether they should be incorporated into the policy.

273.1.9 RELEASE OF INFORMATION

The guidelines for the release of information are as follows. Information which may be released:

- The type of event or crime, when accurately known
- The location, time, items, or amount taken, injuries sustained or damages incurred
- The identity of the victim when such information does not constitute a danger to the victim

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- When informing the media, employees shall withhold identification when victims are the subject of a sex crime and publication of their identity would be a matter of serious embarrassment to them or jeopardize their security
- Whether or not there are suspects, without further comment on those suspects
- The number of Officers or people involved in an event or investigation and the length of investigation if such information is requested and would not hinder the investigation or performance of duty
- Requests for aid in locating a suspect or evidence
- The name, address, description, employment, and marital status of a person for whom a warrant has been issued
- The exact offense charged, a brief description of the offense, and method of complaint, i.e., warrant, indictment

Photographs of a person accused by indictment or warrant, without police identification on them, may be furnished. Where the identity of a suspect has not been established, it may be desirable to publicize descriptions, artists' sketches, or other information which could lead to the identification and arrest of the suspect.

The finding of physical evidence, such as weapons or proceeds of the crime, the issuance and service of a search warrant, and the positive or negative results of the search, may be released. Information as to how a weapon or proceeds of the crime was located should be withheld if this involves information which is prejudicial.

Fugitive cases may require wide publicity. While as a general rule prior records of conviction should not be publicized, it may be desirable in the public interest to disclose such records of fugitives when the pattern of their crimes indicates that the public may be the victim of fraud or personal injury. The circumstances and facts in each case will be the controlling factors in decisions.

In some fugitive cases it may be necessary to withhold information when its publication would be detrimental to the apprehension of the wanted person. Common sense should indicate the manner in which fugitive cases are handled, with a positive view toward the public interest and safety, and the protection of other law enforcement agencies. Fugitives who have a past history of being armed or who have shown a propensity for violent acts shall be characterized as being dangerous and why, so that an arresting officer will be well aware of dangerous aspects involved in the apprehension of such a subject.

Information which may not be released:

- Character or reputation of a suspect or the existence, if any, of a prior criminal record
- Existence of a confession, admission, or statement by an accused person, or the absence or failure of an accused to make the same
- No comments or results of any DUI test shall be disclosed to the news media

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- Information may be given out concerning the general facts that physical evidence is being examined. However, the description of such evidence and the results of such examinations shall not be disclosed without the concurrence of the State's Attorney's OfficeRe-enactment of a crime or the fact that a defendant may have shown investigators where a weapon, "loot", or other evidence was located
- References to a defendant as (for example) "a sex crazed maniac", a "depraved character", a "typical gangster", "professional burglar", "shakedown artist", etcIdentity, credibility, or testimony of any prospective witnessTestimony, credibility, or character of any victim witness
- Information of a purely speculative nature
- The merits of the case such as evidence and arguments whether or not it is anticipated to be used in court
- Transcripts, reports, or summaries of occurrences taking place during the course of judicial proceedings from which the public and press have been excluded
- Names and addresses of juveniles taken into custody, unless authorized by the juvenile court
- Identification of informants
- The identity of a deceased person unless the identity has been confirmed and notification to the decedent's immediate family has been made
- Deliberate posing of a person in custody for photographing or televising by the media
- Interviewing by representatives of the news media of a person in custody

273.1.10 NOTIFICATION TO PUBLIC INFORMATION OFFICER

In order to ensure that the Public Information Officer is well appraised on newsworthy events, all reports, files and pertinent information concerning criminal and/or other notable events shall be forwarded as quickly as possible, to the Public Information Officer for his review. In the event a press release is formulated by another Officer, the Public Information Officer shall be notified in a timely manner and be provided with a copy of the information released.

273.1.11 MULTI-AGENCY INFORMATION RELEASE

When the Department is involved in an event requiring mutual efforts with other public agencies, the agency having primary jurisdiction shall be responsible for the coordination and release of information.

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Communications Administration

275.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Communications system as it pertains to the needs of the Barrington Police Department in the course of its routine activities and during emergencies.

DEFINITIONS

CCH: CCH is an acronym used by LEADS for Computerized Criminal Histories.

CHF: CHF is an acronym used by LEADS for Computerized Hot Files. The computerized hot files are the LEADS and NCIC files into which law enforcement agencies enter their records. The following is a complete list of all computerized hot files:

STOLEN ARTICLES, (SERIALIZED);

STOLEN ARTICLES, (UNSERIALIZED LEADS ONLY);

STOLEN BOATS;

STOLEN AND RECOVERED GUNS;

STOLEN AND MISSING LICENSE PLATES;

PERSONS--WANTED, MISSING, UNIDENTIFIED (NCIC ONLY), ACCIDENT VICTIMS (LEADS ONLY), AND INCARCERATED (LEADS ONLY);

ORDERS OF PROTECTION (LEADS ONLY);

STOLEN SECURITIES;

VEHICLES--STOLEN, STOLEN PARTS, FELONY--RELATED, AND TOWED OR IMPOUNDED (LEADS ONLY).

CHRI: CHRI is an acronym used by LEADS for Criminal History Record Information. CHRI is information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, or other formal criminal charges, and any disposition arising therefrom; i.e., sentencing, correctional supervision, and release.

FOID: FOID is an acronym for Firearms Owners Identification.

I-UCR: I-UCR is an acronym for Illinois Uniform Crime Reporting. I-UCR is a system by which all Illinois law enforcement agencies report their crime information to the state.

LEADS: "LEADS" is an acronym for Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the State of Illinois.

NCIC: NCIC is an acronym for National Crime Information Center. The NCIC is operated by the Federal Bureau of Investigation. The NCIC computer, located in Washington D. C., is connected

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directly to the LEADS computer by two high-speed lines. The NCIC is also connected to law enforcement computers or terminals in all other states.

NLETS: NLETS is an acronym for National Law Enforcement Telecommunications System. The NLETS computer, located in Phoenix Arizona, is connected to all states and Puerto Rico and the Virgin Islands and allows messages to be sent from one law enforcement terminal to another. The driver's license and motor vehicle registration files of all states are also available through NLETS.

SALOON: SALOON is an acronym for State Alcohol Licensing Operational Online Network. This system allows all LEADS terminals to access the Illinois Liquor Control Commission's files of all liquor licenses in the State of Illinois.

SOS: SOS is an acronym for Secretary of State.

275.1.1 COMMUNICATIONS COMPONENT

The Department contracts with an outside agency for communications services. This component, called Cencom, provides emergency and non-emergency radio and telephone communications for the police department as well as other public safety and service departments within the Villages.

CenCom is supervised by a civilian employee of CenCom (Director) who reports to the Board of Directors comprised of elected officials for the villages within the membership. The Senior Telecommunicator works closely with the CenCom Director on problem solving, policy development, and other matters related to the communications function.

Meetings are held monthly. Meetings include Police and Fire Chiefs, or their designee, of all departments serviced by CenCom and the Director of CenCom, or his designee. Topics may include, but are not limited to reporting on Communications activities, budget preparation/review/approval, policy revisions/development, providing and receiving feedback on Communications operations, presenting recommendations and training, resolving problems, and discussing progress.

275.1.2 FEDERAL COMMUNICATION COMMISSION(FCC) REQUIREMENTS

All radio operations will be conducted in accordance with Federal Communications Commission procedures and requirements. Information on FCC procedures and requirements can be obtained from an FCC manual at CenCom or in the Records section and from various communications directives maintained in the communications operations manual.

275.1.3 COMMUNICATIONS SECTION JOB DESCRIPTIONS

CenCom maintains written job descriptions for the communications positions.

275.1.4 COMMUNICATIONS FUNCTIONS

The Communications entity, CenCom, provides communication services that include radio communications 24 hours a day, each day of the year. Telephone communications 24 hours a day, each day of the year. Automated data communications and alarm monitoring. Cencom also provides various other support and clerical duties related to the operations of the communications center.

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275.1.5 ACCESS TO COMMUNICATION CENTER

CenCom will maintain rules for access to the communications center.

275.1.6 TELEPHONE LINE LOAD STUDIES

The E-911 telephone system has a call management feature known as IMARS (Integrated Management Reporting System). This call management feature maintains statistical information on incoming emergency telephone calls. Statistics that are generated reflect call volumes.

The Deputy Chief is responsible for making recommendations for changes in the number of telephone lines based on the statistics generated from the system.

275.1.7 RECORDING OF RADIO TRANSMISSIONS AND EMERGENCY TELEPHONE CONVERSATIONS

All telephone conversations (both emergency and non-emergency), along with radio transmissions, are recorded by a logging recorder housed in the communications center. Proper operation and maintenance procedures (according to manufacturer instructions) shall be used with the logging recorder and master recording tapes. Recorded information shall be maintained on master tapes for a minimum of 30 days.

275.1.8 REVIEWING RECORDED CONVERSATIONS

Routine requests for copies of recorded radio transmissions and/or telephone conversations shall be directed to the CenCom Director in writing via Chief of Police, Deputy Chief of Police, Patrol command personnel, Records Department, or a designee. The request should include the following information:

- Date and time of incident.
- Type of incident/case report number.
- Person requesting and names of those involved.

The Director of CenCom shall process all tape requests. Copies of the completed paperwork for each request shall be forwarded to the Chief of Police. The Chief of Police or the Deputy Chief of Police will advise the requester and those involved of the results. The CenCom Director shall maintain a file on all tape requests. The telecommunicator supervisor and CenCom Director may monitor tapes for the purpose of a telecommunicator's evaluation.

275.1.9 ACCESS TO INFORMATION SYSTEMS

The communications center has access to local, state, and federal criminal justice information via a direct LEADS line to Springfield, Illinois. All LEADS regulations regarding the obtaining and dissemination of information shall be observed. LEADS reference manuals are available on-line and in the Records Center of the Department. See policy 275.1.10 for additional regulations and policies on the dissemination of data obtained through LEADS.

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275.1.10 LEADS REGULATIONS AND POLICIES/DISSEMINATION OF DATA OBTAINED THROUGH LEADS

GENERAL RESTRICTIONS:CRIMINAL JUSTICE PURPOSES ONLY:

- All data supplied through LEADS is to be used strictly for criminal justice purposes
- PERSONAL USE PROHIBITED: It is strictly forbidden to obtain any data through LEADS for personal reasons
- PERSONAL MESSAGES PROHIBITED: It is strictly forbidden to transmit messages over LEADS for reasons of personal, unofficial communication. For example, LEADS may not be used for communicating personal messages from one LEADS terminal to another
- SELLING DATA PROHIBITED: It is strictly forbidden to sell any information obtained through LEADS to any individual, group of individuals, organization, government agency, or corporation
- UNAUTHORIZED DISSEMINATION PROHIBITED: It is strictly forbidden to disseminate any information obtained through LEADS to any individual or organization that is not legally authorized to have access to that information

SPECIFIC DATA DISSEMINATION REGULATIONS:

NATIONAL CRIME INFORMATION CENTER (NCIC):The data stored in the NCIC is documented criminal justice information and access to that data must be restricted to duly authorized criminal justice agencies

SECRETARY OF STATE (SOS): Any request for any Illinois SOS record via LEADS shall be for criminal justice purposes only

NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (NLETS): Driver's license and vehicle registration information is provided by other states to Illinois agencies via NLETS/LEADS on the same basis that the Illinois SOS provides this information for criminal justice purposes only

FIREARM OWNER'S SOENTIFICATION (FOID): FOID data is provided by the Illinois Department of Law Enforcement to "law enforcement authorities" as stipulated in Chapter 430, Act 65, Section 1, of the Illinois Compiled Statutes

COMPUTERIZED CRIMINAL HISTORIES (CCH): Criminal History Record Information (CHRI) obtained from the Illinois Department of Law Enforcement over LEADS shall not be disseminated to any person or agency not authorized by law to receive such information

COMPUTERIZED HOT FILES (CHF):The information found in the CHF is generally considered to be a matter of public record. However, dissemination of such data beyond the law enforcement/ criminal justice community must be approached with caution

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STATE ALCOHOL LICENSING OPERATIONAL ON-LINE NETWORK (SALOON): Liquor license data and licensed establishments and owners are available through LEADS/SALOON only for official criminal justices purposes

ILLINOIS UNIFORM CRIME REPORTING (I-UCR): I-UCR data that is supplied to the State of Illinois may be disseminated to the public by the originating agency at any time

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Communication Center Power Failure

277.1 PURPOSE AND SCOPE

To establish procedures to be used in the event of a power failure.

277.1.1 COMMUNICATIONS CENTER-PUBLIC SAFETY BUILDING

An emergency generator is located at the Public Safety Building that will automatically start in the event of a power failure. This generator will provide electric power for the Public Safety Building. The emergency generator is maintained by the Barrington Public Works Department and is tested weekly.

In the event that the emergency generator fails to start, the Public Works Department can provide portable generator(s) that can be used to provide essential emergency radio and telephone services to the Public Safety Building.

277.1.2 UHF MAIN TRANSMITTER-MANCHESTER RD/ BACKUP-RT. 14 AND BERRY RD

In the event of a power failure, a battery back-up system will automatically provide power for the main UHF radio transmitter and receiver at this location for a few hours. In the event the power failure lasts for more than a few hours it will be necessary to contact the Fire Department and arrange for a portable generator to be connected in order to provide electric power for the main transmitter and receiver.

277.1.3 SATELLITE RECEIVER SITES

Satellite receiver sites are located throughout the service area. There are NO automatic back-up systems to provide electric power to these receiver sites. If any of these sites are required during a power failure it will be necessary to contact the Fire Department and request that portable generator(s) be connected.

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Contractual Agreements

279.1 PURPOSE AND SCOPE

A written agreement governing law enforcement services provided by the Barrington Police Department to outside agencies is available for viewing in the office of the executive assistant of the Chief of Police.

279.1.1 EMPLOYMENT RIGHTS

Participation in a contracted law enforcement service arrangement does not penalize participating employees nor does it in any way threaten their employment rights, promotional opportunities, training opportunities, or fringe benefits.

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Goals and Objectives

281.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a method for planning, developing, formatting and evaluating organizational goals and objectives. The effective management of the Barrington Police Department must be accomplished through an organized method of planning which will allow for the integration of individual, organizational and community needs. This process will provide an organized mechanism so that this agency will be proactive in providing comprehensive and professional law enforcement services to the community.

281.1.1 ORGANIZATIONAL GOALS AND OBJECTIVES

It shall be the responsibility of the Chief of Police to establish the major organizational goals for each fiscal year. These major goals shall be utilized by Division Commanders, Records and Services Supervisor as primary guidance for the formulation of division and unit goals.

281.1.2 DIVISIONAL AND SECTIONAL GOALS

It shall be the responsibility of the administrative persons listed above to establish divisional and unit goals and objectives for those divisions and units falling within their command.

These goals and objectives shall be consistent with the organizational goals established by the Chief of Police.

The administrative persons listed shall ensure that goals and objectives are distributed to all affected units. A posting of the current goals and objectives is kept in the Report Writing Room for reference.

281.1.3 GOAL DEVELOPMENT AND FORMULATION

The development of organizational goals and objectives will be an integrated process. The overall organizational goals and objectives established by the Chief of Police shall provide guidance and direction to administrative persons in the development of division and unit goals. Division and unit goals shall be consistent with overall organizational goals and shall be constructed to serve as a "means" to provide control and measurement of the accomplishment of organizational goals.

Generally, organizational goals shall serve as directional indicators for both organizational and individual performance. They must be written so that all members understand them, and they must be explicit enough to allow some form of measurement, yet they must be flexible enough to foster individual creativity and initiative.

Spheres of Influence- Through the multitude of influences that affect the Police organization, it is necessary to consider both internal and external influences in the development of organizational goals. The following factors shall be considered during the planning and development of organizational and divisional/unit goal and objective statements:

- Legal requirements
- Direction from elected officials

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- Other criminal justice officials
- Departmental records
- Community groups and organizations

Department Personnel-Administrative Staff shall seek the input of divisional personnel in the formulation of goal and objective statements. This input may be accomplished through oral communications during training sessions or staff meetings or through the use of a written memo that offers the opportunity for written input.

281.1.4 FORMAT

Organizational goals and objectives shall be published in the Annual Report. The Annual Report shall be in effect for the fiscal year and shall be available to each Department member. The format for goals shall be stated in general terms, i.e.: to prevent and reduce crime. Objectives shall be specific statements as to what actions, programs, etc. will be taken in order to accomplish the stated goals, i.e.:

- Complete implementation of automatic railroad enforcement system.
- Implement and update plans and procedures for new K-9 Unit.

Performance measures shall consist of measurable events, accomplishments that are instrumental in the accomplishment of the goal.

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Purchasing

283.1 PURPOSE AND SCOPE

The purpose of this policy is to govern procedures for the requisition and purchase of agency equipment and supplies.

283.1.1 PURCHASING

All Police Department requests for the purchase/payment of equipment, supplies, or other operating expenses are handled in accordance with policies and procedures set forth by the Village Financial Services Department in the purchasing policy. This purchasing policy contains the procedure for use of the Purchase Order System and the procedures used for determining product specifications securing bids and vendor and bidder selection.

Purchase Order Forms are used for purchases exceeding $500 for the five basic accounts in the budget:

PROFESSIONAL DEVELOPMENT: Expenses for the goods or services associated with the advancement of one's professional responsibilities.

CONTRACTUAL: A service that you contract a company or individual to do, example: maintenance agreements, car washes.

COMMODITIES: Something that is to be purchased, example: uniforms, detectives expense, books, gasoline.

CAPITAL OUTLAY: Major purchases that you have a line item budget, example: vehicles, computers, office furniture, and radar units.

OTHER: Any account that does not fit into the description of the above listed accounts, example: misc., Chiefs conference and meetings, safety program.

Emergency Purchases:

All departmental purchases will follow the procedures specified in the Purchasing Policy. The emergency exception for purchases is also listed in the Purchasing Policy. The procedure for such purchases is as follows: " In the case of special emergencies, the purchase order must follow within 24 hours and must be marked in the special instructions that the purchase order confirms a previous verbal emergency authorization."

Emergency Fund Transfers:

All emergency fund transfers are conducted by the Village Financial Services Department.

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Accounting

285.1 PURPOSE AND SCOPE

The Chief of Police receives a monthly report from the Finance Department showing at a minimum the initial appropriation for each account, the balances at the commencement of the monthly period, the expenditures and encumbrances made during the period, and the unencumbered balance, (if any).

285.1.1 CASH MANAGEMENT

The Finance Department specifies the primary procedures used to insure accountability in the collecting, safeguarding and disbursement of cash within the police department. The Police Department cash funds are listed below. The Finance Department maintains a record of all Police Department disbursements of appropriated funds. Financial statements are provided to the department by the Finance Department.

Types of Cash Funds:

- INVESTIGATIVE FUND

The investigative fund is a budgeted fund maintained and accounted for by the Chief of Police or his designee. This money is used by Criminal and Youth Investigators for covert operations. This money is kept in a locked and secured file cabinet box. Each time money is taken out or returned, it is verified with the officer involved. All transactions are recorded in a log showing the officers name, amount taken out, date, purpose, and when possible a report number. There shall be a quarterly accounting of this fund by the Finance Department. Any amount of funds needed for a covert operation shall be approved by the Chief of Police or his designee.

- BOND MONEY PROCESSING

Criminal and Traffic Bonding Procedures

Money received by the Records division as bond in criminal and/or traffic arrests must be properly documented and safeguarded. To ensure system integrity, the citation or bond sheet issued will double as a receipt for bond posted. The bond money will be placed in a secured safe. The secured safe is located in the Records Office. The name of the arrestee, bond number and amount of money posted will be written on the bond receipt. The long form complaint(s), and/or ticket(s), and the original and one copy of the bond receipt will be stapled together with the cash bond and placed in the safe. The contents of the secured safe are then removed by a supervisor the following business day.

Alternative Bonding Procedure - Traffic Citations

In an effort to expedite bonding procedures for motorists wishing to post cash bond in lieu of their license, officers may issue a bond receipt to a motorist by escorting the motorist to the Police Station where the bond sheet is prepared. As outlined above, the officer will attach the bond sheet and cash bond to the original copy of the citation. The citations, long form complaints, and cash money, are removed by a supervisor twice a week. The clerk then verifies the bonds, the cash

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money, and matches them with transmittals that are generated by the Records Clerk after all the traffic citations are entered. Then the cash money is separated by denomination, and totaled. This total is then compared with the total from all the transmittal sheets. With the totals balancing, copies are made of the transmittal sheets. One copy of the sheets is kept here and the remaining originals and copies, the cash money, the bond receipts, and the traffic citations and/or long form complaints are then delivered by a Service Officer to the Circuit Court building in Rolling Meadows or Waukegan, whichever is appropriate.

- PAYMENT OF ALL FEES ANS FINES

Normally, when there is a request for a copy of a police report at the Records counter, the report is located, and the person making the request pays for the copy at the counter. A receipt must be given to the requester who is then provided with a copy of the report.

- PAYMENT OF PARKING TICKETS

Normally all payment of parking tickets is handled by Records. The Record's Clerk places the parking ticket and the cash money or check in the secured safe. The ticket and the cash money or check is removed by a supervisor, marked paid, totaled and brought directly to the Village Hall, where the money is verified. A receipt must be given to the requester paying a ticket.

- FINGERPRINTING

On the occasion where a Records Clerk takes in cash money for fingerprinting, the clerk issues a numbered receipt to the requester, and places the money in the secured safe. The money, and a copy of the receipt is taken out of the safe by a supervisor and delivered to the Village Hall Cashier, where the money is verified, and the transactions are completed on the cash register. A receipt must be given to the requester paying a ticket.

- COMMUTER LOT FARE BOX PROCEDURE

The commuter lot fare boxes are exchanged every Friday. The process is completed by the Barrington Police Department Service Officer with the assistance of a Records Clerk.

The empty cash containers are brought to the commuter lot and are exchanged out of each machine. When each cash box is removed from their machine, an individual receipt is generated. The receipt is then placed into the corresponding cash box. The full boxes are then brought back to the Police Department and each cash box is reconciled with the printed receipt by the Records Clerk. The cash total is then written onto two deposit slips. The first deposit slip is for coins and the second is for the dollar bills that are collected. The money is then brought to the bank for deposit. Upon depositing the money, the employee will then bring all receipts, including the deposit slip to the Village Hall for processing.

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Chapter 3 - General Operations

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Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Force - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

300.1.2 ESCALATION OF FORCE PRINCIPLE

When the use of force is necessary, Officers shall, upon reasonable belief and to the extent possible, utilize an escalating scale of force options and use that amount necessary to control and take custody of the subject(s).

The scale of the use of force options, in order of increasing severity, is set forth as follows:

Verbal persuasion and Deescalation

Less lethal force:

- Taser
- Empty hand tactics
- Other less lethal tools

Deadly force

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

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300.2.1 DUTY TO INTERCEDE

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

An officer may use any force which he/she reasonably believes to be necessary to effect an arrest and may use any force which he/she reasonably believes to be necessary to defend him/herself or another from bodily harm while making an arrest (720 ILCS 5/7-5).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

(a) Immediacy and severity of the threat to officers or others.

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(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

(c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The effects of drugs or alcohol.

(e) Subject's mental state or capacity.

(f) Proximity of weapons or dangerous improvised devices.

(g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.

(h) The availability of other options and their possible effectiveness.

(i) Seriousness of the suspected offense or reason for contact with the individual.

(j) Training and experience of the officer.

(k) Potential for injury to officers, suspects and others.

(l) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the officer.

(m) The risk and reasonably foreseeable consequences of escape.

(n) The apparent need for immediate control of the subject or a prompt resolution of the situation.

(o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(p) Prior contacts with the subject or awareness of any propensity for violence.

(q) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the person can comply with the direction or orders of the officer.

(c) Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

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300.3.4 CAROTID HOLD

A member shall not direct pressure to the throat, windpipe or airway of a person with the intent to reduce or prevent the intake of air (Carotid Hold or Sleeper Hold) unless deadly force is justified (720 ILCS 5/7 5.5). A member shall not use a carotid hold or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion (720 ILCS 5/7 5.5).

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Barrington Police Department for this specific purpose.

300.4 DEADLY FORCE APPLICATIONS

Use of deadly force is justified in the following circumstances:

(a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.

(b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.

2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer

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reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.4.2 CHOKEHOLDS

A member shall not apply direct pressure to the throat, windpipe or airway of a person with the intent to reduce or prevent the intake of air (chokehold) unless deadly force is justified (720 ILCS 5/7-5.5). A member shall not use a chokehold or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion (720 ILCS 5/7-5.5).

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely and accurately in the Subject Resistance Reporting Form , depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

300.5.1 NOTIFICATION TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following any application of force including but not limited to the following circumstances:

(a) The application caused a visible injury.

(b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.

(c) The individual subjected to the force complained of injury or continuing pain.

(d) The individual indicates intent to pursue litigation.

(e) Any application of the TASER device or control device.

(f) Any application of a restraint device other than handcuffs, shackles or belly chains.

(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

(i) An individual alleges any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the officer’s initial assessment of the nature and extent of the subject’s injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be

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fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called “excited delirium”), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.7 SUPERVISOR RESPONSIBILITIES

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.

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(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Determine if there is any indication that the subject may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 WATCH COMMANDER RESPONSIBILITY
The Watch Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING
Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

300.9 USE OF FORCE ANALYSIS
At least annually, the Patrol Deputy Chief should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.

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Use of Force Review Boards

302.1 PURPOSE AND SCOPE

This policy establishes a process for the Barrington Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

302.2 POLICY

The Barrington Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

302.2.1 COMPOSITION OF THE BOARD

The Use of Deadly Force Review Board shall be comprised of the following persons:

- Deputy Chief
- Investigative Division Sergeant
- Operations Division Sergeant

The senior ranking member not of the same division of the involved employee will serve as chairperson.

The chairperson will convene the Use of Deadly Force Review Board as necessary. It will be the responsibility of the division or unit commander of the involved employee(s) to notify the appropriate bureau commander of any incidents requiring board review. The division or unit commander will also ensure that all relevant reports, documents, and materials are available for consideration and review by the Board.

302.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

302.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

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The Chief of Police may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Administration Deputy Chief will convene the Use of Force Review Board as necessary. It will be the responsibility of the Deputy Chief or supervisor of the involved employee to notify the Administration Deputy Chief of any incidents requiring board review. The involved employee's Deputy Chief or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

302.4.1 COMPOSITION OF THE BOARD

The Administration Deputy Chief should select five Use of Force Review Board members from the following, as appropriate:

- Representatives of each division
- Commanding officer in the involved member's chain of command
- Training Coordinator
- Non-administrative supervisor
- A peer officer
- A sworn peace officer from an outside law enforcement agency
- Department instructor for the type of weapon, device or technique used

The senior ranking command representative who is not in the same division as the involved employee will serve as chairperson.

302.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved employee to appear. The involved employee will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the officer at the time shall neither justify nor call into question an officer's decision regarding the use of force.

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Any questioning of the involved employee conducted by the board will be in accordance with department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

(a) The employee's actions were within department policy and procedure.

(b) The employee's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

The Chief of Police shall review the recommendation, make a final determination as to whether the employee's actions were within policy and procedure and will determine whether any additional actions, investigations or reviews are appropriate. The Chief of Police's final findings will be forwarded to the involved employee's Deputy Chief for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

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Handcuffing and Restraints

306.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

306.2 POLICY

The Barrington Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

306.3 USE OF RESTRAINTS

Only members who have successfully completed Barrington Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

306.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

306.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure herself or others, or damage property.

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No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

306.3.3 RESTRAINT OF JUVENILES

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

306.3.4 NOTIFICATIONS

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

306.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

306.5 APPLICATION OF SPIT HOODS

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

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Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid commingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head, and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

306.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

306.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the department shall be used.

In determining whether to use the leg restraint, officers should consider:

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.

(b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

306.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

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(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.

(e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

(f) When transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

306.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification and approval of restraint use.

(c) The types of restraint used.

(d) The amount of time the person was restrained.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person's behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

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306.9 TRAINING

Subject to available resources, the Training Coordinator should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

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Control Devices and Techniques

308.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

308.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Barrington Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

308.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device. All officers who have completed department-approved training shall carry two control devices while working in uniform on patrol.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

308.4 RESPONSIBILITIES

308.4.1 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

308.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Rangemaster or the designated instructor for a particular control device. The inspection shall be documented.

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308.4.3 USER RESPONSIBILITIES
All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster for disposition. Damage to Village property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

308.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

308.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Watch Commander, Incident Commander or Crisis Response Unit Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

308.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

308.7.1 OC SPRAY
Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

308.7.2 PEPPER PROJECTILE SYSTEMS
Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on

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impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where the suspect has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward the suspect, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training and product demonstrations, is exempt from the reporting requirement.

308.7.3 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

308.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner’s expense. Information regarding the method of notice and the individuals notified should be included in related reports.

308.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

308.9.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

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(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

308.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

(e) The location of the subject.

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

308.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect the shotgun and projectiles at the beginning of each shift to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

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When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the officer shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

308.10 TRAINING FOR CONTROL DEVICES

The Training Coordinator shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the officer's training file.

(c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

308.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

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Conducted Energy Device

309.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of TASER devices.

309.2 POLICY

The TASER® device is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

309.3 ISSUANCE AND CARRYING TASER DEVICES

Only members who have successfully completed department-approved training may be issued and carry the TASER device.

TASER devices are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department's inventory.

Officers shall only use the TASER device and cartridges that have been issued by the Department. Uniformed officers who have been issued the TASER device shall wear the device in an approved holster on their person. Non-uniformed officers may secure the TASER device in the driver's compartment of their vehicle.

Members carrying the TASER device should perform a spark test on the unit prior to every shift.

When carried while in uniform, officers shall carry the TASER device in a weak-side holster on the side opposite the duty weapon.

(a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the TASER device.

(c) Officers shall be responsible for ensuring that their issued TASER device is properly maintained and in good working order.

(d) Officers should not hold both a firearm and the TASER device at the same time.

309.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the TASER device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the TASER device may be deployed.

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If, after a verbal warning, an individual is unwilling to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, display the electrical arc (provided that a cartridge has not been loaded into the device), or the laser in a further attempt to gain compliance prior to the application of the TASER device. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the TASER device in the related report.

309.5 USE OF THE TASER DEVICE

The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the operational range of the device. Although the TASER device is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

309.5.1 APPLICATION OF THE TASER DEVICE

The TASER device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting.

(b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the TASER device to apprehend an individual.

309.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the TASER device on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

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(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the TASER device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

The TASER device shall not be used to psychologically torment, elicit statements or to punish any individual.

309.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the TASER device probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

309.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE

Officers should apply the TASER device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the TASER device against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the TASER device appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional applications of the TASER device, including:

(a) Whether the probes are making proper contact.

(b) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(c) Whether verbal commands, other options or tactics may be more effective.

Officers should generally not intentionally apply more than one TASER device at a time against a single subject.

309.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers shall notify a supervisor of all TASER device discharges. Confetti tags should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence.

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The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

309.5.6 DANGEROUS ANIMALS
The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

309.5.7 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry department TASER devices while off-duty.

Officers shall ensure that TASER devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

309.6 DOCUMENTATION

Officers shall document all TASER device discharges in the related arrest/crime report and the TASER device report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented on the report form.

309.6.1 REPORTS
The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing TASER devices

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject's physical and physiological actions

(e) Any known or suspected drug use, intoxication or other medical problems

309.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove TASER device probes from a person's body. Used TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by TASER device probes or who have been subjected to the electric discharge of the device shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

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(c) The person reasonably appears to be in need of medical attention.

(d) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the TASER device.

309.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the TASER device may be used. A supervisor should respond to all incidents where the TASER device was activated.

A supervisor should review each incident where a person has been exposed to an activation of the TASER device. The device's onboard memory should be downloaded through the data port by a supervisor or Rangemaster and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

309.9 TRAINING

Personnel who are authorized to carry the TASER device shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the TASER device as a part of their assignment for a period of six months or more shall be recertified by a department-approved TASER device instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued TASER devices should occur every year. A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Coordinator. All training and proficiency for TASER devices will be documented in the officer's training file.

Command staff, supervisors and investigators should receive TASER device training as appropriate for the investigations they conduct and review.

Officers who do not carry TASER devices should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Coordinator is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

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Application of TASER devices during training could result in injury to personnel and should not be mandatory for certification.

The Training Coordinator should ensure that all training includes:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

(e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the TASER device.

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Officer-Involved Shootings and Deaths

310.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of other action of an officer (50 ILCS 727/1-10; 50 ILCS 727/1-30).

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

310.1.1 DEFINITIONS

Definitions related to this policy include:

Officer-involved death - Any death of an individual that results directly from an action or directly from an intentional omission, including unreasonable delay involving a person in custody or intentional failure to seek medical attention when the need for treatment is apparent, of a law enforcement officer while the officer is on-duty, or otherwise acting within the scope of his/her employment, or while the officer is off-duty, but performing activities that are within the scope of his/her law enforcement duties. It also includes any death resulting from a motor vehicle crash, if the law enforcement officer was engaged in law enforcement activity involving the individual or the individual's vehicle in the process of apprehension or an attempt to apprehend (50 ILCS 727/1-5).

310.2 POLICY

The policy of the Barrington Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

310.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

310.4 CONTROL OF INVESTIGATIONS

The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

310.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect’s crime occurred. For example, the Barrington Police Department would control the investigation if the suspect’s crime occurred in Barrington.

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If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

310.4.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS
The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

310.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION
Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

310.5 INVESTIGATION PROCESS
The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

310.5.1 UNINVOLVED OFFICER RESPONSIBILITIES
Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved BPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.

(b) Take reasonable steps to obtain emergency medical attention for injured individuals.

(c) Request additional resources from the Department or other agencies.

(d) Coordinate a perimeter or pursuit of suspects.

(e) Check for injured persons and evacuate as needed.

(f) Brief the supervisor upon arrival.

310.5.2 WATCH COMMANDER DUTIES
Upon learning of an officer-involved shooting, the Watch Commander shall be responsible for coordinating all aspects of the incident until relieved by the Chief of Police or a Deputy Chief.

310.5.3 NOTIFICATIONS
The following persons shall be notified as soon as practicable:

- Chief of Police

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- Investigation Deputy Chief
- MCAT rollout team
- Outside agency investigators (if appropriate)
- Chief of Police or his designee supervisor
- Civil liability response team
- Psychological/Peer support personnel
- Chaplain
- Medical Examiner (if necessary)
- Involved officer's agency representative (if requested)
- Public Information Officer

310.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

(a) Any request for legal or union representation will be accommodated.

1. Involved BPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
2. Requests from involved non-BPD officers should be referred to their employing agencies.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.

(c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.

(d) A licensed psychotherapist shall be provided by the Department to each involved BPD officer. A licensed psychotherapist may also be provided to any other affected BPD members, upon request.

1. Interviews with a licensed psychotherapist will be considered privileged.
2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

(e) Communications with peer counselors are confidential and may only be disclosed in accordance with 5 ILCS 840/20.

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Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved BPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Watch Commander to make schedule adjustments to accommodate such leave.

310.5.5 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved BPD supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.

1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

(b) If necessary, the supervisor may administratively order any BPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.

1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.

2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

(c) Provide all available information to the Watch Commander and the Dispatch Center. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional BPD members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

1. Each involved BPD officer should be given an administrative order not to discuss the incident with other involved officers or BPD members pending further direction from a supervisor.

2. When an involved officer’s weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

310.6 CRIMINAL INVESTIGATION

The [DistrictCountyAttorney]'s Office is responsible for the criminal investigation into the circumstances of any officer-involved shooting that does not result in death. Officer-involved deaths shall be investigated by outside agency investigators as provided in the applicable intergovernmental agreements.

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If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the [DistrictCountyAttorney]'s Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

(a) BPD supervisors and Chief of Police or his designee personnel should not participate directly in any voluntary interview of BPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

(c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

310.6.1 REPORTS BY INVOLVED BPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved BPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved BPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/ witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved BPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

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310.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

(a) Identification of all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

(c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

310.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Investigation Division supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from outside investigatory agencies and may be assigned to separately handle the investigation of any related crimes not being investigated by outside investigatory agencies.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Investigation Division supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Deputy Chief.

310.6.4 OFFICER-INVOLVED DEATH INVESTIGATIONS

The Chief of Police should ensure that the Barrington Police Department enters into appropriate intergovernmental agreements to investigate officer-involved deaths involving members of the BPD by appropriately trained outside investigators as required by the Police and Community

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Relations Improvement Act (50 ILCS 727/1-1 et seq.). The agreement should establish any compensation arrangement for participation in investigations and establish responsibilities for expeditiously providing a complete report to the State's Attorney and a public report if no charge or indictment is brought against the officer.

310.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved BPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Chief of Police or his designee and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws (see the Personnel Complaints Policy) (50 ILCS 725/1 et seq.).

(a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

1. A sample shall be compelled in the case of a shooting that caused injury or death of a person as soon as practicable but no later than the end of the officer's shift or tour of duty (50 ILCS 727/1-25).

(b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.

1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas, with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved officer has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.

2. The interview shall take place at the facility to which the administrative investigator is assigned or the police facility that has jurisdiction over the place where the incident occurred. The interview shall also be conducted at a reasonable time of day and during the time when the officer is on-duty as operational requirements and the nature of the incident permit. The interview shall be of reasonable duration and allow for reasonable periods of rest and personal necessities of the officer (50 ILCS 725/3.1; 50 ILCS 725/3.3; 50 ILCS 725/3.5).

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3. The officer shall not be subject to professional or personal abuse, including offensive language (50 ILCS 725/3.6).
4. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview and shall inform the BPD of any person who will be present on his/her behalf (50 ILCS 725/3.4; 50 ILCS 725/3.9). The officer shall have the right to be represented by counsel and may request counsel at any time before or during the interview and shall have a reasonable time and opportunity to obtain counsel (50 ILCS 725/3.9). However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
5. A complete record of the administrative interview shall be made and a complete transcript or copy shall be made available to the officer without charge and without undue delay. Such record may be electronically recorded (50 ILCS 725/3.7). The officer may also record the interview.
6. The officer shall be informed in writing of the nature of the investigation and the name, rank and unit/command of the assigned administrative investigator, the interviewers and all persons who will be present on behalf of the BPD (50 ILCS 725/3.2; 50 ILCS 725/3.4). If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights in writing and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally (50 ILCS 725/3.8).
7. The Chief of Police or his designee shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
8. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
9. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

(d) Investigators should take reasonable steps to avoid interfering with the outside criminal investigation conducted under the requirements of 50 ILCS 727/1-10 (50 ILCS 727/1-15).

310.8 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted

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to review available MAV, body-worn video, or other video or audio recordings with approval of assigned investigators or a supervisor.

Any MAV, body-worn and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or Village Attorney's Office as appropriate.

310.9 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

310.10 DEBRIEFING

Following an officer-involved shooting or death, the Barrington Police Department should conduct both a critical incident/stress debriefing and a tactical debriefing.

310.10.1 CRITICAL INCIDENT/STRESS DEBRIEFING

A critical incident/stress debriefing should occur as soon as practicable. The Administration Deputy Chief is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., dispatchers, other non-sworn). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Chief of Police or his designee personnel.

310.10.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police or the authorized designee should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

310.11 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be

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available to the Watch Commander, Investigation Deputy Chief and Public Information Officer in the event of inquiries from the media.

No involved BPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Deputy Chief.

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

310.12 REPORTING

The Patrol Deputy Chief will ensure that the Records Supervisor is provided with enough information to meet the reporting requirements for any officer-involved shooting or death that qualifies to be reported to the Department of State Police (50 ILCS 709/5-12).

310.13 OFFICER-INVLOVED SHOOTING/DRUG AND ALCOHOL TESTING

(Per 50 ILCS 725/1-25) Drug and Alcohol Testing.

(a) As used in this section, "officer involved shooting" means any instance when a law enforcement officer discharges his or her firearm, causing injury or death to a person or persons, during the performance of his or her official duties or in the line of duty.

(b) Each law enforcement agency shall adopt a written policy regarding drug and alcohol testing following an officer involved shooting. The written policy adopted by the law enforcement agency must include the following requirements:

1. Each law enforcement officer who is involved in an officer involved shooting must submit to drug and alcohol testing; and

2. The drug and alcohol testing must be completed as soon as practicable after the officer involved shooting but no later than the end of the involved officer's shift or tour of duty.

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Firearms

312.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

312.2 POLICY

The Barrington Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

312.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Firearms shall not be carried by non-sworn members while on-duty or while in any Village-owned vehicle. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Deputy Chief. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

312.3.1 HANDGUNS

Any primary duty handgun purchased utilizing department authorized funds (uniform allowance) or personal funds is subject to approval by the Chief of Police. This order shall pertain to any handgun that will be used as a primary firearm (duty), secondary firearm (back-up) or worn off duty. Furthermore, primary firearms shall be of 9mm., .40 Caliber or .45 Caliber only. Those officers choosing to utilize department authorized funds to purchase a primary duty firearm will fill out the "U.S. Department of Justice-Bureau of Alcohol, Tobacco, Firearms and Explosives" Firearms Transaction Record ATF Form#4473. No department funds will be utilized to purchase any firearm other than the primary (duty) firearm. **(SEE ATTACHMENT)**

See attachment: ATF Form 4473.pdf

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312.3.2 SHOTGUNS

The authorized department-issued shotgun is the Remington 870.

When not deployed in the field, the checked out shotgun shall be properly secured in the locked weapons storage rack of a police vehicle.The shotgun shall otherwise be stored at the police department, unloaded and on safe, in the gun locker. Any loading or unloading should be done at the weapons clearing barrel upon check out or check in. Officers may only utilize the department issued shotgun after qualifying with the weapon on an annual basis.

312.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the AR-15 chambered in .223 caliber (.556 NATO).

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed in the field, the patrol rifle shall be properly secured in the locked weapons storage rack of a police vehicle. The patrol rifle will have the chamber empty, safety on,and the bolt forward with the dust cover closed or safety stick inserted. The patrol rifle shall otherwise be stored at the police department, unloaded and on safe, in the gun locker. Any loading or unloading of the patrol rifle should be done at the weapons clearing barrel upon check out or check in or in a safe direction if being utilized in the field.

312.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

(a) The firearm shall be in good working order.

(b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

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(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

312.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and approved by the Chief of Police.

(b) Only one secondary handgun may be carried at a time.

(c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(e) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

312.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

(a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

    1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

(b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

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(c) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.

(d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(e) The member will successfully qualify with the firearm prior to it being carried.

(f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

(g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

(h) When armed, officers shall carry their badges and Barrington Police Department identification cards under circumstances requiring possession of such identification.

312.3.7 AMMUNITION

Members shall carry only department-authorized ammunition (See the Rangemaster). Members shall be issued fresh duty ammunition in the specified quantity for all department-issued or approved primary firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

312.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

312.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

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312.4.2 HOLSTERS
Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

312.4.3 TACTICAL LIGHTS
Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

312.4.4 OPTICS OR LASER SIGHTS
Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. After approval and proper installation, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

312.5 SAFE HANDLING, INSPECTION AND STORAGE
Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.

(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.

(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

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(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

312.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection, loading/unloading of the shotgun and rifle shall be done at the clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded at a clearing barrel, safety on, and then stored in the appropriate equipment storage room locker.

312.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (720 ILCS 5/24-9(a)).

312.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

312.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training quarterly with their duty firearms unless there is prior approval from the Chief's Office. In addition to quarterly training, all members will qualify at least annually with their duty firearms (50 ILCS 710/0.01 et seq.).

Members will qualify with off-duty and secondary firearms at least once a year. Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

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312.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

(a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.

(b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

(c) No range credit will be given for the following:

1. Unauthorized range make-up
2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action

312.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with his/her Deputy Chief or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed or medical attention is required.

(b) If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

312.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER® device, oleoresin capsicum (OC) spray, animal

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control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

312.7.2 INJURED ANIMALS
With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

312.7.3 WARNING AND OTHER SHOTS
Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

312.8 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Coordinator after each range date. Failure of any member to sign in and out with the Rangemaster may result in non-participation or non-qualification.

The range shall remain operational and accessible to Department members during hours established by the Department.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty weapons carried by members of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until inspected and approved by the Rangemaster.

The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Rangemaster shall complete and submit to the Training Coordinator documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Coordinator.

312.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

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(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Officers must carry their Barrington Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) The Barrington Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Barrington Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

312.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her Barrington Police Department identification card whenever carrying such firearm.

(b) The officer is not the subject of any current disciplinary action.

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(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

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LEAD EXPOSURE

313.1 PURPOSE AND SCOPE

This policy establishes procedures for addressing lead exposure.

313.2 DEFINITION

Lead is a poisonous substance which can cause blood and nervous system disorders. The OSHA General Industry Lead Standard (29CFR1910.1025) establishes specific airborne lead exposure levels for employees working in areas where airborne lead is present. Airborne lead can adhere to clothing and footwear, and then be transferred unintentionally to other areas of the work place and to the employee's home and family.

313.3 AREAS FOR CONCERN

Law enforcement personnel's greatest area of concern for potential lead exposure is in or around the firearms range. This includes areas where firearms, ammunition and related equipmentarestoredormaintained.Employees can be contaminated in several ways: Airborne lead can be inhaled; lead particles can remain on clothing through direct contact or settling airborne lead; skin may become contaminated through handling items or during cleaning and maintenance.

313.4 LEAD EXPOSURE PREVENTION: MANDATORY PROCEDURES

Employees shall adhere to the following lead exposure prevention measures:

- Eating, chewing gum and drinking are strictly prohibited in or near the firing range.
- Women who are pregnant or believe they may be pregnant shall not enter the firing range.
- After shooting, handling spent cartridge cases, or cleaning weapons, all personnel shall wash their hands, forearms, and faces (including any facial hair) prior to eating, drinking, smoking, or having any hand contact with their faces or other people.Hands shall be washed with soap and water or cleaned with lead decontamination wipes.
- Disposable gloves shall be worn at any time when handling lead contaminated items in the range or when cleaning weapons.

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- The ventilation system shall be operating at all times when personnel are in the firing range. This applies during active firing, maintenance, and cleaning.
- Periodically, the floor between the firing line and the entryway shall be thoroughly cleaned with a HEPA vacuum cleaner designed to collect lead dust. Dry sweeping of the firing range is prohibited.

313.5 LEAD TRANSFER PREVENTION: RECOMMENDED PROCEDURES

It is recommended that employees adhere to the following procedures to minimize lead transfer:

- Shooters using a kneeling or prone position in the range should place some type of disposable barrier on the ground to minimize accumulation of lead particles on their outer garments. If knee pads or mats are used, they should be cleaned after use.
- Shooters should change clothing worn on the firing range, and shower if possible prior to leaving the workplace.
- Shooters should bag clothing worn on the firing range after use, and it should be washed separately from any other clothing.
- Shooters should not wear shoes home which have been worn while on the firing range. If they are being taken home, shoes worn on the firing range should either be cleaned prior to leaving, or bagged separately to prevent lead from being tracked into personal vehicles or onto home floors.

313.6 TRAINING

Personnel participating in activities which expose them to lead shall receive annual training in methods to reduce lead exposure.

313.7 WARNINGS POSTED

Entrances to the firing range, ammunition storage room,and property/evidence holding areas shall have appropriate signs posted, warning those entering of the potential lead exposure hazard. Signs shall include the following information:

- Danger- Lead Area
- Noise Hazardous Area
- Pregnant Females are not Permitted in this Area

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313.8 TESTING

Personnel who perform the function of Range Officer and Property/Evidence Officer shall submit to a blood test to establish a baseline lead content level upon initial assignment to the aforementioned duties,or as soon as practical thereafter.Biennially,those Officers shall submit to blood screenings for the purpose of determining lead levels. Any Officer determined to have unsafe lead levels shall cease participation in range activities until such time it is determined their lead levels are safe. Screenings shall be paid for by the Department. Records of all tests and screenings shall be forwarded to **the** HRRM Department, to be placed in the employee's medical file.

313.9 PERSONAL PROTECTIVE EQUIPMENT

When conducting cleaning and maintenance tasks, personnel shall be equipped with proper personal protective equipment **(PPE),** supplied by the Department.

- When maintaining firearms, employees shall, at minimum, wear disposable gloves.
- When cleaning the firing range, range officers shall wear disposable outerwear, gloves and breathing masks. When cleaning tasks are completed, the disposable equipment shall be bagged and marked as lead contaminated. The bagged material shall subsequently be removed only by a specialized contractor.

313.10 REVIEW AND UPDATE OF THIS POLICY

This policy shall be reviewed annually by the Department,and updated as necessary.

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Vehicle Pursuits

314.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related collisions. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where Department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicular pursuit situations are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers' conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An unreasonable individual’s desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

314.1.1 VEHICLE PURSUIT DEFINED

An active attempt by a peace officer in an authorized emergency vehicle to apprehend an actual or suspected law violator, who is attempting to avoid apprehension through evasive tactics.

314.2 OFFICER RESPONSIBILITIES

It shall be the policy of this department that a vehicle pursuit shall be conducted only with emergency lights and siren. The driver of an authorized emergency vehicle may proceed past a red or stop signal or stop sign, exceed the maximum speed limits, and disregard regulations governing direction of movement or turning in specified directions provided the driver slows as may be required and necessary for safe operation and does not endanger life or property (625 ILCS 5/11-205).

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

To reduce the likelihood of a pursuit occurring, an officer intending to stop a vehicle for any violation of the law, except a traffic law, should, whenever possible and without creating a threat to public

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safety or officers, close the distance between the two vehicles. In situations where appropriate and prudent, awaiting the arrival of assisting officers, prior to activating emergency lights, an audible device, or otherwise signaling the suspect to stop may be warranted.

Upon approaching an intersection controlled by traffic signals or signs, or any other location at which there is an increased likelihood of a collision, the driver of any pursuit vehicle shall reduce the vehicle's speed so as to avoid a collision with another vehicle or pedestrian.

Officers should make every reasonable effort to ensure that the way is clear before proceeding through an intersection or otherwise increasing speed. Pursuing officers are expected to maintain complete control of their vehicles at all times. Throughout the course of a pursuit, pursuing officers should not attempt to overtake, pull alongside, or pass the suspect's moving vehicle without the specific authorization of a supervisor, if feasible. Officers are discouraged from passing other units involved in a pursuit unless the passing officer receives specific permission from the Primary Unit.

314.2.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle.

The following factors individually and collectively shall be considered in deciding whether to initiate a pursuit:

(a) Seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.

(c) Apparent nature of the fleeing suspect(s) (e.g., whether the suspect(s) represent a serious threat to public safety).

(d) The identity of the suspect(s) has been verified and there is comparatively minimal risk in allowing the suspect(s) to be apprehended at a later time.

(e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic and the speed of the pursuit relative to these factors.

(f) Pursuing officer(s) familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the telecommunicator/supervisor and the driving capabilities of the pursuing officers under the conditions of the pursuit.

(g) Weather, traffic and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.

(h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.

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(i) Vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).

(k) Availability of other resources such as helicopter assistance.

(l) The police unit is carrying passengers other than police officers. Pursuits should not be undertaken with a prisoner(s) in the police vehicle.

314.2.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect(s)' escape.

The factors listed in the previous subsection are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle(s).

In addition to the factors listed in in the previous subsection the following factors should also be considered in deciding whether to terminate a pursuit:

(a) Distance between the pursuing officers and the fleeing vehicle(s) is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.

(b) Pursued vehicle's location is no longer definitely known.

(c) Officer's pursuit vehicle sustains any type of damage that renders it unsafe to drive.

(d) Extended pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are discouraged.

(e) Hazards to uninvolved bystanders or motorists.

(f) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.

(g) Directed by a supervisor.

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314.2.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

(a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.

(b) Pursuit speeds have exceeded the driving ability of the officer.

(c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

314.3 PURSUIT UNITS

Pursuit units should be limited to two vehicles; however, the number of units involved will vary with the circumstances. An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspect(s). All other officers should stay out of the pursuit, but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

314.3.1 MOTORCYCLE OFFICERS

A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police motorcycle as primary and/or secondary pursuit unit as soon as practical.

314.3.2 SEMI-MARKED AND UNMARKED VEHICLES

Semi-marked units may initiate a pursuit providing the proper justification exists, but will relinquish Primary Unit status immediately upon the participation of a marked police car. Upon relinquishing Primary Unit status, semi-marked units shall terminate active involvement in a pursuit unless they are needed to fulfill Secondary Unit responsibilities or are otherwise directed by a supervisor. A semi-marked police vehicle is not identifiably marked by a distinctive color scheme; red and/or blue lights may be mounted within the vehicle, equipped with siren, and could have partial police marking.

Unmarked or other departmental vehicles, except for marked, semi-marked and motorcycle units, may not initiate a pursuit without the authorization of a supervisor unless there is an imminent threat to life or great bodily harm represented by the continued freedom of the suspect. An unmarked police vehicle has no distinctive identifiable marking but may have portable emergency warning lights.

314.3.3 PRIMARY UNIT RESPONSIBILITIES

The decision to initiate and/or continue a pursuit requires weighing the public safety need to immediately apprehend the suspect against the degree of risk to which peace officers and others

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are exposed as the result of a pursuit. Officers are reminded that they are under no legal obligation to initiate a pursuit, and that in many circumstances the safety of the public will dictate that no pursuit be initiated, and/or it be discontinued.

Upon the initiation of a pursuit, the pursuing officer shall immediately activate the vehicle's emergency warning lights, audible device, and headlights if not already activated.

The Primary Unit will notify the Dispatch Center that a vehicle pursuit has been initiated and as soon as practical provide information including, but not limited to:

(a) Reason for the pursuit.

(b) Location and direction of travel.

(c) Speed of the fleeing vehicle.

(d) Description of the fleeing vehicle and license number, if known.

(e) Number of known occupants.

(f) The identity or description of the known occupants.

(g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

314.3.4 SECONDARY UNIT(S) RESPONSIBILITIES

The second officer in the pursuit is responsible for the following:

(a) The officer in the secondary unit should immediately notify the telecommunicator and supervisor, if feasible, of entry into the pursuit. Until such time that a supervisor assumes responsibility, only one Secondary Unit shall become involved in an ongoing pursuit.

(b) Remain a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit.

(c) The secondary officer should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.

(d) Upon joining the pursuit or being assigned Secondary Unit responsibilities, the vehicle's emergency warning lights, audible device, and headlights shall be activated.

(e) If so requested by the Primary Unit or if directed by a supervisor to do so, the Secondary Unit may assume Primary Unit responsibilities. Otherwise, the Secondary Unit may not attempt to overtake or pull alongside the Primary Unit.

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(f) Secondary Unit personnel are responsible for serving as a backup to the Primary Unit. As such, they will respond to directions from the Primary Unit personnel unless otherwise directed by a supervisor or circumstances do not allow.

314.3.5 PURSUIT DRIVING TACTICS

The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles so they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.

(b) Because intersections can present increased risks, the following tactics should be considered:

1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
2. Pursuing units should exercise due caution when proceeding through controlled intersections.

(c) Police officers involved in a pursuit shall not proceed in a direction opposite to the flow of traffic on a divided highway without the specific authorization of a supervisor, if feasible. In the event the pursued vehicle does so, the following tactics should be considered:

1. Requesting assistance from an air unit.
2. Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
3. Requesting other units to observe exits available to the suspect(s).

(d) Notifying the Illinois State Police and/or other agency if it appears that the pursuit may enter their jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit.

314.3.6 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

There should be no paralleling of the pursuit route. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road.

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The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

314.3.7 PURSUIT TRAILING

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspect(s).

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

314.3.8 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit has the authority to terminate the pursuit.

314.4 SUPERVISORY CONTROL AND RESPONSIBILITY

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

(a) Upon notification that a pursuit is in progress, the supervisor shall assume responsibility for the monitoring and control of the pursuit as it progresses.

(b) The supervisor shall immediately determine whether the pursuit was initiated in accordance with the provisions of this guideline and shall permit the pursuit to be continued only if said guideline has been fully complied with to the best of the supervisor's knowledge.

(c) Upon being notified of a pursuit, the supervisor shall verify the following:

1. That no more than the required or necessary number of units are involved in the pursuit.

2. That the proper radio frequency is being used.

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3. That other agencies are notified as necessary and appropriate.

(d) The supervisor shall continuously review the incoming information to determine whether the pursuit should be continued or terminated.

(e) The supervisor shall order a pursuit terminated after concluding danger to the pursuing peace officers or the public outweighs the need for the immediate apprehension of the suspect.

(f) The supervisor may order a pursuit terminated if the suspect's identity is established to the point where later apprehension is likely and there is no immediate threat to public safety.

(g) The supervisor should order a pursuit terminated whenever the weather, road, or traffic conditions substantially increase the danger to the public posed by the pursuit beyond the need for immediate apprehension.

(h) The supervisor should order a pursuit terminated whenever the distance between the pursuing and fleeing vehicles is so great that further pursuit is futile.

(i) In controlling the pursuit, the supervisor shall be responsible for the coordination of the pursuit as follows:

1. Directing pursuit or support units into or out of the pursuit.
2. The assignment of a Secondary Unit to the pursuit.
3. The re-designation of Primary, Secondary, or other support units as necessary.
4. The approval, disapproval, and coordination of pursuit tactics.
5. The approval or disapproval to cross jurisdictional boundaries in the continuation of the pursuit.
6. Ensure compliance with inter-jurisdictional pursuit agreements.

(j) The supervisor may approve and assign additional backup or support units to assist the Primary and Secondary Units based upon their analysis of:

1. The nature of the offense for which the pursuit was initiated.
2. The number of suspects and any known propensity for violence.
3. The number of peace officers in the pursuit vehicles.
4. Any damage or injuries to the assigned Primary or Secondary Units or peace officers.
5. The number of peace officers necessary to safely make an arrest at the conclusion of the pursuit.
6. Any other clear and articulable facts that would justify the increased hazards caused by adding more than the Primary and Secondary Units to a pursuit.

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(k) When the pursuit is terminated, the supervisor shall require that all participating agencies are notified, and identify an on scene supervisor or designee to monitor the arrest and transportation procedures.

(l) The supervisor shall require throughout the duration of the pursuit that this guideline is followed by all peace officers.

314.5 COMMUNICATIONS

If the pursuit is confined within the Village limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or telecommunicator. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to ISPERN.

314.5.1 THE DISPATCH CENTER RESPONSIBILITIES

(a) Upon notification that a pursuit has been initiated, the Dispatch Center will:

1. Give priority to the Primary Unit.
2. Notify other units of pursuit, including location, direction of travel, and vehicle description.
3. Keep the channel clear.
4. Notify the Watch Commander and/or patrol supervisor if feasible.
5. Receive and records all incoming information on pursuit.
6. Keep Watch Commander and/or the patrol supervisor apprised of progress of pursuit.
7. Request status when the pursuing peace officer fails to make frequent contact.
8. Notify neighboring jurisdictions of the pursuit approaching their boundaries.
9. Perform relevant records and motor vehicle checks.
10. Coordinate and dispatch backup assistance and air support units under the direction of the supervisor.

(b) Radio frequency management:

1. Pursuit communication will be handled on the frequency designated by the pursuing agency unless one or more of the following conditions exist:
   (a) The pursuit has or may extend into other jurisdictions.
   (b) The supervisor directs a switch to ISPERN.
2. Upon using the ISPERN frequency, the Primary Unit shall conform to ISPERN guidelines.

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314.5.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspect(s). The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

314.6 INTER-JURISDICTIONAL PURSUITS

Officers involved in inter-jurisdictional pursuits are required to comply with their department's guidelines and inter-jurisdictional agreements. Only pursuit tactics permitted by this policy may be utilized by Barrington Police Department officers, irrespective of what is requested by the other agency.

When a pursuit enters another agency's jurisdiction:

(a) The primary unit will advise the Dispatch Center that the pursuit is leaving this jurisdiction.

(b) The controlling supervisor will decide whether to continue the pursuit based upon the totality of circumstances known.

(c) As soon as practicable the Dispatch Center will notify the involved jurisdiction.

(d) If two units from the other agency are actively involved in the pursuit, the officers will not engage in the pursuit unless directed to do so by a supervisor.

314.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Barrington Police Department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies and ISP units, a request for ISP assistance will mean that they will assume responsibilities for the pursuit. For the same reasons, a request for assistance from the ISP should include confirmation that the ISP will relinquish control.

314.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose peace officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this department may join the pursuit until sufficient units from the initiating agency join the pursuit.

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When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

(a) Ability to maintain the pursuit.

(b) Circumstances serious enough to continue the pursuit.

(c) Adequate staffing to continue the pursuit.

(d) The public's safety within this jurisdiction.

(e) Safety of the pursuing peace officers.

As soon as practical, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency's pursuit.

Assistance to a pursuing allied agency by officers of this department will terminate at the Village limits provided that the pursuing peace officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to peace officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

314.7 PURSUIT INTERVENTION

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Police Immobilization Technique), ramming, heading off, or roadblock procedures.

314.7.1 WHEN USE AUTHORIZED

Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the officer at the time of the decision.

It is imperative that officers act within the bounds of legality, good judgment and accepted practices.

314.7.2 DEFINITIONS

Boxing-in/Rolling Roadblock - The surrounding of a suspect's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the suspect's vehicle. Boxing in/rolling roadblocks are mobile stop techniques.

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Heading Off - An attempt to terminate a pursuit by pulling ahead of, behind or toward a suspect's moving vehicle to force it to the side of the road or to otherwise come to a stop. Heading off is a forcible stop technique.

Roadblocks - A restriction or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a suspect. This includes placement of vehicles as well as use of devices to disable a vehicle. A roadblock is a stationary stop technique.

Spikes or Tack Strips - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.

Vehicle Contact Action (Ramming, Police Immobilization Technique (PIT)) - Any action undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle. Vehicle contact actions are forcible stop techniques.

314.7.3 USE OF FIREARMS/VEHICLE CONTACT ACTION

Officers involved in a pursuit shall not discharge any firearm from or at a moving vehicle, nor engage in any vehicle contact action except as a last resort in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before discharging a weapon from or at a moving vehicle.

314.7.4 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to peace officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Officers who have not received certified departmental training in the application and use of any intervention tactic or equipment shall consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed.

Those tactics which reasonably may be construed to be a use of deadly force should be employed only as a last resort in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before applying any tactic which may be reasonably foreseen to be a use of deadly force.

Intervention tactic application circumstances include:

(a) Officers may use stationary stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not reasonably calculated to cause death or great bodily harm to persons in the pursued vehicle or others in the vicinity (e.g. the pursued vehicle has sufficient time and distance to stop before reaching the roadblock or the technology employed is designed to disable the vehicle without the loss of control). Where feasible, an officer should obtain authorization from a supervisor

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before implementing stationary stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.

(b) Officers may use mobile stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not reasonably calculated to cause death or great bodily harm to persons in the pursued vehicle or others in the vicinity. Where feasible, an officer should obtain authorization from a supervisor before implementing mobile stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.

(c) At low speeds the use of forcible stop techniques is permitted when there is legal justification for the use of force. Where feasible, an officer should obtain authorization from a supervisor before implementing forcible stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.

(d) At high speeds the use of forcible stop techniques is permitted only when there is legal justification for the use of deadly force. Where feasible, an officer should obtain authorization from a supervisor before implementing forcible stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.

314.7.5 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances, to properly perform their lawful duties.

Unless relieved by a supervisor the primary officer should coordinate efforts to apprehend the suspect(s) following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

314.8 REPORTING REQUIREMENTS

Officers shall complete an appropriate report of the pursuit incident and assign a case reporting number to each pursuit incident. If involved in inter-jurisdictional pursuit, obtain an Illinois State Police Emergency Radio Network (ISPERN) number in addition to their own case reporting number.

(a) Pursuit incidents will be investigated thoroughly. The acquisition of statements, photographs, drawings, preliminary medical reports and any other evidentiary items that are or could be relevant to the conduct of the pursuit incident should be completed.

(b) A memorandum shall be completed briefly summarizing the pursuit to his/her department manager. This memo should minimally contain the following information:

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1. Date and time of pursuit.
2. Length of pursuit.
3. Involved units and officers.
4. Initial reason for pursuit.
5. Starting and termination points.
6. Disposition: arrest, citation, etc. Arrestee information should be provided if applicable.
7. Injuries and/or property damage.
8. Medical treatment.
9. Name of supervisor at scene.
10. A preliminary determination that the pursuit appears to be in compliance with this policy or additional review and/or follow up is warranted.

(c) The "Pursuit Driving Report" shall be completed. The "Pursuit Driving Report" should be submitted through the chain of command for internal evaluation and review to determine:

1. Guideline compliance.
2. Operational needs.
3. Future training needs.

(d) The "Pursuit Driving Report" will be submitted to the Illinois Law Enforcement Training Standards Board, 600 South Second Street, Suite 300, Springfield, Illinois 62704, by each agency involved in a pursuit.

314.8.1 REGULAR AND PERIODIC PURSUIT TRAINING

All sworn members of this department will participate no less than annually in regular and periodic department training addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

314.8.2 POLICY REVIEW

All department officers shall certify in writing that they have received, read and understand this policy initially and upon any amendments.

314.9 APPLICATION OF VEHICLE PURSUIT POLICY

This policy has been created with input from the Illinois Law Enforcement Training Standards Board; Police Pursuit Guidelines (revised March, 2004), in accordance with 50 ILCS 705/7.5.

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314.10 ANALYSIS OF PURSUIT DOCUMENTATION

It is the policy of the Barrington Police Department to conduct annual, documented analysis of reports required by Vehicle Pursuit Policy. A review of the incidents involving vehicle pursuits may reveal patterns or trends that indicate training needs and/or policy modifications.

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Officer Response to Calls

316.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

316.1.1 DEFINITIONS

EMERGENCY DRIVING: Driving which relates to the effort made in the vehicle to proceed to the scene of an emergency at a speed greater than is normally driven.

EMERGENCY VEHICLE: Any Village owned vehicle used by the Police Department, equipped with emergency lights (red/white/blue); siren; and other emergency warning devices used for emergency response situations.

EMERGENCY CALL: Includes, but is not necessarily limited to, any, in progress, forcible felony; injury accidents; officer's call for help; and any other life threatening situation.

URGENT CALL: Includes, but is not necessarily limited to, any, in progress, call of assaults; battery; fight; domestics; disturbance; and criminal damage to property or vehicle.

ROUTINE CALLS: Any call for service where a quick response is not essential for the preservation of life or property. Examples include, but are not necessarily limited to: property damage only accidents; and "delayed" reports of all crimes, regardless of the nature of the crime.

316.2 RESPONSE TO CALLS

Officers dispatched using emergency lights and siren shall consider the call an emergency response and proceed immediately. Officers responding using emergency lights and siren shall continuously operate emergency lighting equipment, and shall sound the siren as reasonably necessary.

The driver of an authorized emergency vehicle may (625 ILCS 5/11-205):

(a) Park or stand, irrespective of the provisions of the Illinois Vehicle Code (625 ILCS).

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

(c) Exceed the maximum speed limits so long as he/she does not endanger life or property.

(d) Disregard regulations governing direction of movement or turning in specified directions.

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

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Officers should only respond using emergency lights and siren when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond using emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

316.2.1 CALL RESPONSE POLICIES

The following are guidelines to be followed in responding to calls. Dependant upon circumstances (responding from a long distance, heavy traffic, etc.), personnel may "upgrade" the classification of a call to the next highest level.

EMERGENCY CALL RESPONSE: personnel may respond with the use of emergency lights and/or siren as quickly as is safely possible while remaining within the statutory requirements.

URGENT CALL RESPONSE: personnel may respond at moderate speeds, not to exceed 15 mph over the posted speed limit, using emergency lights and/or siren, and in compliance with statutory requirements.

ROUTINE CALL RESPONSE: personnel will respond without emergency lights or siren, and in full compliance with state and local traffic laws.

316.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify the Dispatch Center.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

316.4 RESPONSIBILITIES OF RESPONDING OFFICER(S)

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

The decision to continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify the Dispatch Center. An officer shall also discontinue the emergency response when directed by a supervisor.

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Upon receiving authorization or determining an emergency response is appropriate, an officer shall immediately give the location from which he/she is responding.

316.5 SUPERVISORY RESPONSIBILITIES

Upon being notified that an emergency call response has been initiated, the Watch Commander shall verify the following:

(a) The proper response has been initiated.

(b) No more than those units reasonably necessary under the circumstances are involved in the response.

(c) Affected outside jurisdictions are being notified as practical.

The Watch Commander shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the Watch Commander's judgment, the circumstances require additional units to be assigned an emergency response, the supervisor may do so.

It is the Watch Commanders responsibility to terminate an emergency response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to authorize an emergency response, the Watch Commander should consider the following:

- The type of call
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

316.6 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and respond accordingly. In all cases, the officer shall notify the Watch Commander and the Dispatch Center of the equipment failure so that another unit may be assigned to the emergency response.

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Domestic Violence

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

320.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

320.2 POLICY

The Barrington Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

320.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

320.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

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(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigation Division in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence (725 ILCS 5/112A-30).

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred (725 ILCS 5/112A-30). Factors that should not be used as sole justification for declining to take enforcement action include:

1. Whether the suspect lives on the premises with the victim.
2. Claims by the suspect that the victim provoked or perpetuated the violence.
3. The potential financial or child custody consequences of arrest.
4. The physical or emotional state of either party.
5. Use of drugs or alcohol by either party.
6. Denial that the abuse occurred where evidence indicates otherwise.
7. A request by the victim not to arrest the suspect.
8. Location of the incident (public/private).
9. Speculation that the complainant may not follow through with the prosecution.
10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
11. The social status, community status, or professional position of the victim or suspect.

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320.4.1 IF A SUSPECT IS ARRESTED
If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.

(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

320.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.

2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).

(b) Document the resolution in a report.

320.4.3 ELECTRONIC SURVEILLANCE ALERTS
Certain individuals released after a violation of an order of protection may be subject to electronic surveillance by GPS as a condition of release, probation or conditional discharge (725 ILCS 5/110-5(f); 730 ILCS 5/5-8A-7).

Upon being dispatched in response to an electronic surveillance alert, officers should make a reasonable attempt to locate the domestic violence victim who is being protected and assist the victim in providing for his/her safety. A reasonable attempt to locate the offender should also be made.

If the offender is located within a prohibited location of the victim, an officer should consider whether an arrest for a violation of the conditional discharge, bail, supervision or order of protection is appropriate.

Each response to an electronic surveillance alert shall be documented in an incident or arrest report.

320.5 VICTIM ASSISTANCE
Victims may be traumatized or confused. Officers should (725 ILCS 5/112A-30):

(a) Recognize that a victim's behavior and actions may be affected.

(b) Provide the victim with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.

(c) Alert the victim to any available victim advocates, shelters, and community resources.

(d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.

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(e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.

(f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.

(g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(h) Seek or assist the victim in obtaining an emergency order if appropriate.

320.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

320.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

320.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

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Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

320.9 LEGAL MANDATES AND RELEVANT LAWS

Illinois law provides for the following:

320.9.1 STANDARDS FOR ARRESTS

(a) Whenever an officer has reason to believe that a person has been the victim of domestic abuse, the officer shall immediately use all reasonable means to prevent further abuse including arresting the abusing, neglecting and exploiting party, where appropriate (725 ILCS 5/112A-30).

(b) Officers investigating reports of domestic violence should consider the appropriate charges, including Domestic Battery, Aggravated Domestic Battery and Interfering with the Reporting of Domestic Violence (720 ILCS 5/12-3.2; 720 ILCS 5/12-3.3; 720 ILCS 5/12-3.5).

(c) Officers investigating a domestic violence incident, who encounter an individual on bail or bond for a domestic violence arrest, should attempt to determine if there are reasonable grounds to believe that the individual is violating a condition or bond or bail by making contact or communicating with the victim, or by entering or remaining at the victim's residence within 72 hours following the defendant's release (725 ILCS 5/110-10(d)).

320.9.2 REPORTS AND RECORDS

The Barrington Police Department is required to record, compile and report to the Illinois State Police information regarding domestic crimes.

(a) Officers shall include in their reports the victim's statements as to the frequency and severity of prior incidents of domestic violence by the person and the number of prior calls for law enforcement assistance to prevent domestic violence (750 ILCS 60/303; 725 ILCS 5/112A-29).

(b) Reports must also include information regarding the victim, suspect, date and time of the incident, any injury inflicted, any weapons involved, and the relationship between the victim and the suspect so that the Records Supervisor is provided with enough information to meet the reporting requirements of 50 ILCS 709/5-12.

320.9.3 SPECIFIC VICTIM ISSUES

Officers should:

(a) Provide or arrange for accessible transportation for the victim (and, at the victim's request, any minors or dependents in the victim's care) to a medical facility for treatment of injuries or to a nearby place of shelter or safety (750 ILCS 60/304).

(b) Provide the victim with one referral to an accessible service agency (750 ILCS 60/304).

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320.9.4 COURT ORDER RELATED TO PEACE OFFICERS

If the respondent in an Order of Protection is a peace officer, the investigating officer shall determine if the order prohibits the peace officer from possessing any firearms during the duration of the order (725 ILCS 5/112A-14.5).

If the respondent officer is employed by the Barrington Police Department, the investigating officer shall take any necessary enforcement actions, promptly submit the appropriate report and notify the Chief of Police of the incident through the chain of command.

If the respondent officer is not a member of the Barrington Police Department, the investigating officer shall promptly notify his/her supervisor. The supervisor shall ensure prompt notification to the respondent officer's department.

320.9.5 SERVICE OF COURT ORDERS

A summons, along with the petition for protective order, supporting affidavits, if any, and any ex parte protective order that has been issued, shall be served at the earliest time possible and take precedence over service of other summonses, except those of a similar emergency nature (725 ILCS 5/112A-5.5; 725 ILCS 5/112A-17.5).

Before serving an Order of Protection, the serving officer should conduct an inquiry to determine whether the respondent has been issued a concealed carry license (CCL). If the respondent is found to be in possession of a CCL, the officer shall seize the CCL and forward the notification of the order and license to the Illinois State Police within seven days of the date the order was served (430 ILCS 66/70).

If the Barrington Police Department receives a copy of an ex parte protective order issued to a person who is in custody, an officer shall make reasonable efforts to serve the protective order or a short form notification on the person before he/she is released from custody (725 ILCS 112A-22).

320.10 COOK AND LAKE COUNTY-PROCEDURE

Cook County: Officers having probable cause to make an arrest do not need to contact the state's attorney for misdemeanor approval. The offender will need to be transported after processing to attend a bond call.

Lake County: Officers having probable cause to make an arrest are required to contact the state's attorney for approval following the arrest. The officer will need to fill out the Lake County Domestic Violence forms and this should be done prior to calling the state's attorney. The offender will need to be transported after processing to attend a bond call.

All victims of domestic violence must be given the IL. Domestic Violence Form as well as the Rights of Crime Victims and Witnesses Act Form.

See attachments.

See attachment: Lake County DV Risk Assessment Form.pdf

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Domestic Violence

See attachment: Lake County DV Supplemental Form.pdf

See attachment: Written Statement and Explanation of Rights 13-0207 Final.pdf

See attachment: IL. Domestic Violence Act Form.pdf

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Search and Seizure

321.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Barrington Police Department personnel to consider when dealing with search and seizure issues.

321.2 POLICY

It is the policy of the Barrington Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

321.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be permissible. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with the subject's clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

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321.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.
2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

321.5 DOCUMENTATION

Officers are responsible to document in CAD or a written report any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

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Temporary Custody of Juveniles

323.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Barrington Police Department (34 USC § 11133).

323.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

Juvenile offender - A juvenile under 18 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or a juvenile who has violated 720 ILCS 5/24-3.1 by possessing a handgun (28 CFR 31.303; 705 ILCS 405/5-105).

Non-secure custody - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile handcuffed to a rail.

(c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

(d) A juvenile being processed in a secure booking area when an unsecure booking area is available.

(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

(g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

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Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession or tobacco, curfew violation, or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

323.2 POLICY

The Barrington Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Barrington Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

323.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Barrington Police Department:

(a) Unconsciousness

(b) Seriously injured

(c) A known suicide risk or obviously severely emotionally disturbed

(d) Significantly intoxicated

(e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention, or mental health assistance, and notify a supervisor of the situation.

These juveniles should not be held at the Barrington Police Department unless they have been evaluated by a qualified medical and/or mental health professional.

If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release, or a transfer is completed.

323.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Barrington Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Barrington Police Department without authorization of the arresting officer's supervisor or the Watch Commander.

Any juvenile taken into custody shall be released to the care of the juvenile’s parent or other responsible adult, or transferred to a juvenile custody facility, or to other authority as soon as

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practicable, and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Barrington Police Department (34 USC § 11133; 20 Ill. Adm. Code 720.30).

323.4.1 CUSTODY OF JUVENILE NON-OFFENDERS
Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Barrington Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133; 705 ILCS 405/5-410; 705 ILCS 405/2-6).

A juvenile taken into protective custody for prostitution should be reported to the Illinois Department of Children and Family Services (720 ILCS 5/11-14).

323.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS
Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

323.4.3 CUSTODY OF JUVENILE OFFENDERS
Juvenile offenders should be held in non-secure custody while at the Barrington Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when (705 ILCS 405/5-401):

(a) Probable cause exists to believe he/she has violated, or attempted to violate, a law or ordinance.

(b) The juvenile has been adjudged a ward of the court and has escaped from any commitment ordered by the court.

(c) An officer reasonably believes the juvenile has violated court-ordered conditions of probation or supervision.

The officer shall promptly take the juvenile to the nearest juvenile police officer (705 ILCS 405/2-6; 705 ILCS 405/3-8).

The officer shall submit a completed report to the Watch Commander.

323.5 ADVISEMENTS
An officer who takes a juvenile into custody without a warrant shall immediately make a reasonable attempt to notify the parent, guardian or the person with whom the juvenile resides that the juvenile has been taken into custody and where the juvenile is being held (705 ILCS 405/2-6).

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323.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including (705 ILCS 405/5-410):

(a) Identifying information about the juvenile being held.

(b) Date and time of arrival and release from the Barrington Police Department.

(c) Watch Commander notification and approval to temporarily hold the juvenile.

(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender, or non-offender.

(e) Any changes in status.

(f) Time of all welfare checks.

(g) Any medical and other screening requested and completed.

(h) Circumstances that justify any secure custody.

(i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Watch Commander shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

323.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133; 705 ILCS 405/5-410). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Barrington Police Department shall maintain a constant, immediate presence with the juvenile, or the adult to minimize any contact. If inadvertent, or accidental contact does occur, reasonable efforts shall be taken to end the contact.

323.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Barrington Police Department shall ensure the following:

(a) The Watch Commander should be notified if it is anticipated that a juvenile may need to remain at the Barrington Police Department more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the Barrington Police Department more than six hours.

(b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(c) Personal visual checks and significant incidents/activities shall be noted on the log.

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(d) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore, an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times, unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.

(e) Juveniles shall have reasonable access to toilets and wash basins.

(f) Food should be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

(g) Juveniles shall have reasonable access to a drinking fountain or water.

(h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.

(i) Juveniles should have privacy during family, guardian and/or lawyer visits.

(j) Juveniles should be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(k) Blankets should be provided as reasonably necessary.

(l) Adequate shelter, heat, light and ventilation should be provided without compromising security or enabling escape.

(m) Juveniles shall have adequate furnishings, including suitable chairs or benches.

(n) Juveniles shall have the right to the same number of telephone calls as an adult in custody.

(o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

323.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Barrington Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

323.10 PERSONAL PROPERTY

The officer taking custody of a juvenile offender or status offender at the Barrington Police Department shall ensure a thorough search of the juvenile’s property is made and all property is

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removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Barrington Police Department.

323.11 SECURE CUSTODY

Only juvenile offenders 10 years of age or older may be placed in secure custody (705 ILCS 405/5-410). Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody, rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

323.11.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

(a) The juvenile shall constantly be monitored by an audio/video system during the entire time in custody.

(b) Juveniles shall have constant auditory access to department members.

(c) Initial placement into and removal from a locked enclosure shall be logged.

(d) Random personal visual checks of the juvenile by a staff member, no less than every 15 minutes, shall occur.

1. All checks shall be logged.
2. The check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
3. Requests or concerns of the juvenile should be logged.

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(e) Males and females shall not be placed in the same locked room.

(f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).

(g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

323.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE

The Watch Commander will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Barrington Police Department. The procedures will address:

(a) Immediate notification of the on-duty supervisor, Chief of Police, and Investigation Division supervisor.

(b) Notification of the parent, guardian, or person standing in loco parentis of the juvenile.

(c) Notification of the appropriate prosecutor.

(d) Notification of the Village Attorney.

(e) Evidence preservation.

(f) Reporting to the Office of Jail and Detention Standards (20 Ill. Adm. Code 720.130).

323.13 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

A juvenile under 15 years of age at the time of the commission of any of the offenses listed in 705 ILCS 405/5-170 (e.g., homicide, criminal sexual assault, criminal sexual abuse) must be represented by legal counsel during the entire custodial interrogation of the juvenile.

Oral, written or sign-language statements of a juvenile under the age of 18 who is subject to custodial interrogation while in custody at a police station or other custodial location are governed by the Investigation and Prosecution Policy (705 ILCS 405/5-401.5).

A juvenile who was under the age of 18 at the time of the commission of the offense should be read the simplified *Miranda* warning and asked the following questions as set forth in 705 ILCS 405/5-401.5 and 725 ILCS 5/103-2.1:

(a) Do you want to have a lawyer?

(b) Do you want to talk to me?

323.13.1 INVESTIGATIONS ON SCHOOL PROPERTY

Before detaining and questioning a juvenile student during regular hours on school grounds, an officer should make a reasonable effort to notify and have the juvenile's parent or guardian present during questioning unless the officer reasonably believes that urgent and immediate action is necessary to do any of the following (105 ILCS 5/22-85):

(a) Prevent bodily harm or injury to a person

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(b) Apprehend an armed or fleeing suspect

(c) Prevent the destruction of evidence

(d) Address an emergency or other dangerous situation

The officer should document the time and manner by which the attempted notification or notification of the juvenile's parent or guardian was made.

If the juvenile's parent or guardian is not in attendance during questioning, the officer should have a guidance counselor, nurse, social worker, and/or mental health professional of the school present. If practicable, an officer trained or certified in juvenile investigations should be present or conduct the questioning of the juvenile (105 ILCS 5/22-85).

323.14 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

Juveniles over the age of 10 will be fingerprinted and photographed on all offenses that would be a felony if committed by an adult and serious traffic-related offenses as described in 20 ILCS 2630/5. Fingerprints and photographs may be obtained from juveniles for all other offenses (705 ILCS 405/1-7(B)).

Fingerprints, photographs, and other required information of juveniles will be transmitted to the Department of State Police as described in 705 ILCS 405/1-7(B) and 20 ILCS 2630/5.

No student booking station shall be established or maintained on the grounds of any school (105 ILCS 5/10–20.64; 105 ILCS 5/34–18.57).

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Adult Abuse

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Barrington Police Department members as required by law.

325.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency.

325.2 POLICY

The Barrington Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

325.3 MANDATORY NOTIFICATION

(a) Within 24 hours members of the Barrington Police Department shall notify the Illinois Department on Aging or other designated social services agency when:

1. There is reason to believe that an eligible adult, who because of a disability or other condition or impairment, is unable to seek assistance for him/herself, and;
2. Has, within the previous 12 months, been subjected to abuse, neglect or financial exploitation (320 ILCS 20/4).

(b) For purpose of this notification, an eligible adult means either:

1. An adult whose disability impairs his/her ability to seek or to obtain protection from abuse, neglect or exploitation, and is 18 through 59 years old.
2. A person 60 years of age or older who resides in a domestic living situation.

(c) Incidents of alleged abuse shall continue to be reported pursuant to the Illinois Domestic Violence Act (320 ILCS 20/4).

(d) The Barrington Police Department shall also notify the Department of Aging whenever it determines a death of an eligible adult was caused by abuse or neglect by a caregiver (320 ILCS 20/3).

<u>Information from BPD ESO when handling this type of incident</u>

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If Officers are responding to calls of what appears to be a situation involving a senior (age 60 and up) where that senior is neglected because of a family member/ care taker or themselves then a written report must be taken.

The reporter should be prepared to answer the following questions to the best of their ability...

- The alleged victim's name, address, telephone number, sex, age, mental awareness, illnesses, injuries, general condition;
- Are they well cared for, clean clothing, well groomed;
- How is the home or living space;
- The alleged abuser's name, sex, age, relationship to victim and condition;
- The circumstances which lead the reporter to believe that the older person is being abused, neglected or financially exploited, with as much specificity as possible;
- Whether the alleged victim is in immediate danger, the best time to contact the person, if he or she knows of the report, and if there is any danger to the worker going out to investigate;
- Whether the reporter believes the client could make a report themselves;
- The name, telephone number and profession of the reporter;
- The names of others with information about the situation;
- If the reporter is willing to be contacted again; and,
- Any other relevant information.

If the situation is one that FD has been called and the victim is transported to the hospital an officer must call Adult Protect Services. (We are mandated reporters and this falls under the same guidelines as DCFS and child abuse) You will need all the victim’s information (name, DOB, age, address, and phone numbers) suspect information (if there is one) and your case report number.

If it is not an urgent situation (you are documenting but not life threatening) than take a report with above information and make sure it is marked for the ESO to follow up on and please send an e-mail so the ESO is made aware of the situation.

The social agencies that we report to for Abuse (physical/sexual/financial) or Neglect (Self/ passive)

DOMESTIC SITUATION (Private residence, assisted living)

Catholic Charities

Cook County (Arlington Hts.) 1-847-253-5500

Lake County 1-847-546-5733

After business hours 1-800-942-3930

Illinois Department of Aging (Abuse only)

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1-800-252-8966 (press 1) (Mon-Fri 0830-1700)

1-800-279-0400 (after hours, weekends, holidays only)

1-866-800-1409 (Adult Protective Services Hotline—24 hr)
1-888-206-1327(TTY)

http://www.illinois.gov/aging/ProtectionAdvocacy/Pages/abuse_reporting.aspx

Barrington Area Council of Aging (non-life threatening only but can call for advice in all cases)

1-847-381-5030 ** use to refer for local services not a criminal offense**

LICENSED LONG TERM CARE FACILITY (Nursing Homes)

Illinois Department of Public Health

1-800-252-4343

Ombudsman (Resident advocate)

Cook & Lake County 1-888-401-8200 or 847-425-5100

MENTAL HEALTH CRISIS INTERVENTION

Alexian Brothers Behavioral Health Hospital

Call the access department at 847-755-8145 OR 1-800-432-5005

You will need to provide all demographic info and insurance

File a petition (they will assist you in the ER at St. Alexis)

Any advanced directives (POA, Guardianship)

If it is a an emergency have FD transport to St. Alexis and do a petition at the ER….NOT the preferred way but can be done.

Our current ESO Whitcher is good with contacting her if you have questions about these situations.

325.3.1 RECORDS DIVISION RESPONSIBILITY
The Records Division is responsible for the following:

(a) Provide a copy of the elder/dependent abuse report to the Department on Aging's Elder Abuse and Neglect Program. This requirement is applicable even if the initial call was received from the Department on Aging's Elder Abuse and Neglect Program.

(b) Notify the Public Guardians Office.

(c) Provide the original elder/dependent abuse report with the initial case file to the records department.

325.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

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(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (320 ILCS 20/3).

325.4.1 INITIAL RESPONSE

Officers may be called upon to effect a forced entry as the first responder to the scene of a suspected elder abuse. Entry should be immediate when it appears reasonably necessary to protect life or property. When the need for an emergency entry is not evident, officers should seek supervisory approval. Officers must be prepared to provide emergency care pending the arrival of medical personnel, if not already present.

325.4.2 STABILIZE THE SITUATION

Officers must quickly assess the situation in an effort to ensure the immediate safety of all persons. Officers shall also consider the following:

(a) Attempt to identify the victim, suspect and witnesses as well as the roles and relationships of all parties. Parties should be interviewed separately when possible. Frequently it is wrongfully assumed that elderly persons are incapable of accurately reporting the incident. Do not automatically discount the statement of an elderly person.

(b) Preserve the crime scene where evidence may be present. All persons should be removed from the scene until it has been photographed and processed. Any evidence such as injuries that may change in appearance should be photographed immediately.

(c) Assess and define the nature of the problem. Officers should assess the available information to determine the type(s) of abuse that may have taken place or the potential for abuse in the future that may be eliminated by our intervention.

(d) Make on-scene arrests when appropriate. Immediate arrest of an abuser (especially when the abuser is a family member or caretaker) may leave the elderly victim without necessary support and could result in institutionalization. The effect of an arrest on the victim should be considered and weighed against the assessed risk and the competent victim's desires. The present and future safety of the victim is of utmost importance.

325.4.3 SUPPORT PERSONNEL

The following person(s) should be considered if it appears an in-depth investigation is appropriate:

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- Patrol Supervisor
- Detective personnel
- Evidence collection personnel
- Department on Aging's Elder Abuse and Neglect Program personnel
- Ombudsman shall be called if the abuse is in a long-term care facility

325.4.4 EMERGENCY PROTECTIVE ORDERS

In any situation which an officer reasonably believes that an elder or dependant adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the officer may seek an emergency protective order against the person alleged to have committed or threatened such abuse.

An officer shall assist adults with disabilities in obtaining a warrant or injunctive order to protect them from abuse. An adult with disabilities, for this purpose, is (20 ILCS 2435/1 et seq.):

(a) A person age 18 through 59.

(b) Who resides in a domestic living situation.

(c) Whose physical or mental disability impairs his/her ability to seek or obtain protection from abuse, neglect or exploitation.

325.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

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(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(j) Whether a protective order petition should be filed on behalf of the victim when there is a reasonable belief that the victim is incapable of filing a petition for him/herself (750 ILCS 60/201). Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

325.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact the Illinois Department on Aging or other designated social services agency. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to the Illinois Department on Aging or other designated social services agency.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

325.7 INTERVIEWS

325.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When

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practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

325.7.2 DETAINING VICTIMS FOR INTERVIEWS
An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

325.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

325.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

325.9.1 SUPERVISOR RESPONSIBILITIES
The Investigation Division supervisor should:

(a) Work with professionals from the appropriate agencies, including Illinois Department on Aging or other social services agency designated to investigate adult abuse, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

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(b) Activate any available interagency response when an officer notifies the Investigation Division supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives there.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

325.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives there should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigation Division supervisor so an interagency response can begin.

325.10 STATE MANDATES AND OTHER RELEVANT LAWS

325.10.1 RECORDS SECTION RESPONSIBILITIES
The Records Section is responsible for:

(a) Providing a copy of the adult abuse report to the Department on Aging or the designated social services agency as required by law.

(b) Retaining the original adult abuse report with the initial case file.

325.10.2 RELEASE OF REPORTS
Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Management and Release Policy (320 ILCS 20/8).

325.10.3 SUMMARY REPORTS OF DEATH INVESTIGATIONS
This department will provide, upon request, a summary of actions taken in response to a reported death of an eligible adult to a public or nonprofit agency that has been approved by the Department on Aging to receive and assess such reports (320 ILCS 20/3).

325.11 TRAINING
This department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

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(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

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Discriminatory Harassment

327.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

327.2 POLICY

The Barrington Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

327.3 DEFINITIONS

Definitions related to this policy include:

327.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law (775 ILCS 5/1-103; 775 ILCS 5/2-102; 820 ILCS 180/30).

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

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327.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated (820 ILCS 180/20; 820 ILCS 180/30).

327.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment (775 ILCS 5/2–102). It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

327.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and Illinois Department of Human Rights guidelines.

(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with Village or departmental rules or regulations, or any other appropriate work-related communication between supervisor and member.

327.3.5 HARASSMENT

Harassment is any unwelcome conduct based on a classification or status protected by law that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, either within or outside of the physical area the individual is assigned to work (775 ILCS 5/2-101).

Harassment, including sexual harassment, against non-employees in the workplace or while on-duty (including contractors and consultants conducting business with the Department) is prohibited (775 ILCS 5/2-102).

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327.4 RESPONSIBILITIES

This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Human Resources Manager, or the Village Manager.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

327.4.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief of Police or the Human Resources Manager in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

327.4.2 SUPERVISOR’S ROLE

Supervisors and managers shall be aware of the following:

(a) Behavior of supervisors and managers should represent the values of the Department and professional standards.

(b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

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Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

327.4.3 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Human Resources Manager, or the Village Manager for further information, direction, or clarification.

327.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

327.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

327.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Human Resources Manager, or the Village Manager.

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327.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

327.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

(a) Approved by the Chief of Police, the Village Manager, or the Human Resources Manager, depending on the ranks of the involved parties.

(b) Maintained in accordance with the established records retention schedule.

327.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

327.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Barrington Police Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

327.7.1 NOTICE

A notice of member rights under the Illinois Human Rights Act summarizing the requirements of the Act and information pertaining to the filing of a charge, including the right to be free from unlawful discrimination and the right to certain reasonable accommodations, shall be posted in a conspicuous location at the Barrington Police Department or in an employee handbook (775 ILCS 5/2-102(K)(1)).

327.7.2 STATE-REQUIRED TRAINING

All members should also participate annually in harassment and discrimination prevention training (5 ILCS 430/5-10.5).

The Training Coordinator should develop a training program that meets the requirements for harassment and discrimination training in 5 ILCS 430/5-10.5 and that includes sexual harassment prevention training consistent with the model sexual harassment prevention program created by the Illinois Department of Human Rights (775 ILCS 5/2-109).

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Child Abuse

329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Barrington Police Department members are required to notify the Illinois Department of Children and Family Services (DCFS) of suspected child abuse.

329.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency (325 ILCS 5/3).

329.2 POLICY

The Barrington Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DCFS is notified as required by law.

329.3 MANDATORY NOTIFICATION

Members of the Barrington Police Department shall notify DCFS when they have reasonable cause to believe a child known to them in their official capacity was abused by a parent, immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child or a paramour of the child's parent. Members must also report any case of a neglected child (325 ILCS 5/4; 325 ILCS 5/3).

For purposes of notification, abuse includes physical injuries, risk of physical injuries, sex offenses, torture, excessive corporal punishment, female genital mutilation, etc. Neglect includes failure to provide necessary nourishment or medical care or blatant disregard of parent or caretaker responsibilities. Full definitions of abuse and neglect are provided in 325 ILCS 5/3.

329.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (325 ILCS 5/7):

(a) All notifications of suspected child abuse or neglect shall be made immediately, either to DCFS on the statewide, toll-free telephone number, in person or by telephone through the nearest DCFS office (325 ILCS 5/7.6; 89 Ill. Adm. Code 300.30).

(b) Notification, when possible, shall include:

1. The name and address of the child and his/her parents or other persons having custody.
2. The child's age, the nature of the child's condition, including any evidence of previous injuries or disabilities.

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3. Any other information that the person filing the report believes might be helpful in establishing the cause of abuse or neglect and the identity of the person believed to have caused such abuse or neglect.

(c) A member who suspects that a child has died as a result of child abuse or neglect shall also immediately report his/her suspicion to the appropriate Medical Examiner (325 ILCS 5/4.1).

(d) The Abused and Neglected Child Reporting Act states that mandated reporters shall promptly report or cause reports to be made in accordance with the provisions of the ACT. Officers shall provide the mandatory reporter(s) with the State of Illinois DCFS CANTS 5 Form to complete in accordance with the ACT. The report should be made immediately by telephone to the IDCFS Child Abuse Hotline (800-252-2873) and confirmed in writing via the U.S. Mail, postage prepaid, within 48 hours of the initial report. See attachment: cants5 DCFS Form.pdf

329.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

329.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

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(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(k) Other investigative steps taken in compliance with any applicable county Child Advocacy Advisory Board protocol the Barrington Police Department follows (55 ILCS 80/3).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

329.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DCFS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DCFS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (325 ILCS 5/5):

(a) A court has ordered the removal of the child.

(b) A court has not ordered the removal of the child but there is reason to believe the child cannot be cared for at home or in the custody of the person responsible for the child's welfare without endangering the child's health or safety, and there is no time to apply for a court order for temporary custody of the child.

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329.6.1 PROCEDURE
A department member taking a child into temporary protective custody shall immediately (325 ILCS 5/5):

(a) Make every reasonable effort to notify the person responsible for the child's welfare.

(b) Notify DCFS.

See the Abandoned Newborn Infant Protection Policy for guidance regarding the Abandoned Newborn Infant Protection Act (325 ILCS 2/10 et seq.).

329.7 INTERVIEWS

329.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

329.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW
An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

329.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child’s transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

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329.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

329.9.1 SUPERVISOR RESPONSIBILITIES

The Investigation Division Supervisor should:

(a) Work with professionals from the appropriate agencies, including DCFS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Investigation Division Supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

329.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigation Division Supervisor so an interagency response can begin.

329.10 STATE MANDATES AND OTHER RELEVANT LAWS

Illinois requires or permits the following:

329.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (325 ILCS 5/11).

329.10.2 CHILD ADVOCACY ADVISORY BOARD PROTOCOL

This department has adopted the Illinois Child Advocacy Advisory Board's protocol governing the investigation of child maltreatment including sexual abuse, physical abuse, exploitation and neglect of a child.

All investigations and interviews conducted by this department shall comply with this protocol, with the procedures to be used in investigating and prosecuting cases arising from alleged child maltreatment and in coordinating treatment referrals for the child and his/her family (55 ILCS 80/3).

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329.10.3 ACKNOWLEDGEMENT OF REPORTING RESPONSIBILITY
The Administration supervisor shall ensure that members of this department who are directly involved in the enforcement of the law sign statements acknowledging that they are mandated to notify DCFS of suspected child abuse and neglect. The statement shall be on a form prescribed by DCFS. It shall be signed before beginning employment and shall be retained by this agency as a permanent part of the personnel record (325 ILCS 5/4).

329.10.4 ASSISTANCE TO CHILD PROTECTIVE SERVICES INVESTIGATORS
Upon receiving a request for assistance from a child protective services investigator involving an investigation of a high-risk report of child abuse or neglect officers should determine the reason for the request. If the protective services investigator reasonably believes that the person being investigated has a potential for violence, officers should accompany him/her. However, if resources are limited or unavailable, officers should notify the Watch Commander to arrange for the assistance to occur at a mutually agreeable time (325 ILCS 5/7.2).

329.10.5 SEXUAL ABUSE INVOLVING SCHOOL PERSONNEL
In all reported incidents of sexual abuse of a child involving school personnel, including vendors or volunteers, the Investigation Division supervisor or authorized designee shall notify the relevant school when the investigation has been suspended or completed, as well as the outcome of the investigation (105 ILCS 5/22-85).

329.11 TRAINING
The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

329.11.1 TRAINING RECORDS
In addition to providing copies of completed mandated reporter training records to the Training Coordinator as required in the Personnel Records Policy, members should maintain records of their completed training and forward copies to their licensing or certification board (325 ILCS 5/4).

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Missing Persons

331.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

331.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk missing person - A person whose whereabouts are not currently known and whose circumstances indicate that the person may be at risk of injury or death. The circumstances that indicate that a person is a high-risk missing person include but are not limited to any of the following (50 ILCS 722/10(a)(1)):

(a) The person is missing as a result of a stranger abduction.

(b) The person is missing under suspicious circumstances.

(c) The person is missing under unknown circumstances.

(d) The person is missing under known dangerous circumstances.

(e) The person is missing more than 30 days.

(f) The person has already been designated as a high-risk missing person by another law enforcement agency.

(g) There is evidence that the person is at risk because:

1. The person is in need of medical attention, including persons with dementia-like symptoms, or in need of prescription medication.
2. The person does not have a pattern of running away or disappearing.
3. The person may have been abducted by a non-custodial parent.
4. The person is mentally impaired, or is developmentally or intellectually disabled.
5. The person is under the age of 21.
6. The person has been the subject of past threats or acts of violence.
7. The person has eloped from a nursing home.
8. The person is a veteran, active duty, or reserve member of the United States Armed Forces or National Guard, and is believed to have a physical or mental health condition related to his/her service.

(h) Any other factor that may, in the judgment of the law enforcement official, indicate that the missing person may be at risk.

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown. This includes a person under the age of 18, reported to the Department as abducted, lost or a runaway, whose identity is entered into the Law Enforcement Agencies Data System (LEADS) (325 ILCS 55/1(c)).

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Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC) and LEADS (20 Ill. Adm. Code 1291.40).

331.2 POLICY

The Barrington Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Barrington Police Department gives missing person cases priority over property-related cases and does not require a specific amount of time to have passed before beginning a missing person investigation.

331.3 REQUIRED FORMS, DNA COLLECTION KITS AND SCENT EVIDENCE JARS

The Investigation Division supervisor shall ensure the following forms and kits are developed and available:

- Missing Person Report Form (50 ILCS 722/5(c))
- Missing Person Investigation Checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing Person School Notification Form
- Medical Records Release Form
- DNA collection kits
- Scent Evidence Jars (Available for Autistic people, Alzheimer's patients and other at risk subjects)

331.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction (50 ILCS 722/5(a)).

331.4.1 REPORTS OF MISSING CHILDREN

Any member taking a report of a missing person under the age of 18 shall provide the reporting party with the following information (325 ILCS 40/7.2):

(a) The 24-hour toll-free telephone numbers for:

1. The National Center for Missing and Exploited Children® (NCMEC).
2. The National Runaway Safeline.

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(b) A description of the services provided to families of missing children by NCMEC and the National Runaway Safeline.

331.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions as applicable:

(a) Respond to a dispatched call as soon as practicable.

(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be a high-risk missing person.

(c) Notify a supervisor immediately if there is evidence that a missing person is either high-risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast an alert if the person is under 18 years of age or there is evidence that the missing person is high-risk. If the missing person is under 18, the alert should be broadcast immediately or as soon as practicable, but in no event more than one hour after determining the missing person may be high-risk (325 ILCS 40/7).

(e) Ensure that entries are made into the appropriate missing person networks, as follows:

1. Immediately when the missing person is high-risk.
2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.

(f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.

(g) Collect and/or review:

1. A photograph and fingerprint card of the missing person, if available.
2. A voluntarily provided DNA sample of the missing person, if available (e.g., toothbrush, hairbrush). Any DNA samples obtained shall immediately be forwarded to the Illinois State Police for analysis (50 ILCS 722/5(d)(3)).
3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.

(i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to a high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

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(j) If the missing person is a child, immediately contact the State Missing Persons Clearinghouse (325 ILCS 40/7(b)).

(k) In the event that a missing child is not found during the shift in which the report was made, information regarding the missing child shall be disseminated to all sworn officers in the Department (325 ILCS 40/7(b)).

331.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

331.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

1. The reports should be promptly sent to the Records Section.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing person networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

331.6.2 RECORDS SECTION RESPONSIBILITIES

The responsibilities of the Records Section member shall include but are not limited to:

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.

(b) Notifying and forwarding a copy of the report to the law enforcement agency in whose jurisdiction the missing person was last seen.

(c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.

(d) Forwarding a copy of the report to the Investigation Division.

(e) Coordinating with the NCIC Terminal Contractor for Illinois to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

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331.7 INVESTIGATION DIVISION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.

1. The notice shall be in writing and should also include a photograph.
2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.

(b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.

(c) Shall attempt to obtain, if not previously received, the following (50 ILCS 722/5(d)):

1. DNA samples from family members or from the missing person along with any needed documentation, or both, including any consent forms, required for the use of state or federal DNA databases, including but not limited to the Local DNA Index System (LDIS), State DNA Index System (SDIS), and National DNA Index System (NDIS).
2. An authorization to release dental or skeletal X-rays of the missing person.
3. Any additional photographs of the missing person that may aid with the investigation or an identification and enter the photograph into applicable missing person networks (34 USC § 41308). No written authorization to publicly release any photograph that would aid in the investigation or identification of the missing person is required.
   (a) If the missing person is under 18 years of age, the photographs should be forwarded to the Illinois State Police and LEADS.
4. Dental information and X-rays.
5. Fingerprints.

(d) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(e) Shall verify and update LEADS, the NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(f) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(g) Shall maintain a close liaison with state and local child welfare systems and NCMEC if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

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(h) Should make appropriate inquiry with the Medical Examiner.

(i) Should obtain and forward medical and dental records.

(j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).

(k) Shall immediately begin an investigation and notify the Illinois State Police if information is received that a request for the birth certificate, school record, or any other information concerning a missing child has been made (325 ILCS 55/6).

(l) In the case of a high-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

331.7.1 NOTIFICATION TO REPORTING PERSON

The investigator shall notify the person making the report, a family member or other person in a position to assist the Department in its efforts to locate the missing person of the following (50 ILCS 722/5(d)(1)):

(a) General information about the handling of the missing person case or about intended efforts in the case to the extent that the disclosure would not adversely affect the ability to locate or protect the missing person or to apprehend or prosecute any person criminally involved in the disappearance.

(b) That the person should promptly contact the Barrington Police Department if the missing person remains missing in order to provide additional information and materials that will aid in locating the missing person such as the missing person's credit cards, debit cards, banking information and cellular telephone records.

(c) That any DNA samples provided for the missing person case are provided on a voluntary basis and will be used solely to help locate or identify the missing person and will not be used for any other purpose.

(d) That, dependent upon the missing person’s age, the NCMEC and the National Center for Missing Adults may be contacted.

331.8 LEADS MISSING PERSON FORM

331.9 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.

The Records Supervisor shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Notification is made to the Illinois State Police.

(b) A missing child’s school is notified.

(c) Entries are made in the applicable missing person networks.

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(d) When a missing person is high-risk, the fact that the person has been found shall be reported within 24 hours to the Illinois State Police.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

331.9.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person's description into the NCIC Unidentified Person File.

(c) Use available resources, such as those related to missing persons, to identify the person.

331.10 CASE CLOSURE

The Investigation Division supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

(b) If the missing person is a resident of Barrington or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

331.11 TRAINING

Subject to available resources, the Training Coordinator should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio/Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response

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5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile, catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., internet use, cell phone use).

(n) Media relations.

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Public Alerts

333.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

333.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS) FEMA, local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

333.3 RESPONSIBILITIES

333.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Barrington Police Department should notify their supervisor, Watch Commander or Investigation Division Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

333.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Deputy Chief and the Public Information Officer when any public alert is or may be generated.

The supervisor in charge of the investigation, in conjunction with the Police Chief, Deputy Chief, and PIO are responsible for the following:

(a) Updating alerts

(b) Canceling alerts

(c) Ensuring all appropriate reports are completed

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Deputy Chief

333.4 AMBER ALERTS

The AMBER Alert Notification Plan is a tool for law enforcement to promptly notify the media of a confirmed abduction so the information can be broadcast to the public for assistance in locating the child and/or abductor.

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333.4.1 CRITERIA

An AMBER Alert should only be implemented when all of the following criteria are met (20 Ill. Adm. Code 1292.30):

(a) A confirmed abduction.

(b) The child must be under the age of 16 or have a proven mental or physical disability.

(c) The agency has a belief the child is in danger of serious bodily harm or death.

(d) There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help.

333.4.2 PROCEDURE

In the event a confirmed child abduction meeting the Illinois AMBER Alert criteria has occurred the following procedures designed to alert the media shall be followed:

(a) Notify the nearest ISP district or call the Illinois State Police Communication Center (SCC) (217) 786-6677, or fax the AMBER Fax Packet (217) 786-7191.

(b) Include detailed information which could be helpful to the public in identifying the child.

(c) Designate a department contact for the ISP SCC (include a name and telephone number).

(d) Designate a secondary number (PIO) for media contacts.

(e) Follow department policy regarding the actual investigation process involving any abducted/kidnapped child incident which takes place within this department's jurisdiction.

(f) Disseminate necessary abduction information via a LEADS/NLETS message (sent ISPERN messages shall be coordinated through the ISP district of occurrence).

(g) If a current portrait of the child is available, forward it electronically along with a copy of all abduction details/summaries to the ISP Clearinghouse for Missing and Exploited Children Manager (missing@isp.state.il.us).

(h) The individual responsible for making notifications shall also consider the following resources as the circumstances dictate:

1. Federal Bureau of Investigation (FBI Local Office).
2. Prompt entry of information into the Missing Person System (LEADS/NCIC).
3. National Center for Missing and Exploited Children (800) 843-5678.

(i) The Investigation Division investigator or other individual responsible for making notifications shall prepare and fax to the previously described locations, follow-up press releases with updates regarding the search and investigation, or immediately upon locating the abducted child.

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(j) The Investigation Division investigator or other individual responsible for making notifications shall, immediately upon locating the abducted child, ensure that updated releases to all previous distributions are sent notifying of the recovery and cancellation of the missing alerts.

333.5 ENDANGERED MISSING PERSON ADVISORY

The Endangered Missing Persons Advisory is a voluntary partnership between law enforcement and local media to notify the public about a missing and endangered person.

333.5.1 CRITERIA

The advisory is initiated by the department utilizing the criteria established in the definitions section of the Missing Persons Policy (50 ILCS 722/10).

333.5.2 PROCEDURE

Upon receipt of a missing person report and using the above criteria, the Investigation Division investigator or other individual assigned to the investigation shall promptly determine if there is a basis to classify the missing person as high-risk and endangered and, following approval by a supervisor:

(a) Immediately enter the missing person information, including any vehicle information, into the LEADS and the NCIC databases.

(b) Complete the Endangered Missing Person Advisory available on the Amber Alert Task Force website (www.amberillinois.com) and fax the completed form to the Illinois State Police district of occurrence.

(c) If appropriate, coordinate an ISPERN message through the Illinois State Police District of occurrence.

(d) Upload DNA profiles as determined by the State Police into the State DNA Index System and the National DNA Index System.

(e) Submit relevant information to the FBI Violent Criminal Apprehension Program (ViCAP)(312) 421-6700 Chicago FBI).

(f) Notify department employees to be on the lookout for the high-risk missing person and/or suspected abductor.

(g) Follow department policy regarding missing persons reporting and documentation, required notifications, conduct of the investigation and follow up investigation.

(h) Immediately upon locating a missing high-risk individual, ensure that updated releases to all previous distributions are sent notifying of the recovery and cancellation of the missing advisory.

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333.6 CRIMES AGAINST POLICE OFFICERS ADVISORY

The Crimes Against Police Officers Advisory provides a regional system for the rapid dissemination of information regarding a person who is suspected of committing or attempting to commit certain crimes against a peace officer (20 ILCS 2605/2605-600).

333.6.1 CRITERIA

A Crimes Against Police Officers Advisory may be initiated under the following circumstances (20 ILCS 2605/2605-600):

(a) The Department believes that a suspect has committed one or more of the following offenses against a peace officer:

1. First degree murder
2. Second degree murder
3. Involuntary manslaughter
4. Reckless homicide
5. Concealment of a homicidal death

(b) The Department believes that the suspect may be a serious threat to the public.

(c) Sufficient information is available to disseminate to the public that could assist in locating the suspect.

333.6.2 PROCEDURE

The Illinois Department of State Police will be contacted with a request to initiate a Crimes Against Police Officers Advisory (20 ILCS 2605/2605-600).

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Victim and Witness Assistance

335.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

335.2 POLICY

The Barrington Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Barrington Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

335.3 CRIME VICTIM LIAISON

The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Barrington Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

335.3.1 SPECIFIC DUTIES

The crime victim liaison or the authorized designee shall ensure the Department (725 ILCS 120/4.5; 725 ILCS 120/7):

(a) Responds to victim requests regarding the status of investigations, as authorized.

(b) Notifies victims when an investigation is reopened, as appropriate.

(c) Maintains the confidentiality of victim and witness contact information.

(d) Upon request, provides a victim with a free copy of any related report within 5 business days of the request (725 ILCS 120/4).

(e) Provides the Illinois Attorney General's office with a police report (redacted as necessary) within 15 days of receipt of a written request needed for a crime victim's compensation application (740 ILCS 45/4.2).

335.4 CRIME VICTIMS

Officers shall provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

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335.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

Officers who are not able to provide a victim with victim information handouts shall ensure that the forms are provided to the victims within 48 hours of the initial contact.

Officers shall also provide a victim with an acknowledgement form for the victim to sign and date to verify receipt of the information, as required by 725 ILCS 120/4.

335.4.2 ANALYSIS

The Sergeant of Investigations shall be responsible for administrating and coordinating the Department's victim/witness assistance program. The program shall include, but is not limited to, the following:

Preparing an annual analysis of victim - witness assistance needs and available services within the service area to include:

- The extent and major types of victimization;
- An inventory of information and service needs of victims and witnesses in general (including homicide and suicide survivors) and special victims, such as those victimized by domestic violence, abuse or neglect (especially children and the elderly) sexual crimes and drunk drivers.

335.4.3 ASSISTANCE DURING INVESTIGATION

Officers conducting the preliminary investigation in which a victim or witness is involved, should, at a minimum:

- Provide information concerning applicable counseling, medical and financial assistance or victim advocacy services
- Advise the victim/witness of available options if the suspect directly or indirectly engages in threats or intimidation
- Make sure that victim knows to call 911 in the event of an emergency, and that calling 847-304-3300 or 847-270-9111 for a non-emergency will be answered 24 hours a day
- Provide the case number, officer's name, Department phone number, and information concerning the follow-up process
- Advise victim that 24 hour assistance if available from a number of resources and that by calling this department at any time will put victim in touch with the appropriate service

335.4.4 ASSISTANCE DURING FOLLOW-UP INVESTIGATIONS

Officers conducting follow-up investigations should at a minimum:

- Determine if the victim's - witness's needs are being met considering the impact and severity of the incident, and if more contact is necessary

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- Explain victim - witness involvement and procedure for prosecution of their case, if the explanation does not endanger successful prosecution
- Provide transportation, if necessary, to conveniently schedule line-ups, interviews, and other required meetings
- Return property held as evidence as soon as possible, where permitted by law and/or rules of evidence

Assign a victim advocate to the victim - witness, if appropriate.

335.4.5 NOTIFICATION OF NEXT OF KIN

All notifications should be conducted in a prompt and compassionate manner. All notifications, if possible, should include clergy, relatives, friends, etc. If notification cannot be conducted in person due to geographic location, the Police Department of venue should be contacted and requested to conduct the notification. Notification shall not be conducted by telephone, unless all other methods have failed. Officers making a death/serious injury notification shall:

- Inform the next of kin.

The Watch Commander is responsible for the following:

- Determining that notification is necessary.
- Make short term care available for survivors, if needed, by contacting friends, neighbors, relatives, clergy, etc.
- Verify that the identity, including relationship, of the next of kin and injured/deceased is known.
- Ensure that officers are properly prepared to conduct the notification.

Officers will conduct the notification with a partner, when available, i.e., fellow officer, social worker, etc.

- Officers should always be certain of the full name, age, and address of the injured or deceased.
- Commit necessary details to memory.
- Officers should insure that they are speaking to the appropriate person (next of kin).
- Officers should always try to gain entry into the home and be observant for potential problems, i.e., small children, etc.

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- If the notification is being made in the next of kin's work place, it should be conducted in a private room.
- Death notifications should be given in stages or doses. If survivors appear too uncomfortable with this approach, go right to the fact.
- Avoid using euphemisms, e.g., he passed on, or she left us,
- Avoid giving detailed explanation of the death.
- Be aware of severe physical or emotional reactions.
- Remain with the survivor long enough to determine that there are no unusual reactions and until (s)he regains adequate composure.
- Contact friends, relatives or other persons if requested to do so.
- An appropriate report will be completed indicating the party notified, location, time and date.

335.4.6 VICTIMS OF SEXUAL ASSAULT

At the time of first contact with the victim of a sexual assault, officers shall provide him/her with the appropriate victim information handouts, offer to arrange transportation to a hospital for treatment or evidence collection, and offer to arrange transportation to apply for an emergency civil no contact order or order of protection. If the sexual assault report is taken through a third-party representative, that representative shall be given the handouts and asked to deliver them to the victim (725 ILCS 203/25).

Officers shall also provide the appropriate handout to a victim of a sexual assault who has undergone a forensic examination at a hospital but who has not yet consented to release the evidence for testing (725 ILCS 203/30).

335.5 VICTIM INFORMATION

The Administration Deputy Chief shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims including domestic violence and sexual assault victims.

(b) Community resources for victims of sexual assault.

(c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).

(d) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(e) A clear explanation of relevant court orders and how they can be obtained.

(f) Information regarding available compensation for qualifying victims of crime.

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(g) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.

(h) Notice regarding U-Visa and T-Visa application processes.

(i) Resources available for victims of identity theft.

(j) A place for the officer's name, badge number and any applicable case or incident number.

(k) A written statement from the Illinois Attorney General about crime victim compensation and an explanation of victim's rights as required by 725 ILCS 120/4 and 725 ILCS 120/4.5, which includes the rights afforded victims under Article I, Section 8.1(a) of the Illinois Constitution.

(l) Witnesses may request in writing a notice from the State Attorney about post-conviction review, associated hearings, notice of the defendant's discharge from custody, release on parole, probation, or escape.

(m) Specific contact information for the Illinois Attorney General's Office regarding compensation and victim assistance resources.

(n) Information regarding the Illinois Automated Victim Notification system, including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and register for automatic notification when a person is released from jail.

(o) Information regarding the Gang Crime Witness Protection Program Fund (725 ILCS 173/10).

(p) Information and state forms for sexual assault victims prepared by the Illinois Attorney General (725 ILCS 203/25).

(q) Information for those sexual assault victims who have undergone a forensic examination at a hospital but who have not yet consented to release the evidence for testing as provided by 725 ILCS 203/30.

335.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

335.7 WITNESS INFORMATION

The Administration Deputy Chief shall ensure that witness information handouts are available and current. Handouts should include information regarding:

(a) The Gang Crime Witness Protection Program Fund (725 ILCS 173/10).

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(b) Witness rights, which include (725 ILCS 120/5):

1. Notification of all court dates where the witness will be required.
2. Access to employer intercession services.
3. Availability of a secure waiting area during trial.
4. Availability of translation or sign language services as necessary.
5. The right to submit a written request to receive notice of post-conviction relief sought, discharge information involving the accused, notification of any escape, parole, or other supervised release.

Witnesses may request in writing a notice from the State Attorney about post-conviction review, associated hearings, notice of the defendant's discharge from custody, release on parole, probation, or escape.

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Hate Crimes

337.1 PURPOSE AND SCOPE

This department recognizes and places a high priority on the rights of all individuals guaranteed under the Constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this department will utilize all available resources to see that justice is served under the law. This policy provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

337.2 DEFINITIONS

Definitions related to this policy include:

Hate crime - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim. This includes creed and ancestry (720 ILCS 5/12-7.1).

337.3 PREVENTING AND PREPARING FOR LIKELY HATE CRIMES

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for potential hate crimes by among other things:

(a) Officers should make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes to form and cooperate with prevention and response networks.

(b) Accessing assistance by community and victim groups when necessary.

(c) Providing victim assistance and follow-up as outlined below, including community follow-up.

337.4 PROCEDURE FOR INVESTIGATING HATE CRIMES

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

(a) Officer(s) will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate.

(b) A supervisor should be notified of the circumstances as soon as practical.

(c) Once “in progress” aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects, etc.), the assigned officer(s) will take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved.

(d) The assigned officer(s) will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

(e) Depending on the situation, the assigned officer(s) or supervisor may request additional assistance from detectives or other resources to further the investigation.

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(f) The assigned officer(s) will include all available evidence indicating the likelihood of a hate crime in the relevant report(s). All related reports will be clearly marked as “Hate Crimes” and, absent prior approval of a supervisor, will be completed and submitted by the assigned officer(s) before the end of the shift.

(g) The assigned officer(s) will provide the victim(s) of any suspected hate crime with a brochure on hate crimes. Such brochures will also be available to members of the general public upon request. The assigned officer(s) should also make reasonable efforts to assist the victim(s) by providing available information on local assistance programs and organizations.

(h) The assigned officer(s) and supervisor should take reasonable steps to ensure that any such situation does not escalate further (e.g., Possible Temporary Restraining Order through the State's Attorney or Village Attorney).

337.4.1 INVESTIGATION DIVISION RESPONSIBILITY

If a case is assigned to the Investigation Division, the assigned detective will be responsible for following up on the reported hate crime as follows:

(a) Coordinate further investigation with the State's Attorney and other appropriate law enforcement agencies, as appropriate. Federal law also prohibits discrimination-based acts and may be considered in addition to or in lieu of state law, depending on the circumstances (18 USC § 245).

(b) Maintain contact with the victim and other involved individuals as needed.

(c) Ensure that the Records Supervisor is provided with enough information to meet the reporting requirements of 50 ILCS 709/5-12.

337.5 TRAINING

All members of this department will receive ILETSB approved training on hate crimes as provided by 20 ILCS 2605/2605-390(b).

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Standards of Conduct

339.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Barrington Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

339.1.1 DEFINITIONS

Definitions related to this policy include:

Formal investigation - The process of an investigation ordered by a commanding officer during which the questioning of an officer is intended to gather evidence of misconduct which may be the basis for filing charges seeking his or her removal, discharge or suspension in excess of three days (50 ILCS 725/2).

Informal inquiry - A meeting by supervisory or command personnel with an officer upon whom an allegation of misconduct has come to the attention of such supervisory or command personnel, the purpose of which meeting is to mediate a citizen complaint or discuss the facts to determine whether a formal investigation should be commenced.

Interrogation - The questioning of an officer pursuant to the formal investigation procedures of the respective state agency or local governmental unit in connection with an alleged violation of such agency's or unit's rules which may be the basis for filing charges seeking his or her suspension, removal, or discharge. The term does not include questioning (1) as part of an informal inquiry or (2) relating to minor infractions of agency rules which may be noted on the officer's record but which may not in themselves result in removal, discharge or suspension in excess of three days (50 ILCS 725/2).

Officer - Any peace officer, as defined by Section 2-13 of the Criminal Code of 2012 (720 ILCS 5/2-13), as now or hereafter amended, who is employed by any unit of local government or a state college or university, including supervisory and command personnel, any park police officer as defined under the Park District Police Act (70 ILCS 1325/1), and any pay-grade investigator for the Secretary of State as defined in Section 14-110 of the Illinois Pension Code (40 ILCS 5/14-110), including Secretary of State sergeants, lieutenants, commanders and investigator trainees. The term does not include crossing guards, parking enforcement personnel, traffic wardens or employees of any State's Attorney's office (50 ILCS 725/2).

Police administrative proceeding - Any non-judicial hearing which is authorized to recommend, approve, or order the suspension, removal or discharge of an officer.

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339.2 POLICY

The continued employment of every employee at this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure of any employee to meet the guidelines set forth in this policy, whether on-duty or off duty, may be cause for disciplinary action.

An employee's off-duty conduct shall be governed by this policy to the extent that it is related to act(s) that may materially affect or arise from the employee's ability to perform official duties or to the extent that it may be indicative of unfitness for his or her position.

339.3 CONDUCT WHICH MAY RESULT IN DISCIPLINE

The following list of causes for disciplinary action constitutes a portion of the disciplinary standards of this department. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for specific action or inaction that is detrimental to efficient department service:

339.3.1 ATTENDANCE

(a) Leaving job to which assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness on scheduled day(s) of work.

(c) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

(d) Failure to notify the Department within 24 hours of any change in residence address, home phone number, or marital status.

339.3.2 CONDUCT

(a) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily injury on another.

(b) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment without first notifying the Chief of Police of such action.

(c) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

(d) Engaging in horseplay resulting in injury or property damage or the reasonable possibility thereof.

(e) Unauthorized possession of, loss of or damage to department property or the property of others, or endangering it through unreasonable carelessness or maliciousness.

(f) Failure of any employee to report activities on their own part or the part of any other employee where such activities may result in criminal prosecution or discipline under this policy.

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(g) Failure of any employee to report activities that have resulted in official contact by any other law enforcement agency.

(h) Using or disclosing one's status as an employee with the Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(i) The use of any information, photograph, video or other recording obtained or accessed as a result of employment with the Department for personal or financial gain or without the express authorization of the Chief of Police or a designee.

(j) Seeking restraining orders, no contact orders, orders of protection or similar court orders against individuals encountered in the line of duty without the express permission of the Chief of Police.

(k) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department.

(l) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

(m) Engaging in on-duty sexual relations including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

339.3.3 DISCRIMINATION

(a) Discriminate against any person because of age, race, color, creed, religion, sex, sexual orientation, national origin, ancestry, marital status, physical or mental disability or medical condition.

339.3.4 INTOXICANTS

(a) Reporting for work or being at work following the use of intoxicants where such use may impair the employee's ability to perform assigned duties or where there is an immediate suspicion of ineffectiveness during public contact resulting from the use of intoxicants.

(b) Unauthorized possession or use of, or attempting to bring intoxicants to the work site, except as authorized in the performance of an official assignment. An employee who is authorized to consume intoxicants is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Reporting for work or being at work following the use of a "controlled substance" or any drug (whether legally prescribed or otherwise) where such use may impair the employee's ability to perform assigned duties.

(d) Unauthorized possession, use of, or attempting to bring a controlled substance or other illegal drug to any work site.

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339.3.5 PERFORMANCE

(a) Unauthorized sleeping during on-duty time or assignments.

(b) Careless workmanship resulting in spoilage or waste of materials or work of an unacceptable nature as applicable to the nature of the work assigned.

(c) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or instructions of supervisors without a reasonable and bona fide excuse.

(d) Concealing, attempting to conceal, removing or destroying defective or incompetent work.

(e) Disobedience or insubordination to constituted authorities, including refusal or deliberate failure to carry out or follow lawful directives and orders from any supervisor or person in a position of authority.

(f) The wrongful or unlawful exercise of authority on the part of any employee for malicious purpose, personal gain, willful deceit or any other improper purpose.

(g) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of the Department or subverts the good order, efficiency and discipline of the Department or which would tend to discredit any member thereof.

(h) Knowingly making false, misleading or malicious statements that are reasonably calculated to harm or destroy the reputation, authority or official standing of the Department or members thereof.

(i) The falsification of any work related records, the making of misleading entries or statements with the intent to deceive, or the willful and unauthorized destruction and/or mutilation of any department record, book, paper or document.

(j) Wrongfully loaning, selling, giving away or appropriating any department property for the personal use of the employee or any unauthorized person.

(k) The unauthorized use of any badge, uniform, identification card or other department equipment or property for personal gain or any other improper purpose.

(l) Any knowing or negligent violation of the provisions of the department manual, operating procedures or other written directive of an authorized supervisor. The policy manual is available to all employees and employees are responsible for reading and becoming familiar with its contents, and are responsible for compliance with the content contained therein.

(m) Work-related dishonesty, including attempted or actual theft of department property, services or the property of others, or the unauthorized removal or possession of department property or the property of another person.

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(n) Criminal, dishonest, infamous or notoriously disgraceful conduct adversely affecting the employee/employer relationship whether on- or off-duty.

(o) Failure to disclose or misrepresenting material facts, or the making of any false or misleading statement on any application, examination form or other official document, report or form, or during the course of any work-related investigation.

(p) Failure to take reasonable action while on-duty and when required by law, statute, resolution or approved department practices or procedures.

(q) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when a department member knew or reasonably should have known of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by the Department.

(r) Offer or acceptance of a bribe.

(s) Misappropriation or misuse of public funds.

(t) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(u) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions: while on department premises; at any work site; while on-duty or while in uniform; or while using any department equipment or system. Gambling activity undertaken as part of [an_officer-deputy]'s official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(v) Substantiated, active, continuing association on a personal rather than official basis with a person or persons who engage in or are continuing to engage in serious violations of state or federal laws, where the employee has or reasonably should have knowledge of such criminal activities, except where specifically directed and authorized by the Department.

(w) Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on duty, on department property or while in any way representing him/herself as a member of this agency.

(x) Engaging in political activities during assigned working hours.

(y) Violating any misdemeanor or felony statute.

(z) Any other on-duty or off-duty conduct which any employee knows or reasonably should know is unbecoming a member of the Department or which is contrary to good order, efficiency or morale, or which tends to reflect unfavorably upon the Department or its members.

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(aa) Any failure or refusal of an employee to properly perform the function and duties of an assigned position.

(ab) Failure to maintain required and current licenses (e.g., driver's license) and certifications (e.g., first aid).

(ac) Giving false or misleading statements or misrepresenting or omitting material information to a supervisor, or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

(ad) All Department employees are subject to and shall be required to comply with Chapter 9 of Title 1 of the Barrington Village Code, the Village of Barrington "Prohibited Political Activities and Gift Ban Regulations" as they may be amended from time to time, and are also subject to Section 3.8 and Section 3.9 of the Village of Barrington Personnel Policy Manual.

339.3.6 SAFETY

(a) Failure to observe posted rules, signs, and written or oral safety instructions while on-duty and/or within department facilities or to use required protective clothing or equipment.

(b) Knowingly failing to report any on-the-job or work-related accident, injury, or illness within 24 hours.

(c) Substantiated employee record of unsafe or improper driving habits or actions in the course of employment.

(d) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(e) Any personal action contributing to involvement in a preventable traffic collision, or other unsafe or improper driving habits or actions in the course of employment.

(f) Violating departmental safety standards or safe working practices.

339.3.7 SECURITY

(a) Unauthorized, intentional release of designated confidential information, materials, data, forms or reports.

339.3.8 SUPERVISION RESPONSIBILITY

(a) Failure of a supervisor to take appropriate action to ensure that employees adhere to the policies and procedures of this department and the actions of all personnel comply with all laws.

(b) Failure of a supervisor to timely report known misconduct of an employee to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

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(c) The unequal or disparate exercise of authority on the part of a supervisor toward any employee for malicious or other improper purpose.

339.4 INVESTIGATION OF DISCIPLINARY ALLEGATIONS

Regardless of the source of an allegation of misconduct, all such matters will be investigated in accordance with the Personnel Complaints Policy.

339.5 POST INVESTIGATION PROCEDURES

339.5.1 DEPUTY CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Deputy Chief of the involved employee shall review the entire investigative file, the employee's personnel file and any other relevant materials.

The Deputy Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

(a) Prior to forwarding recommendations to the Chief of Police, the Deputy Chief may return the entire investigation to the assigned detective or supervisor for further investigation or action.

(b) When forwarding any written recommendation to the Chief of Police, the Deputy Chief shall include all relevant materials supporting the recommendation. Actual copies of an employee's existing personnel file need not be provided and may be incorporated by reference.

339.5.2 RESPONSIBILITIES OF THE CHIEF OF POLICE

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials.

The Chief of Police may modify any recommendations and/or may return the file to the Deputy Chief for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, to be imposed. If necessary, the Chief of Police shall file the appropriate charges with the Board of Fire and Police Commissioners as required by law or other applicable guidelines.

339.5.3 ILETSB NOTIFICATION

In the event of an arrest or conviction of any of the specified sections in 50 ILCS 705/6.1, the Chief of Police shall report such arrest or conviction to ILETSB.

339.6 EMPLOYEE RESPONSE

It is the duty and responsibility of every full-time and part-time police officer to report to ILETSB within 30 days, and the officer's Chief of Police, of his/her arrest or conviction for an offense identified in 50 ILCS 705/6.1. Any full-time or part-time police officer who knowingly makes,

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submits, causes to be submitted, or files a false or untruthful report to the Board must have his or her certificate or waiver immediately decertified or revoked.

339.7 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that an employee tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file.

The tender of a retirement or resignation by itself shall not serve as grounds for the termination of an investigation or of pending discipline.

339.8 POST INVESTIGATION PROCEDURE

In situations resulting in the imposition of a suspension, punitive transfer, demotion, termination of a non-probationary employee, the employee shall have the right to an evidentiary appeal of the Chief of Police's imposition of discipline pursuant to the personnel rules and applicable guidelines, or pursuant to the collective bargaining agreement, or if non-home rule, the procedures outlined in 65 ILCS 5/10-2.1-1, or if civil service, the procedures outlined in 65 ILCS 5/10-1-1.

339.9 DISCIPLINARY ACTION AGAINST PROBATIONARY EMPLOYEES

In the event that a probationary employee is terminated solely for unsatisfactory performance or the failure to meet department standards, the employee shall have no right to appeal and the following shall be considered:

(a) Termination of a probationary employee for such failure to pass probation shall be so reflected in the employee's personnel file.

(b) In the event that a probationary employee is disciplined or terminated for misconduct, the employee shall only be entitled to appeal the decision in the same manner as set forth by law. This appeal process may be held prior to or within a reasonable time after the imposition of discipline.

(c) At all times during any investigation of allegations of misconduct involving a probationary officer, such officer shall be afforded all procedural rights set forth in applicable Department policies.

(d) A probationary employee's appeal of disciplinary action shall be limited to an opportunity for the employee to attempt to establish that the underlying allegations should not be sustained. Nothing in this policy or procedure, however, should be construed to establish any sort of property interest in or right to the employee's continuation of employment.

(e) The burden of proof for any probationary employee's appeal of disciplinary action shall rest with the employee and will require proof by a preponderance of the evidence.

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(f) In the event that a probationary employee meets his/her burden of proof in such a disciplinary appeal, the Department shall remove all reference to the underlying allegations of misconduct from the employee's personnel file.

(g) In the event that a probationary employee fails to meet his/her burden of proof in such a disciplinary appeal, the employee shall have no further right to appeal beyond the Chief of Police.

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Information Technology Use

341.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

341.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Barrington Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, **permanent file** or **file** - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

341.2 POLICY

It is the policy of the Barrington Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

341.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

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The Department shall not request, require or coerce a member to provide a username, password or other related account information, or require or coerce a member to invite other members to join a group affiliated with any personal account of the member or to join a member's list of contacts in order to gain access to the member's account or profile on a personal online account (820 ILCS 55/10).

341.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

341.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or Village-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

341.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

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341.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail and data files.

341.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

341.5 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

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Report Preparation

343.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

343.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and reasonably free of errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

343.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

343.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Incidents to be documented in a written report include:

(a) All arrests

(b) All felony crimes

(c) Non-felony incidents involving crimes against persons, threats or stalking behavior

(d) Situations covered by separate policy (see the corresponding policy for guidance). These situations include:

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1. Use of Force
2. Domestic Violence
3. Child Abuse
4. Adult Abuse
5. Hate Crimes
6. Suspicious Activity Reports

(e) All misdemeanor crimes where the victim desires a report.

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., dispatch log).

343.2.2 NON-CRIMINAL ACTIVITY

Incidents that shall be documented using the appropriate approved report include:

(a) Anytime an officer points a firearm at any person.

(b) Any use of force against any person by a member of this department (see the Use of Force Policy).

(c) Any firearm discharge (see the Firearms Policy).

(d) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons policy).

(e) Any found property or evidence.

(f) Any traffic crashes above the minimum reporting level (see the Traffic Crash Reporting Policy).

(g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.

(h) All protective custody detentions.

(i) Suspicious incidents that may place the public or others at risk.

(j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

343.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigation Policy. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

(a) Sudden or accidental deaths.

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(b) Suicides.

(c) Homicide or suspected homicide.

(d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).

(e) Found dead bodies or body parts.

343.2.4 INJURY OR DAMAGE BY VILLAGE PERSONNEL
Reports shall be taken if an injury occurs that is a result of an act of a Village employee. Additionally, reports shall be taken involving damage to Village property or Village equipment.

343.2.5 MISCELLANEOUS INJURIES
Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose.

(b) Attempted suicide.

(c) The injury is major/serious, whereas death could result.

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

343.2.6 ALTERNATE REPORTING FOR VICTIMS
Reports that may be submitted by the public via online at the Village of Barrington "I Want to Report a Problem" website (through WEB Q&A):

(a) Abandoned autos

(b) Report a crime

(c) Animal Complaints

(d) Noise complaints

(e) Traffic signal issues

(f) Miscellaneous questions for the police department

343.2.7 STOLEN VEHICLE REPORTS
All incidents involving the theft or recovery of any stolen or converted vehicle shall be reported as soon as practicable to the Illinois State Police as provided in 625 ILCS 5/4-107.

343.3 GENERAL POLICY OF EXPEDITIOUS REPORTING
In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without

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supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

343.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS
Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for departmental consistency.

343.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS
County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

343.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should notify the officer stating the reasons for rejection. The original report should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

343.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.

343.6 ELECTRONIC SIGNATURES

The Barrington Police Department has established an electronic signature procedure for use by all employees of the Barrington Police Department. The Patrol XXXXXXX shall be responsible for maintaining the electronic signature system and ensuring that each employee creates a unique, confidential password for his/her electronic signature.

- Employees may only use their electronic signature for official reports or other official communications.
- Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

Electronic records containing electronic signatures will be retained in the format in which they were originally generated, sent, or received or in a format that can be demonstrated to represent accurately the information originally generated, sent or received (5 ILCS 175/1-101 et seq.).

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343.7 CASE NUMBERING SYSTEM

A case number will be individually assigned by the police dispatcher to each call for service. The case number will begin with the first two numbers to indicate the year, the next two numbers indicate the month. The last digits will be sequential numbers, unique to every case.

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Media Relations

345.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

345.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police, however, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Deputy Chiefs, Watch Commanders and designated Public Information Officer(s) may prepare and release information to the media in accordance with this policy and the applicable law.

345.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor or the designated department media representative.

(b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

(c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

345.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions:

(a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should

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be coordinated through the department Public Information Officer or other designated spokesperson.

2. Whenever the presence of media or other aircraft poses a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

(c) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee.

(d) Media interviews with individuals who are in custody shall not be permitted without the approval of the Chief of Police and the express consent of the person in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media should be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

345.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

345.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Watch Commander. This log will generally contain the following information:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

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(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.).

345.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the authorized member dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department (see the Records Maintenance and Release and Peace Officer Personnel Files policies) (5 ILCS 140). When in doubt, authorized and available legal counsel should be obtained.

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Subpoenas and Court Appearances

347.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Barrington Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

347.2 POLICY

Barrington Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

347.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

Service of a subpoena shall not be accepted unless witness fees are tendered as allowed by law (705 ILCS 35/4.3).

347.3.1 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by any current collective bargaining agreement or Village personnel rules.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

347.3.2 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

347.3.3 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the Village Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the Village or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

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(d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Barrington Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Barrington Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

347.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

347.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

347.6 COURTROOM PROTOCOL

When appearing in court, members shall:

(a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.

(b) Dress in the department uniform or business attire. Suitable business attire for men would consist of a coat and /or dress shirt, tie, and dress pants. Suitable business attire for female employees would consist of a dress jacket and/or dress blouse, and skirt or slacks.

(c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

347.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

347.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with any current collective bargaining agreement or Village personnel rules.

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347.8 COURT ATTENDANCE ON MONTHLY KEY DATES

Officers and employees shall arrive on time for all required monthly court appearances (including consultation with the prosecutor) and be dressed appropriately in conformance with current policy. They shall be prepared to testify and have all necessary documents and evidence suitably arranged for presentation in court.

347.8.1 PROVIDING BAIL

No Officer shall become a surety, guarantor or furnish bail security for any person arrested or charged with a crime, except for members of the Officer's immediate family.

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Outside Agency Assistance

351.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

351.2 POLICY

It is the policy of the Barrington Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

351.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Watch Commander's office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

351.3.1 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Barrington Police Department shall notify his/her supervisor or the Watch Commander and the Dispatch Center as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

351.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

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The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

351.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Watch Commander.

351.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administration Deputy Chief or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:

1. The use of the supplies and equipment.
2. The members trained in the use of the supplies and equipment.

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to the Dispatch Center and the Watch Commander to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Coordinator should maintain documentation that the appropriate members have received the required training.

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Registered Offender Information

355.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Barrington Police Department will address issues associated with certain offenders residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered offenders.

355.2 POLICY

It is the policy of the Barrington Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

355.3 REGISTRATION

The Investigation Division Supervisor shall establish a process to reasonably accommodate registration of certain offenders. The police department will use the "Illinois Sex Offender Registration Act Registration Form". **(See Attachment)** The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Employees assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Illinois State Police (ISP) (730 ILCS 150/8; 730 ILCS 154/45).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

See attachment: ISP Sex Offender Reg. Form.pdf

355.4 CONTENTS OF REGISTRATION

The Patrol Shift Supervisor shall assign an officer to reasonably accommodate registration. The assigned officer will (730 ILCS 150/3; 730 ILCS 150/8; 730 ILCS 154/45):

(a) Obtain proof of identity and residency.

(b) Conduct a criminal history check.

(c) Utilize the appropriate ISP Offender Registration Form to process registration and obtain the offender's signature on the completed form.

(d) Photograph and fingerprint the individual.

(e) Provide the offender with a registration receipt.

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(f) Enter registration information into Law Enforcement Agencies Database System (LEADS).

355.5 MONITORING OF REGISTERED OFFENDERS

The Investigation Division Supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.

(b) Review of information on the ISP website.

(c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the Investigation Division.

The Investigation Division Supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Barrington Police Department personnel, including timely updates regarding new or relocated registrants.

355.6 DISSEMINATION OF OFFENDER INFORMATION

Employees will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be directed to the Illinois Sex Offender Information website or the Barrington Police Department's website.

The Records Supervisor shall release local registered offender information to residents in accordance with applicable state law and in compliance with a Freedom of Information Act request (730 ILCS 152/120; 730 ILCS 154/95).

355.6.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

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(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

355.6.2 MANDATORY OFFENDER INFORMATION DISSEMINATION

Information on registered offenders shall be posted at department headquarters (730 ILCS 152/120; 730 ILCS 154/95) and must be made available for public inspection to any person, no later than 72 hours or three business days from the date of a request (730 ILCS 152/120/ 730 ILCS 154/95).

Upon registration of a juvenile sex offender who is also enrolled in school, the department shall provide a copy of the sex offender registration form only to the principal or chief administrative officer of the school and any guidance counselor designated by the chief administrative officer (730 ILCS 152/121).

355.6.3 OFFENDER INFORMATION AVAILABLE VIA THE INTERNET

Information that may be posted on the department’s website regarding registered offenders includes (730 ILCS 152/120; 730 ILCS 154/95):

(a) The offender’s name, address and date of birth.

(b) The offense for which the offender was convicted.

(c) The offender’s photograph or other such information that will help identify the sex offender or violent offender against youth.

(d) Offender employment information.

(e) For sex offenders, the following additional information may be posted on the department's website: adjudication as a sexually dangerous person, e-mail addresses, instant messaging identities, chat room identities and other Internet communications identities, all Uniform Resource Locators (URLs) registered or used by the sex offender, and all blogs and other Internet sites maintained by the sex offender or to which the sex offender has uploaded any content or posted any messages or information.

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Major Incident Notification

357.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

357.2 POLICY

The Barrington Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

357.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Deputy Chief. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Homicides
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Barrington official
- Arrest of Department employee or prominent Barrington official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths

357.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practical to the Chief and Deputy Chief. Notification should be made by calling the cell phone number first and then the home phone number.

357.4.1 STAFF NOTIFICATION

In the event an incident occurs as described in the Minimum Criteria for Notification section of this policy, the Chief of Police shall be notified along with the affected Deputy Chief and the Detective Sergeant if that division is affected.

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357.4.2 DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate detective.

357.4.3 TRAFFIC BUREAU NOTIFICATION

In the event of a traffic fatality or major injury, the Sergeant in charge of the Major Crash Investigation Team shall be notified, who will then authorize the contact of appropriate accident investigators.

357.4.4 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer (Deputy Chief) shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.

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Death Investigation

359.1 PURPOSE AND SCOPE

The investigation of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

359.2 INVESTIGATION CONSIDERATIONS

Death investigations require certain actions be taken. Paramedics shall be called in all suspected death cases unless the cause of death is obvious (e.g., when the subject has been decapitated or the body is decomposed). Officers are not authorized to pronounce death. A supervisor shall be notified in all death investigations. The Medical Examiner/Coroner should be notified in all deaths and shall be notified under those conditions listed below in this policy.

The responsible supervisor should determine whether follow-up investigation is required and ensure that a lead investigator is assigned when appropriate.

Only officers who have successfully completed the Illinois Law Enforcement Training and Standards Board (ILETSB) program in death and homicide investigations, or who have been granted a waiver by the board, shall be assigned as lead investigator on any death or homicide investigation (50 ILCS 705/10.11).

359.2.1 MEDICAL EXAMINER REQUEST

Every Medical Examiner has the responsibility to investigate the following as soon as he/she knows or is informed that the dead body of any person is found, or lying within his/her county, whose death is suspected of being (55 ILCS 5/3-3013):

(a) A sudden or violent death, whether apparently suicidal, homicidal, or accidental.

(b) A death due to a sex crime.

(c) A death where the circumstances are suspicious, obscure, mysterious, or otherwise unexplained or where, in the written opinion of the attending physician, the cause of death is not determined.

(d) A death where addiction to alcohol or to any drug may have been a contributory cause.

(e) A death where the decedent was not attended by a licensed physician.

The body shall not be disturbed or moved from the position or place of death without permission of the Medical Examiner.

359.2.2 SEARCHING DEAD BODIES

The Medical Examiner or Deputy Medical Examiner/Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in 55 ILCS 5/3-3013. The only exception is that an officer is permitted to search the body of a person killed in a traffic

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collision for the limited purpose of locating an anatomical donor card. If such a donor card is located, the Medical Examiner or Deputy Medical Examiner/Coroner shall be promptly notified. Should exigent circumstances indicate to an officer that any search of a known dead body is warranted prior to the arrival of the Medical Examiner or Deputy Medical Examiner/Coroner; the investigating officer shall first obtain verbal consent from the Medical Examiner or Deputy Medical Examiner/Coroner (55 ILCS 5/3 3019).

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the Medical Examiner/Coroner. The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Deputy Medical Examiner/Coroner, a receipt shall be obtained. This receipt shall be attached to the death report.

359.2.3 DEATH NOTIFICATION

When practical, and if not handled by the Medical Examiner's/Coroner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to make the notification. If a criminal investigation is proceeding, the Investigations Division shall be contacted to make the decision about notifications. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Coroner or Medical Examiner may be requested to make the notification. The Medical Examiner/Coroner needs to know if notification has been made. Assigned detectives may need to talk to the next-of-kin.

359.2.4 UNIDENTIFIED DEAD BODIES

If the identity of a dead body cannot be established after the Medical Examiner arrives, the Medical Examiner’s office will issue a “John Doe" or "Jane Doe” number for the report.

359.2.5 DEATH INVESTIGATION REPORTING

All incidents involving a death shall be documented on the appropriate form.

359.2.6 SUSPECTED HOMICIDE

If the initially assigned officer or Watch Commander suspects for any reason that the death involves a homicide or other suspicious circumstances, the Investigations Division shall be notified to determine the possible need for a detective, or MCAT, to respond to the scene for further immediate investigation, before notifications to Medical Examiner/Coroner or next of kin.

359.3 SPECIMEN SUBMISSION

As soon as possible, but no later than 30 days after receipt of any blood, buccal or tissue specimen from the Medical Examiner, the Investigation Deputy Chief shall ensure the specimen and department case number is submitted to an approved National DNA Index System (NDIS) participating laboratory within this state for analysis and categorizing into genetic marker groupings and that the results are submitted to the Illinois State Police (55 ILCS 5/3-3013).

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359.4 UNUSED MEDICATIONS

If an officer collects any unused prescription medication at the scene of a death investigation, the officer shall (210 ILCS 150/18(g)):

(a) Document the number or amount of medication to be disposed of.

(b) If the medication is collected as evidence, photograph the unused medication and its container or packaging, if available, and include the photograph and documentation with the report.

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Identity Theft

361.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

361.2 REPORTING

(a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft shall initiate a report for victims residing within the jurisdiction of this department (720 ILCS 5/16-35). For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:

1. For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he/she resides.

(b) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).

(c) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus and U.S. Postal Service with all known report numbers).

(d) Following supervisory review and departmental processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.

361.3 VICTIM ASSISTANCE

(a) Officers should provide all victims of identity theft with the Attorney General's Identity Theft Resource Guide.

(b) In a case where another person has been arrested, cited or charged in the victim's name, where a criminal complaint was filed against a perpetrator in the victim's name or where the victim's name has been mistakenly associated with a criminal conviction, the reporting officer should inform the victim of identity theft of his/her right to obtain an expedited judicial determination of factual innocence (720 ILCS 5/16-35(b)).

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Limited English Proficiency Services

367.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

367.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Barrington Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

367.2 POLICY

It is the policy of the Barrington Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

367.3 LEP COORDINATOR

The Chief of Police shall delegate certain responsibilities to an LEP Coordinator. The LEP Coordinator shall be appointed by, and directly responsible to, the Patrol Deputy Chief or the authorized designee.

The responsibilities of the LEP Coordinator include, but are not limited to:

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(a) Coordinating and implementing all aspects of the Barrington Police Department's LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Watch Commander and Communications Supervisor. The list should include information regarding the following:

1. Languages spoken
2. Contact information
3. Availability

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used by the Department to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding department LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

367.3.1 LANGUAGE LINE FORM

Barrington Police Deparment members in need of Languange Line services can make a request for service through CENCOM.

367.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which

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measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

367.5 TYPES OF LEP ASSISTANCE AVAILABLE

Barrington Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

367.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

367.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

367.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues

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involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other Village departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

367.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP Coordinator which demonstrates that their skills and abilities include:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

367.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other Village departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.

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- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

367.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

367.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

367.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Barrington Police Department will take reasonable steps and will work with the Department of Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

367.11.1 EMERGENCY CALLS TO 9-1-1

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed,

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the language is known and a qualified bilingual member is available in the Dispatch Center, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller's language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

367.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

367.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

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Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

367.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

367.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

367.16 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

367.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

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367.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Training Coordinator shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Coordinator shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

367.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Training Coordinator shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

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Communications with Persons with Disabilities

369.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

369.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified interpreters shall have a valid Illinois license to practice interpreting for the deaf (225 ILCS 443/15), unless they are exempt under 225 ILCS 443/25.

369.2 POLICY

It is the policy of the Barrington Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

369.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Chief of Police shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107). The ADA Coordinator shall be appointed by, and directly responsible, to the Patrol Deputy Chief or the authorized designee.

The responsibilities of the ADA Coordinator shall include, but not be limited to:

(a) Working with the Village ADA coordinator regarding the Barrington Police Department's efforts to ensure equal access to services, programs and activities.

(b) Developing reports, new procedures, or recommending modifications to this policy.

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(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

(d) Ensuring that a list of qualified interpreter services is maintained and available to each Watch Commander and Communications Supervisor. The list should include information regarding the following:

1. Contact information
2. Availability

(e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.

(g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

369.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

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369.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Barrington Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

369.6 TYPES OF ASSISTANCE AVAILABLE

Barrington Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

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Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

369.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

369.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speech reading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.

(b) Experienced in providing interpretation services related to law enforcement matters.

(c) Familiar with the use of VRS and/or video remote interpreting services.

(d) Certified in either American Sign Language (ASL) or Signed English (SE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

Nearby Interpreters—that have agreed to assist if they are available—As of Sept. 2015

Rita Taccona—Roselle, IL. 847-212-3215 rtacc@aol.com

Sally Koziar—Inverness, IL. 857-331-9444 Sakoziar@mac.com

AJ Bean—Schaumburg, IL. 847-650-4874 beanagain@gmail.com

State website for sign language interpreters—https://www2.illinois.gov/idhhc/Pages/interpreterlicensuredirectory.aspx

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369.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

369.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

369.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

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369.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

369.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

369.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.

(b) Exchange of written notes or communications.

(c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.

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(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.

(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

369.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

369.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

369.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter

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or forms in enlarged print, as appropriate. Complaints will be referred to the department ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

369.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

369.18 TRAINING

To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department will provide periodic training that should include:

(a) Awareness and understanding of this policy and related procedures, related forms and available resources.

(b) Procedures for accessing qualified interpreters and other available resources.

(c) Working with in-person and telephone interpreters and related equipment.

The Training Coordinator shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Coordinator shall maintain records of all training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

369.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, hard of hearing or who have speech impairments. Such training and information should include:

(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.

(b) ASL syntax and accepted abbreviations.

(c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.

(d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

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Training should be mandatory for all the Dispatch Center members who may have contact with individuals from the public who are deaf, hard of hearing or have impaired speech. Refresher training should occur every six months.

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Detainee Transportation

370.1 PURPOSE AND SCOPE

The purpose of this order is to establish procedures regarding the safety, security, and humane treatment of detainees while in transit, and to ensure the safety of Department employees and the public.

Handcuffs: Commercially produced chain link/hinged type cuff that can be double locked.

Disposable Flex Cuffs: Commercially produced plastic flexible band cuff with a one-way locking system.

Leg Irons: Commercially produced chain link type cuff of a size designed to be placed around the ankles of a detainee.

Humane Transport Belt: Commercially produced heavy-duty leather waist belt with a metal restraining ring for use with handcuffs, used in long distance transportation when it is impractical to have the detainee's hand cuffed behind his back.

370.1.1 DETAINEE SEARCHES

All adult and juvenile detainees shall be frisk searched every time they come into the custody of a transporting officer, including transportation to and from court or from one facility to another. A female officer or jail matron should search female detainees before being transported. If a female officer or jail matron is not available, the arresting or transporting officer may conduct the search.

Strip searches shall only be conducted by an officer of the same sex, and on premises where persons cannot observe the search who are not physically conducting the search. The prior approval of the Watch Commander shall be obtained.

No search of any body cavity, other than the mouth, shall be conducted without a search warrant. Any warrant authorizing a body cavity search shall specify that the search must be done under sanitary conditions and conducted either by, or under the supervision of a physician licensed to practice medicine in the State of Illinois.

370.1.2 SEARCH OF TRANSPORT VEHICLES

As a routine event, patrol officers must inspect their vehicles for duty readiness at the beginning of each shift. The inspection will include but not be limited to:

- The safety cage shall be securely in place and undamaged
- All windows intact and outer door latches in proper working order
- Rear seat door handles and window controls should be inoperable
- The interior shall be thoroughly searched to ensure that no weapons or contraband has been left or hidden within the vehicle

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- Any items (i.e., damage, missing/ inoperable equipment, weapons, and contraband) that are noted by the inspecting officer must be brought to the immediate attention of a supervisor

Investigators shall be responsible for an initial exterior and interior inspection of any unmarked investigative vehicle they intend to use during their shift. Any damage found must be reported to a supervisor.

Whenever a detainee is transported by a police vehicle, a thorough search of the vehicle must be done before and after completion of the transport. Any contraband located during the search of the vehicle should immediately be reported to a supervisor and the contraband inventoried according to Department policy and procedure.

370.1.3 TRANSPORTING DETAINEES IN VEHICLES

Detainees who are transported in a vehicle that has a safety barrier shall be secured in the rear seat, on the passenger side of the vehicle. No more than two (2) detainees shall be transported in the back seat of any police vehicle equipped with a safety barrier when only one (1) officer is present.

Detainees being transported in police vehicles that do not have a safety barrier shall be secured in the rear seat, on the passenger side of the vehicle. Two (2) officers should be present for the transport. When two (2) officers are present, the second officer may ride in the rear compartment with the detainee. (If doing this, the second officer should safely secure his firearm or sit with it away from the detainee.)

If circumstances are such that two (2) detainees are being transported. One detainee will be secured in the front seat, on the passenger side of the vehicle, and the other will be secured in the driver's side position, of the rear seat. The second transporting officer will sit on the passenger side in the rear seat with his firearm safely secured away from the detainees.

No detainee will be transported in a police vehicle without a safety barrier, when there is only one (1) officer present. All detainees shall be secured in the vehicle by the proper use of a seat belt.

370.1.4 VISUAL OBSERVATION OF DETAINEES

Transporting officers are responsible for maintaining visual contact with detainees throughout the transport process and are not relieved of this responsibility until custody of the detainee is transferred over to another officer, agency, or detention facility. In recognition of this responsibility, transporting officers are not allowed to respond to, or engage in, any other police activity, unless all of the following conditions are met:

- The request for service pertains to a life-threatening emergency.
- The response will not significantly jeopardize the safety of the detainee.

During long distance transports, detainees must be afforded reasonable opportunities to use toilet facilities. During these instances, visual contact may be briefly interrupted; however, officer(s) will remain close to the detainee and should position themselves to prevent escape. Toilet

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facilities must be thoroughly checked before allowing detainee use. Detainees must be thoroughly searched by transporting officer(s) before resuming transport.

During a long transport, when it is necessary to provide a meal for the detainee, the transporting officer(s) shall select the restaurant at their discretion on a random basis and shall obtain a receipt for the meal provided to the detainee. "Drive-through" type restaurant facilities should be used, if available.

370.1.5 DETAINEE COMMUNICATION WITH OTHERS

Officer(s) transporting detainees will not allow detainees to speak with family members, friends, or attorneys while being transported.

370.1.6 DETAINEE TRANSPORT TO ANOTHER FACILITY

An officer(s) transporting detainees from one facility to another will secure their firearms according to the policies of that facility. (At a facility with no provisions for firearm storage or no firearm storage policy, officers are to lock their firearms in the trunk of the police vehicle.) Remove detainee restraints at the direction of the personnel at that facility. Provide all necessary paperwork and documentation to the receiving facility to ensure a smooth transfer.

The transporting officer shall document on the Detainee Jail Log, the name of the agency, location, date and time along with obtaining the signature of the receiving officer to confirm the transfer of custody.

370.1.7 DETAINEE ESCAPE DURING TRANSPORT

Should a detainee escape during a transport, the responsibilities and duties of the transporting officer(s) will vary depending upon the jurisdictional area in which the escape takes place. If an escape occurs within the jurisdictional boundaries of the Barrington Police Department, the transporting officer(s) will take the following actions. The transporting officer(s) will immediately inform the dispatcher and Watch Commander about the escape and give the following information:

The location of the escape, the escapee's direction and mode of travel, the escapee's physical and clothing description, the pending charges against the escapee, apprehension efforts undertaken, and any other information that may be of assistance.

When appropriate, transporting officer(s) will advise neighboring jurisdiction and send out an ISPERN "Wanted broadcast."A Watch Commander will coordinate the local search for the escapee and he will be responsible for requesting outside assistance.

Transporting officers will submit a written report detailing the events and circumstances surrounding the detainees escape. Additional charges will be filed against the escapee and the necessary arrest warrants obtained, if the escapee is not located during the initial search.

If an escape takes place in a foreign jurisdiction, the transporting officer(s) is responsible for doing the following. The transporting officer(s) will immediately notify ISPERN of the escape and give the following information. The location of the escape, the escapee's direction and mode of travel,

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the escapee's physical and clothing description, the pending charges against the escape, and any other information that may be of assistance.

The transporting officer(s) will also notify the appropriate police agency of the area and give them the same information as given to ISPERN, if necessary. Transporting officer(s) will stand by the scene of the escape until the arrival of the jurisdictional police.

Transporting officer(s) will not initiate a search for an escapee without the knowledge and direction of the jurisdictional police agency. Transporting officer(s) will cooperate and lend their full assistance to the jurisdictional police agency.

Transporting officer(s), at their earliest opportunity, will contact the Watch Commander and advise him about the escape. Transporting officer(s) shall submit a written explanation to their Watch Commander concerning the details of the escape.

Additional charges will be filed against the escapee and the necessary arrest warrants obtained.

370.1.8 NOTIFICATION TO JUDGE OF SECURITY RISK

Officers are required to inform the judge (either in person or through the sheriff's deputies or court clerk) that a detainee transported into their courtroom is a security risk. This information will allow the judge to decide whether to use restraining devices in court or the need for additional officers for security purposes.

370.1.9 DETAINEE RESTRAINT DURING TRANSPORT

Whenever a detainee is placed under physical arrest and is to be transported for any reason or a detainee is being transported from this Department's facility to another facility, that person shall be handcuffed unless prevented due to medical reasons or if physically incapable.

Restraining devices shall be applied to the wrists of the detainee with the hands placed behind the detainee and palms facing away from each other. Restraining devices may be applied to the wrists with the hands positioned in the front of the detainee in some circumstances, such as when the detainee is:

- Physically incapable of placing their hands behind their backs
- Physically disabled
- Sick or injured to the extent that placing their hands behind their back would be impractical
- The detainee is elderly
- The detainee is in the advanced stages of pregnancy

In these circumstances, the detainee humane belt should be used.

In normal situations, two detainees will be restrained individually with their hands cuffed behind their back, palms facing outward. In emergencies, two detainees may be restrained with one

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handcuff. Detainees will be restrained by either left hand to left hand; right hand to right hand or by intertwining left arm to right arm.

Male detainees will not be handcuffed to female detainees. Detainees of the opposite sex will not be transported together. Juvenile detainees will not be handcuffed to adult detainees. Juvenile detainees will not be transported with adult detainees.

Whenever possible-restraining devices shall be double locked. Detainees shall not be handcuffed to any part of the transporting vehicle. When long distance transport is required, the humane transport belt should be used. Disposable flex cuffs may be used together with other restraining devices in instances involving high risk.

Mentally disturbed detainees may pose a significant threat to themselves and/or the transporting personnel. Mentally disturbed detainees may be restrained as appropriate, by handcuffs, leg restraints, seat belts or fire department restraint straps.

Straight jackets are not to be used for transporting detainees unless provided by and under the supervision of, emergency medical or psychiatric personnel. The types of restraints used on mentally disturbed detainees must be logged on the police report and any transfer documents.

Officers are allowed to use discretion when restraining disabled detainees. Restraints may be used on disabled detainees to the extent that the transporting officer reasonably feels they are necessary to prevent violence or escape, and the use of the restraints pose no undue hardship on the detainee.

370.1.10 TRANSPORTING DETAINEES OF THE OPPOSITE SEX

Whenever an officer transports a detainee of the opposite sex, the officer shall notify Communications of their present location, the intended destination, and the current transport vehicle mileage. The officer shall wait for an acknowledgment from Communications before starting the transport.

Upon arrival at the destination, the transporting officer shall notify Communications of the arrival and the current transport vehicle mileage. The officer will again get an acknowledgment from Communications.

Though the starting and ending times of the transport may be automatically documented on the recording tape in the Communications Center, the dispatcher will broadcast the times when the officer advises the starting and ending mileage.

When transporting a detainee of the opposite sex to or from outside the radio range of the Barrington Communications Center or when transporting great distances (over 50 miles), two officers shall be used for the transport. Female detainees should be transported with a female officer or matron present when the distance exceeds 50 miles or when out of radio range of the Communication Center. When a female officer or matron is unavailable, two (2) male officers shall be assigned.

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370.1.11 TRANSPORTING SICK, INJURED, OR DISABLED DETAINEES

If a person, who has been placed under physical arrest at the scene, requires immediate medical attention due to injury or illness, the arresting officer(s) shall notify their immediate supervisor and request Communications to notify the Barrington Fire Department to respond to the scene. If the detainee requires hospital emergency room treatment, he will be transported to a medical facility by ambulance. Detainees in need of medical attention will not be transported in squad cars, unless otherwise specified by a Watch Commander.

If the detainee refuses treatment and the attending paramedics decide that immediate treatment is not necessary, the detainee will be allowed to sign a release for the waiver of immediate treatment. If a detainee in the Department's Holding Facility requires immediate medical treatment due to illness or injury, the following procedure shall be followed:

Personnel discovering the medical need or having it brought to their attention will immediately notify the Watch Commander. Personnel shall immediately, or as soon as possible, notify the Barrington Fire Department of the need for assistance with a detainee's injury/illness.

Once called, the paramedics shall examine the detainee and decide whether the condition warrants transportation to the emergency room. If a detainee is transported to the emergency room, a sworn officer shall accompany the detainee to provide the necessary security. In all cases of detainee illness or injury, a supplemental report will be added to the case report setting forth all facts pertinent to the incident.

Physically and mentally disabled detainees may have conditions for their transport that dictate special care and attention. As in the transport of any detainee, the safety of the detainee and transporting officer(s) is primary. Therefore, in transporting a physically disabled detainee, special accommodations for transport may be required.

When it is not likely to preclude the safe, efficient, and secure transport of the detainee, a police squad should be used. When reason dictates that squad transport is inappropriate, the Barrington Fire Department should be notified to transport.

The arresting officer shall transport wheelchairs, crutches and prosthetic appliances to the Barrington Police Department. The arresting officer shall also transport insulin, medication and other necessary medical items to the Department.

Restraining devices may be used on physically disabled detainees. Mentally disabled detainees shall be transported via Barrington Fire Department ambulance.

Fire department personnel shall be responsible for deciding the need for special restraints to prevent a potentially dangerous mentally ill/disabled detainee from injuring themselves and/or police and fire department personnel. A police officer may escort or accompany the ambulance crew when authorized by a supervisor.

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370.1.12 DETAINEE SECURITY DURING MEDICAL CARE

Detainees who require medical treatment will be transported to the hospital by ambulance. Detainees will not be transported to the hospital by a police vehicle unless authorized by the Watch Commander.

Unless the detainee's medical condition or treatment procedures prevent the use of a restraining device, detainees will be handcuffed or restrained by another authorized method before their transportation in the ambulance. Under normal circumstances, one officer will ride in the ambulance with the detainee. If no officer rides in the ambulance, an officer will follow the ambulance to the hospital, unless the Watch Commander deems otherwise.

When an officer is assigned to follow the ambulance he will remain in constant radio contact with the paramedics via radio communications. The officer assigned to follow the ambulance will be advised immediately when any potential or actual security risk occurs within the transporting ambulance.

Officer(s) will remain with the detainee during medical treatment unless the attending physician requests the officer(s) to leave the treatment area. When this occurs, the officer(s) will position himself in a location to prevent escape.

The use of restraints on a detainee receiving medical care shall be at the discretion of the officer. The officer should base his decision on the circumstances at hand, the requests of medical personnel and the medical needs of the detainee. Generally, restraints should not be used if they will interfere with treatment or otherwise aggravate the detainee's condition.

After treatment has been provided and the detainee is released from the hospital, officer(s) will transport the detainee to the police station. Before transport, detainees will be searched. Restraints will be used, if they will not aggravate the detainee's condition or injury.

If a detainee is admitted for treatment, the officer(s) will immediately notify the Watch Commander. If the detainee is charged with, or is likely to be charged with, violation(s) of ordinance, conservation, traffic, or nonviolent misdemeanor offenses, physical security may not need to be provided by this Department.

The Watch Commander should make the decision whether an officer(s) will be needed to guard the detainee, based on the circumstances of the case. If no officer is assigned to guard the detainee, the Watch Commander should arrange with the hospital's administration and security personnel to place a "HOLD" on the detainee and to notify the Barrington Police Department before the detainee is to be released.

If the detainee is charged with, or is likely to be charged with, a felony or violent Misdemeanor, this Department should provide physical security. Security should be maintained by this Department, until such time, as either bail/bond requirements have been met or a competent authority (i.e., Cook County Sheriff, Lake County Sheriff, etc) has assumed responsibility.

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Officer(s) assigned to guard the detainee should be cautioned not to become lax while performing their duties. Long, tedious hours, with little activity, easily led to complacency and carelessness. Frequent rotations of officer(s) and close supervision by supervisors is recommended.

Any unusual occurrences should be recorded and passed on to the relieving officer(s), and also, the Watch Commander. Officer(s) should also be advised that detainees are not allowed visitors or phone calls and conversation with the detainee is to be kept to a minimum and limited only to medical personnel and officer(s) from this Department.

Before the detainee is released; the officer should obtain in writing and signed by the attending physician any instructions on future treatment and medication needed by the detainee. When released from treatment, the detainee's condition should be carefully documented on a supplemental report. All information pertinent to the detainee's condition, medical treatment and instructions about future treatment or medication should be included.

Before transporting the detainee back to the police department, the detainee shall be thoroughly searched. Restraints will be used on the detainee, if they do not aggravate the detainee's condition or injury.

370.1.13 SPECIAL DETAINEE TRANSPORT SITUATIONS

The Barrington Police Department will not transport a detainee to a funeral; to visit a critically ill person; to the reading of a will; etc., unless specifically instructed to do so by a court order.

370.1.14 VEHICLE SAFETY BARRIER/MODIFICATIONS TO PREVENT ESCAPE

All Barrington Police Department marked patrol vehicles used to transport prisoners shall be equipped with a steel or clear Plexiglas cage/safety barrier between the front and rear seats. All Barrington Police Department marked patrol vehicles shall be so designed or modified to prevent the occupants of the rear seat from opening the rear doors and windows without the aid of the vehicle operator.

370.1.15 IDENTIFICATION, DOCUMENTATION, AND SECURITY RISK

It is the responsibility of the officer(s) transporting a detainee to another facility to verify the identity of the detainee to be transported. Arrest reports, signatures, photographs or any other official documentation may be used to aid in identification.

When it becomes necessary to take physical custody of or receive a detainee from another jurisdiction/agency, the receiving officer(s) shall verify the identification of the detainee with accompanying written documentation. Detainees will not be accepted without proper identification and/or related documentation. If necessary, detainees will be held in custody and transport will be delayed until the identification of the detainee is established.

Officer(s) transporting detainees to a court appearance, medical facility or other law enforcement agency must take all documentation and personal property necessary to ensure a smooth transition from one facility to another. The documentation may include, but is not limited to:

- Complaints

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- Warrants
- Citations
- Sworn Affidavits
- Arrest Reports
- Criminal Histories
- LEADS Printout
- Copies of Police Reports
- Live-scan Finger Print Cards
- Detainee Jail Log

In situations where a detainee is to be transported to another facility including court, and the detainee has exhibited behavior that might suggest a potential for violence, suicide or escape, or if the detainee has a contagious or unusual illness. At least one of the following shall be attached to the transporting documents:

- Copy of the "Detainee Jail Record" with appropriate information highlighted
- Copy of a Supplemental Report describing the situation

370.1.16 BOND CALL RESPONSIBILITY

It shall be the responsibility of the arresting officer to insure that, when necessary, the detainee is presented to the court at a bond hearing at the prescribed time and date. The ultimate responsibility rests with the arresting officer's supervisor.

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Legal Process

372.1 PURPOSE AND SCOPE

The purpose of this order is to establish policies and procedures for handling the execution and documentation of warrant service and legal process.

372.1.1 DEFINITIONS

CIVIL PROCESS: Those writs, summonses, mandates, or other process issuing from a court of law concerning a cause of action of a civil nature. The term includes original, intermediate, and final process to be served by the agency in any action involving civil litigants.

CIVIL ARREST: an arrest made pursuant to a written order by a judge of a competent jurisdiction in a civil action or proceeding.

CRIMINAL PROCESS: Those writs, summonses, mandates, warrants or other process issuing from a court of law compelling a person to answer for a felony or misdemeanor. The term also includes process issued to aid in crime detection or suppression, such as search warrants.

DOMESTIC VIOLENCE LEGAL PROCESS: Those orders, writs, summonses, or other legal processes issued from or by a court of law concerning a cause under the Illinois Domestic Violence Act 750 ILCS 60/101 et seq., or 725 ILCS 5/112A-1 et seq.

EXECUTION: The performance of an act required by the writ, or other process commanding the seizure of a person or thing, as opposed to the mere delivery of an instrument without any concomitant seizure.

FOREIGN PROCESS: Any writ, warrant, mandate, order or other process, either civil or criminal originating in a different service jurisdiction and intended to be served in Department jurisdiction.

LEGAL PROCESS: Any item of civil or criminal process, which is valid on its face and is to be served or executed by the Department.

NOTICE TO APPEAR: A written request issued by a peace officer that a person appears before a court at a stated time and place.

SUMMONS: A written order issued by a court that commands a person to appear before a court at a stated time and place.

372.1.2 LEGAL PROCESS INFORMATION

Information regarding each item of legal process that the Department will handle shall be recorded including the following information:

- Date and time received by the Department
- Type of legal process (civil or criminal)Nature of the document (offense)
- Source of the document (court jurisdiction)
- Names of the complainant/plaintiff and/or, name of the respondent/defendant

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- Officer assigned for service
- Date of assignment
- Court docket number
- Date of service (if any)

372.1.3 SERVICE OF CIVIL PROCESS

No member of the Department shall serve any civil subpoena, warrant, writ, or summons, unless directly appointed by the court as a process server, or when directly ordered by the court in writing to make such service. This shall not apply to secondary or off-duty employment. Exceptions to this policy shall include requests submitted by:

- The Village of Barrington Liquor Commission
- Village Fire and Police Commission
- The Village attorney or a Village prosecutor
- Chief of Police

Domestic violence legal process as described in this Order (only in situations where the respondent/defendant has not yet been served by the Sheriff and, the complainant has a copy of the order of protection and, there is a legitimate need for the department to make the defendant aware of the order.)

- Summonses, warrants, orders and other civil process relating to or arising out of actions for violation of the ordinances of the villages served by the Department

When civil process service is ordered, or in case of an applicable exception, only a sworn officer shall be assigned to execute the legal process. The officer shall document the service by a written report. All civil subpoenas, writs, summonses not specifying a sworn department member, and presented for service to this Department shall be forwarded to the Records Division for return to the sender. All subpoenas duces tecum received by the Department will be forwarded to the Records Division. A copy will be sent to the persons named therein so that they are aware of the subpoena. For routine requests, the Records Division shall prepare the necessary reports, documents, materials, etc., for response to:

Lake County - the proper court, by mailing the documents to the courtroom specified in the subpoena

Cook County - the attorney requesting the information. Copies of the reports, documents, materials, etc. contained in the response shall be sent to the applicable prosecutor.

For subpoenas duces tecum requesting unusual items, consult with the appropriate prosecutors' office before returning the items.

Members of the Department occasionally receive court issued subpoenas to appear at civil proceedings. These subpoenas are generally requested by private counsel who issue a check

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for travel expenses. These checks are to be endorsed and "Pay to the order of the Village of Barrington" written on them, then forwarded with an explanation of the circumstances to the Deputy Chief. The member responding to the subpoena will be paid according to the pay plan.

372.1.4 CIVIL ARREST WARRANTS AND CIVIL SEIZURE OF PROPERTY

Civil arrest warrants, when they meet the criteria addressed above, shall be handled in the same manner as criminal arrest warrants. No member of the Department shall execute any civil writ requiring the seizure of real or personal property unless directly ordered to do so by the court.

372.1.5 CRIMINAL WARRANTS

The Department will execute criminal warrants for felonies, misdemeanors, and Village ordinances, where the penalty of the corresponding misdemeanor statute includes the potential of incarceration.

Officers will normally only execute Department warrants within the geographical limits of the Village of Barrington. Officers may only execute Department warrants outside the police jurisdiction with the specific permission of their supervisor, and/or knowledge of the on-duty Watch Commander. Officers shall not serve foreign Department warrants outside the Village limits of Barrington unless working in conjunction with that foreign Department and with the prior knowledge of the Chief of Police.

When obtaining a Misdemeanor arrest warrant (bond forfeiture or for an offense other than those listed below) in Cook County, request from the issuing Judge, through the Assistant State's Attorney, that he restrict the geographical locations where the warrant may be served to Cook, Lake, McHenry, Kane, DuPage, and Will counties.

For the following misdemeanor offenses, the Assistant States Attorney will not restrict the geographical limitations and they will be made valid statewide. Domestic Battery, Violation of an Order of Protection, D.U.I., Criminal Sexual Abuse, Indecent Solicitation of a Child, Sexual exploitation of a Child, and Endangering the Life or Health of a Child.

When obtaining a Local Ordinance arrest warrant (bond forfeiture or otherwise) request from the issuing judge, through the Village Prosecutor, that he restrict the geographical locations where the warrant may be served to Cook, Lake, McHenry, Kane, DuPage, and Will counties.

Local Ordinance arrest warrants will normally only be obtained for offenses where the corresponding misdemeanor statute includes the potential for incarceration.

For a Felony arrest warrant in Cook County, the issuing Judge will restrict the geographical locations where the warrant may be served to state wide.

At the time this order is issued, arrest warrants in Lake County will not be restricted as far as geographical limitations for execution.

Foreign Department warrants will be returned to the originating agency after 30 days if they have not been successfully executed.

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Department warrants will be kept as long as they remain valid. The validity will be periodically checked through the appropriate county's court clerk.

A minimum of two (2) officers (more if safety requires) will be assigned to serve a warrant. Although a uniformed officer is not required, plain clothed officers should consider the identification safety factor of having a uniformed officer accompany them when serving a warrant.

When executing warrants outside this jurisdiction, officers will notify the department having jurisdiction. They should consider requesting a uniformed officer from that department to be present. In rare incidents an officer may require additional emergency assistance in effecting an arrest. Illinois Compiled Statutes (ILCS) Chapter 725, Act 5, Section 5/107-8 allows an officer to summon aid from citizens.

Members of the Department will not deliver summonses unless meeting the criteria of SERVICE OF CIVIL PROCESS. Whenever an officer is authorized to arrest a person without a warrant he may instead issue that person a "notice to appear." That notice shall:

- Be in writing
- State the name of the person and his address, if known
- Set forth the nature of the offense
- Be signed by the officer issuing the notice
- Request the person to appear before a court at a certain time and place
- The person should be notified that failure to appear may result in the issuance of a warrant.

Officers shall not use the "notice to appear" provision if the offense is:

- A jailable offense
- Requires a mandatory court appearance.

The use of force is addressed in policy USE OF FORCE.

See "Persons exempt from arrest" 725 ILCS 5/107-7. It generally covers foreign diplomats, consular officials, legislators, and certain military personnel.

372.1.6 ARREST WARRANT EXECUTION

Only sworn officers of the department will execute civil or criminal arrest or search warrants.

372.1.7 CIVIL PROCESS PROPERTY DISPOSITION

Although the Department generally does not serve documents of legal process which result in their seizure of property, there may be an occasion when the Department does become the benefactor of property seizures. Should the Department receive any property because of civil legal process, the property shall be:

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- Properly recorded on official police reports how it came into the possession of the Department
- Properly inventoried if placed in use by the Department
- If property is disposed of by the Department, it shall be properly processed as surplus property according to the applicable state statute and current Department policy

372.1.8 CRIMINAL WARRANTS MAINTAINED

The Police Department's valid warrants shall be stored in a warrant file located in the Communication Center(Cencom). Cencom, upon receiving a Department warrant, will verify the validity of the warrant through the appropriate county clerk's office. Warrants obtained from the Circuit Court of Lake County are maintained and entered into LEADS/NCIC by the Lake County Sheriff.

When the Records section receives a warrant, the records clerk will;

Make a copy to be maintained in a separate active warrant file in the Records Section. Give the originals to the afternoon Watch Commander who will decide how best the document will be served considering manpower and safety.

After the Department has had the warrant for 30 days and not made successful execution, it should be returned, by the assigned officer, to the Records section. Officers attempting execution of the warrant shall confirm the validity of the warrant (with the originating agency) and its information before attempting execution. Warrants are accessible to Department personnel when the records department is open. Otherwise, Cencom will have copies. The Records section shall be responsible for accurate and up to date maintenance of Department warrants.

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First Response Advanced Clotting Sponge (QUIKCLOT)

374.1 PURPOSE AND SCOPE- DEFINITIONS

The purpose of this policy is to define guidelines governing the carrying and use of QuikClot products. This procedure shall apply to all police personnel who carry and/or utilize QuikClot products.

As a First Responder, police personnel may be required to render medical aid to traumatic wound victims. Blood loss is the primary cause of death in traumatic wound victims. QuikClot products are provided to police personnel as a tool to enhance effectiveness of medical aid to victims of traumatic wounds.

DEFINITIONS:

QUICKCLOT HEMOSTATIC AGENT: A sterile, traumatic wound treatment that rapidly arrests high-volume blood loss and achieves homeostasis in large wounds, arresting the hemorrhage. QuikClot products affect coagulation in moderate-to-severe wounds, including high-volume venous and arterial bleeding.

HEMORRAGE: High-volume blood loss.

COAGULATION: Clotting of blood.

374.1.1 PROCEDURE

Police personnel shall use QuikClot products only after instruction in the proper use of the product:

- Always use universal precautions when exposed to blood. Do not ingest or inhale QuikClot products. Keep the product away from face when opening or pouring. If ingested, drink two or more glasses of water and seek medical help. If inhaled, move to open air or a well- ventilated space.
- Sterility is not guaranteed if package is damaged or opened
- Safely discard
- Keep QuikClot out of the reach of children
- Do not store QuikClot products in direct sunlight
- Directions for use can be found on the outside of the product package

Also refer to Policy on Blood-borne Pathogens.

374.1.2 MAINTENANCE

QuikClot products shall be stored and maintained in accordance with the manufacturers instructions. Police personnel involved in an incident that requires the use of QuikClot products shall notify the fire department for follow up.

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The use of QuikClot products to render medical aid shall be documented. A report may be initiated for the use alone or use may be documented within the General Case Report for the original incident (shooting, stabbing, motor vehicle crash, etc.).

Notify the Supervisor if a QuikClot product was used in the field. Also, notify a Supervisor if the QuikClot product is discovered opened, damaged, expired, or defective. Supervisors shall inspect QuikClot products for damage, defects, or expiration during inspection.

374.1.3 TRAINING

The Police Department will provide training and instruction in the use and care of QuikClot products by a department trainer.

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Roadside Safety Checks

378.1 PURPOSE AND SCOPE

To establish procedures to be followed by members of the Barrington Police Department in conducting Roadside Safety Checks. The Department will promote safety of those using the public highways and provide a deterrent for those who might violate statutes contained in the Illinois Vehicle Code. Roadside safety checks will be used to specifically enforce 625 ILCS 5/11-501 (Driving Under the Influence of Alcohol), 625 ILCS 5/6-101 (No Valid Operators License), and 625 ILCS 5/12-101 (Unsafe Equipment) 625 ILCS 5/12-603 (Seat Belts), and 625 ILCS 25 (Child Safety Seat).

Roadside Safety Checks are to identify persons who are operating a vehicle: under the influence of alcohol, drugs or a combination thereof; without a valid driver's license; with defective equipment, with occupants not wearing seatbelts, and with children not in the appropriate child safety seat.

378.1.1 AUTHORITY/OBJECTIVES

In conjunction with the authority granted by Illinois State Statutes and rulings of the Illinois Supreme Court as they pertain to the aforementioned violations, the Barrington Police Department will enforce provisions of the Illinois Vehicle Code in good faith.

378.1.2 PROCEDURE

Roadside Safety Checks will be conducted by uniformed officers and the procedures used should be measured against the following considerations and priorities:

- Enhancement of officer and motorist safety
- Avoidance of undue inconvenience to the public
- The deterrent effect created by the safety check

Pre-Detail requirements will be as follows:

The Chief of Police or his designee will prepare an Operational Plan which will detail where the check is to take place, and the number of personnel that are assigned to the detail. The Operational Plan will be reviewed and approved by the Chief of Police prior to implementation.

The location of the safety check should have a history of being a high violation area or have a history of being an accident risk area. The time, date and location of the safety check will be specified in the plan submitted for review.

Arrangements will be made between the check site and Communications to assure the safety of the officers on the scene and for the purpose of checking licenses and for warrants when necessary. If possible, Barrington Hills PD and Cencom should be advised there may be a high volume of radio traffic on the main frequency.

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At least two marked squad cars which contain Mobile Data Computers should be assigned to the safety check to reduce radio traffic and to allow for easy access to the Secretary of State and other computerized files.

The sequence of vehicles that are to be stopped will be detailed in the Operational Plan submitted for review. (I.e. every third, fifth, or tenth vehicle and this must be uniformly applied.) The detail supervisor will be the only person allowed to adjust the plan once the safety check is in effect. Any changes to the plan will be documented in writing by the supervisor.

Prior to the safety check the detail supervisor will publish the check through the media via press release. This is done to enhance the deterrent effects. The location of the detail will only be given out with the permission of the Chief of Police and should be dependent on whether identifying the location is felt to be advantageous or detrimental to the over all results of the detail.

The site should fulfill the following minimum requirements:

The site should be selected for its safety aspects and for visibility to oncoming motorists. Ample room should be available for police and subject vehicles as well as a secondary screening area. The site should not interfere with business and residential driveways, alleys and intersecting streets or highways. It should have good drainage, and all parking and roadway areas free from hazards.

Adequate advance warning signs and sufficient lighting should be used so as to assure officer and motorist safety. An area should be set up to handle processing and bonding procedures that do not require transporting an individual to the Police Department. The area selected provides a reduced opportunity for avoiding or escaping the check site. The detail supervisor and all other assigned personnel and equipment will be in place and operational prior to the first subject vehicle being stopped.

At the scene of the safety check, traffic will be directed using the appropriate procedures described in the Operational Plan. The detail supervisor will ensure that the following are in place prior to the start of the detail:

- Provisions to ensure officer and motorist safety
- Efficient operation of the site and related equipment
- Uniformed officers and fully marked police vehicles are in sufficient quantity and visibility to show the presence of legal authority
- At least one officer is designated as the detail supervisor and is present on the scene the entire time the safety check is in operation, so as to guide operations.

In addition to officer safety and alertness, an important aspect of the roadside safety check is that the assigned police officers conduct themselves in a courteous manner.

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378.1.3 PROCEDURES AT CHECKPOINT SITE

The checking procedures used should be thorough, while at the same time causing minimum delay to the motorist. The driver's license presented will be run through S.O.S/LEADS to determine its validity. At this time officers should also check that the vehicle operator has proof of current insurance.

Every (random number to be determined in the Operational Plan) will be automatically sent to the screening area for review. If the first officer has reason to believe that a driver is in violation of the law, the driver should be directed to the secondary screening area and appropriate enforcement action should be taken.

If, in connection with the roadside safety check, an officer detects a violation or should acquire probable cause to believe that an offense has been committed or observes contraband in plain view, appropriate enforcement action will be taken.

When speaking with the driver of the vehicle, the officer will listen for speech difficulties and look for any signs that may indicate intoxication. If there is an indication of possible intoxication, the officer should direct the person to the secondary screening area, if feasible, to conduct field sobriety testing. If this is not possible, the test may be conducted at the place the vehicle is stopped.

If a subject is found to be intoxicated, the investigating officer will issue the ticket for DUI and complete the Alcohol Influence Report. The defendant will be transported back to the Police Department where the subject will be processed.

Traffic should not be allowed to accumulate, since traffic congestion defeats the purpose of the checkpoint operation.

378.1.4 OTHER LAW ENFORCEMENT AGENCIES

The Chief of Police at his discretion may involve other Law Enforcement Agencies to assist in the Roadside Safety Check. Officers from these departments will be provided a copy of the Operational Plan and will be expected to abide by the plan.

With approval of the Chief of Police or his designee, members of the Barrington Police Department may assist other Municipal, County and State Police with Roadside Safety Checks within their jurisdiction.

378.1.5 POST DETAIL REQUIREMENTS

At the conclusion of the detail, the Supervisor in charge of the safety check will complete a Roadside Safety Check Detail Report. This report will be forwarded to the Chief of Police through the chain of command for approval and for subsequent press releases.

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Child and Dependent Adult Safety

379.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

379.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Barrington Police Department will endeavor to create a strong cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

379.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, the officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

The officer shall assist the arrestee in the placement of the children or dependent adult with a relative or other responsible person designated by the arrestee. If the officer has reasonable cause to believe that a child may be a neglected child as defined in the Abused and Neglected Child Reporting Act, he/she shall report it immediately to the Department of Children and Family Services (725 ILCS 5/107-2(2)).

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

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Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

379.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

    1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

    1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify the Illinois Department of Children and Family Services, if appropriate.

(e) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

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379.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law.

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

379.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting employee will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b) For all arrests where dependent adults are present or living in the household, the reporting employee will document the following information:

1. Name
2. Sex
3. Age
4. Whether he/she reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

379.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

379.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate.

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Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

379.5 TRAINING

The Training Coordinator is responsible to ensure that all personnel of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

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Service Animals

381.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

381.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, the horse is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i); 720 ILCS 5/48-8).

Service animal also includes any animal that is trained in obedience and task skills to meet the needs of a person with a disability or that is trained or being trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, an autism service animal, or an animal trained for any other physical, mental or intellectual disability (510 ILCS 70/2.01c; 720 ILCS 5/48-8).

381.2 POLICY

It is the policy of the Barrington Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

381.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.

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- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or to follow daily routines.

381.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed (720 ILCS 5/48-8; 775 ILCS 30/3). Department members are expected to treat individuals with service animals with the same courtesy and respect that the Barrington Police Department affords to all members of the public (28 CFR 35.136).

381.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

381.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

381.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to

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an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

381.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

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Abandoned Newborn Infant Protection

383.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper managing of incidents of newborn infant abandonment according to the Abandoned Newborn Infant Protection Act (325 ILCS 2/10).

383.2 ACCEPTANCE

Officers must accept a newborn infant relinquished at the Department (325 ILCS 2/20 (c)). The State of Illinois defines a newborn infant as a child who a licensed physician reasonably believes is 30 days old or less at the time the child is initially relinquished (325 ILCS 2/10). Although a person relinquishing a newborn infant retains the right to limited immunity and anonymity, officers should request the person's personal information. Absent any other information, officers should attempt to obtain any known medical information about the newborn infant. Any information obtained should be documented in the report and, if appropriate, transmitted to the hospital or medical facility to which the newborn infant is taken.

If there is no evidence of abuse or neglect of the newborn infant, the relinquishing person has the right to remain anonymous and leave the premises at any time without being pursued or followed. The act of relinquishing a newborn infant does not, in and of itself, constitute a basis for a finding of abuse, neglect or abandonment. If there is suspected abuse or neglect that is not based solely on the newborn infant's relinquishment, the relinquishing person no longer has the right to remain anonymous (325 ILCS 2/30).

383.3 MEDICAL CONSIDERATIONS

After accepting a relinquished newborn infant the officer will request paramedics for a medical evaluation and transportation to the nearest hospital (325 ILCS 2/20 (c)). If the infant is not being transported by the paramedics, the officer will see that transportation of the infant to the nearest hospital is accomplished as soon as transportation can be arranged. Newborn infants will not be transported in a department vehicle equipped with a prisoner screen or in any department vehicle without the appropriate child safety restraint and/or which does not allow for the proper placement of such child safety restraint.

383.4 NOTICE TO RELINQUISHING PERSON

When accepting a newborn infant, officers will offer the relinquishing person an information packet prepared and maintained by the Department for this purpose (325 ILCS 2/35). If possible, the employee will also inform the relinquishing person of the following:

- His/her acceptance of the information is completely voluntary.
- Registration with the Illinois Adoption Registry and Medical Information Exchange is voluntary.
- He/she will remain anonymous if they complete a Denial of Information Exchange.

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- He/she has the option to provide medical information only and still remain anonymous.
- By relinquishing the child anonymously, he/she will have to petition the court of jurisdiction if he/she desires to prevent the termination of parental rights and regain custody of the child.

383.4.1 SUPERVISOR NOTIFICATION
When accepting a newborn infant, officers will notify their immediate supervisor as soon as practical.

383.4.2 DOCUMENTATION
When accepting a newborn infant, officers will generate a report and document all pertinent information.

383.5 RIGHT OF PARENT TO RETURN

If the parent of a relinquished newborn infant returns to reclaim the infant within 72 hours after relinquishing the infant at the Department, an officer must inform the parent of the name and location of the hospital where the infant was transported (325 ILCS 2/20 (c)).

383.6 INFORMATION DISCLOSURE

Employees will not publicly disclose any information concerning the relinquishment of a newborn infant and the individuals involved, except as otherwise provided by law (325 ILCS 2/37).

383.7 INVESTIGATIVE RESPONSIBILITIES

Neither a child protective investigation nor a criminal investigation should be initiated solely because a newborn infant is relinquished (325 ILCS 2/25 (c)).

After accepting a newborn infant, or upon being contacted to assist in regards to a newborn infant relinquished elsewhere, the handling employee should take the necessary steps to ensure that the infant is not a missing child.

If there is suspected child abuse or neglect that is not based solely on the newborn infant's relinquishment, as mandated reporters under the Abused and Neglected Child Reporting Act officers shall report their observations (325 ILCS 2/25(b)). In this instance, officers shall begin their criminal investigation.

383.8 REQUIRED SIGNAGE

The Administration Deputy Chief will ensure that an appropriate sign is posted in a conspicuous place on the exterior of the police facility informing persons that a newborn infant may be relinquished at the facility. The sign and its placement will comply with the prescribed specifications to ensure statewide uniformity (325 ILCS 2/22).

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Off-Duty Law Enforcement Actions

387.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Barrington Police Department with respect to taking law enforcement action while off-duty.

387.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

387.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs or medication or any combination thereof that would tend to adversely affect the officer's senses or judgment.

387.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.

(b) The inability to communicate with responding units.

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(c) The lack of equipment, such as handcuffs, OC or baton.

(d) The lack of cover.

(e) The potential for increased risk to bystanders if the off-duty officer were to intervene.

(f) Unfamiliarity with the surroundings.

(g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

387.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the officer should attempt to call, or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an Barrington Police Department officer until acknowledged. Official identification should also be displayed.

387.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

387.4.3 NON-SWORN RESPONSIBILITIES

Non-sworn personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

387.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

387.5 REPORTING

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

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Student Internship Program

388.1 PURPOSE AND SCOPE

To afford students the opportunity to observe and participate in the various functions of the Department so that they may compare, analyze, and gain appreciation for the many functions of a professional law enforcement agency and it's inter-relationships with other components of the criminal justice system.

388.1.1 PROCEDURE

The Barrington Police Department will cooperate with educational institutions to provide an unpaid supervised internship experience for students. Participation shall be limited to college/university students persuing an Associates Degree of Bachelors Degree in a criminal justice related field.

388.1.2 PROGRAM OBJECTIVES

The objectives of the Department's Student Internship Program shall include, but not be limited to:

A. Providing the intern with an introduction to a professional laws enforcement agency and allowing them to develop an understanding of the inter-relationship between all components of the criminal justice system.

B. Allowing the intern to experience and develop an understanding of the various management and supervisory styles that exist with a law enforcement agency.

C. Allowing the intern to experience and develop an understanding of the communications, decision making, and problem solving mechanisms that are utilized within the Department.

D. Providing an opportunity for the intern to correlate theory with practice within the law enforcement setting, utilizing the philosophy and methods obtained from various training and skill development.

E. Allowing the intern to develop interviewing, counseling, and report writing skills.

388.1.3 INTERNSHIP COORDINATOR RESPONSIBILITIES

The Records Department Supervisor shall serve as the Department's Internship Coordinator, and shall have the following resposibilities:

A. Serve as the primary liason between the Department and the class coordinator from the sponsoring institution.

B. Ensure that all written documents are completed prior to the start date of the internship.

C. Orient the intern as to the Department's expectations of appropriate dress, policies pertaining to confidentiality of records, and any other types of significant behaviors appropriate to the internship experience.

D. Develop a formal or informal training program to familiarize the student intern with the functions and operations of the department, and allow the student intern sufficient exposure to other components of the criminal justice system.

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E. Coordinate the assignment of the intern to Department Divisions.

F. Ensure that supervisors provide adequate supervision of the intern while assigned to individual divisions.

G. Allow the intern to become sufficiently involved with the clients served by the Department and participate in home visits, conferences, interviews, and training sessions, etc.

H. Familiarize the student with the various community resources and professional services used by staff members.

I. Review and evaluate all reports completed by the intern prior to submission to the intern's educational institution(ensuring they are accurate and do not contain confidential information).

J. Complete all evaluations regarding intern performance, or other forms as requested by the sponsoring educational institution.

388.1.4 APPLICATION PROCESS

As a matter of policy, the Department shall not consider any individual for an internship unless the request is initiated by telephone, or in writing, from the educational institution which will be sponsoring the student. No more than one student shall be allowed to participate in the Student Internship Program at a time.

A student who is applying to participate in an internship with the Department shall be required to submit a formal written resume containing the following information:

A. Name and date of birth.

B. Home address and telephone number.

C. School address and telephone number.

D. List of all schools attended and dates of attendance.

E. Degrees or certificates obtained, if any.

F. Employment experience including start and end dates.

G. Extra-curricular activities(organizations, offices held, and years of participation).

H. The names and telephone numbers of three(3) responsible adults(no relatives) who have known the applicant for at least two(2) years.

Upon receipt of an internship applicant's resume, the Records Division Supervisor shall schedule a face-to-face interview. The purpose of the interview shall include, but no be limited to determining the applicant's needs, determining the applicant's interest in lae enforcement, assessing the applicant's capabilities for performing under the circumstances of the intership assignment, and reviewing all forms and documents from the educational institution required to be completed by a Department representative.

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388.1.5 APPLICANT ACCEPTANCE

The Chief of Police or his designee shall make the final determination as to the acceptance of an applicant for the Department Student Internship Program. A written letter of acceptance shall be mailed to the educational institution and the applicant specifying the agreed duration of the internship, and the starting and ending dates of the program. Accepted applicants shall be required to provide written certification of coverage under a medical insurance policy. The student shall sign the Barrington Police Department's Participant Liability Waiver and Hold Harmless Agreement and submit it to the Records Division Supervisor prior to commencing the internship.

388.1.6 INTERNSHIP RULES OF CONDUCT

All students participating in the Department's Student Internship Program shall comply with all Village and Department rules and regulations. The Chief of Police or his designee shall have the authority to terminate the internship of a student at any time for violation of any of the rules governing the program.

The following rules of conduct shall apply to all students participating in the Department's Student Internship Program:

A. During the course of Department business, interns shall act as interested observers, unless otherwise instructed by Department personnel.

B. Any official information learned while serving as an intern shall be considered confidential and shall not be divulged to any person not affiliated with the Department.

C. Interns shall not represent themselves as a Police Officer, or as a member of the Barrington Police Department.

D. Interns shall not take it upon themselves to conduct seperate investigations of any official matters while on duty, or after hours, unless specifically instructed to do so by the Internship Coordinator.

E. The carrying of a firearm or any other weapon while participating in the Student Internship Program is strictly prohibited.

F. Interns shall dress appropriately for the assignment they are performing. Generally, attire appropriate for a business office is acceptable.

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NARCAN (NALOXONE) ADMINISTRATION PROGRAM

389.1 PURPOSE

To establish guidelines and regulations governing utilization of the Narcan (Naloxone) administered by the Barrington Police Department.

The objective is to treat and reduce fatalities due to opioid overdoses.

389.2 POLICY

It is the policy of the Barrington Police Department that officers may administer Narcan (Naloxone) in accordance within the mandated training guidelines as determined and provided by the Lake County Health Department and pursuant to 20 ILCS 301/5-23 (Public Act 096-0361).

389.3 PROCEDURE

(a) Deployment

1. The Barrington Police Department will ensure Narcan (Naloxone) kits are stored in a manner that it is immediately available to trained first responder police personnel and properly safeguarded from extreme temperature changes that may affect the effectiveness and integrity of the medication.

(b) Narcan Use

1. Officers will use universal precautions and protections from blood borne pathogens and communicable diseases when administering Narcan (Naloxone); and administer the medication following the established training guidelines following a patient assessment; which may include but may not be limited to determining unresponsiveness and other indications of an opiate induced overdose.
2. Officer(s) will inform the telecommunicator that the patient is in a potential overdose state and request an ambulance.
3. Officers shall follow the protocol and training guidelines as provided by Lake County Health Department Narcan (Naloxone) training and in compliance with Illinois Compiled Statutes 20 ILCS 301/5-2
4. Officer will immediately inform responding EMS/Paramedics that they have administered Narcan (Naloxone) and the number of doses used.
5. Disposal.Officer(s)willtreattheusedEvzioinjectorunitasabiohazard/sharps hazard. Deposit the used cartridge with the paramedics.

(c) Maintenance/Replacement

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1. Narcan kits should be carried "on person" when practical and maintained in officer's bags to ensure consistent/proper temperature levels to avoid degrading Narcan (Naloxone) effectiveness.
2. Narcan (Naloxone) kit inspection is an individual officer responsibility.
3. A lost, damaged, or deployed Narcan (Naloxone) kit will be reported to the officer’s immediate supervisor and forwarded to the department’s Narcan coordinator for replacement.

(d) Documentation/Narcan Report

1. Following Narcan (Naloxone) administration, the officer shall submit a general case report detailing the nature of the incident, the care the patient received and the fact that the Narcan (Naloxone) was deployed.
2. A copy of the Drug Overdose Reversal and Naloxone Administartion Form will also be completed and faxed to the Narcan (Naloxone) program coordinator at the Lake County Health Department for statistical value and tracking and in compliance with program guidelines and Illinois Compiled Statutes 20 ILCS 301/5-23. See attachment for the form.

See attachment: Naloxone Form.pdf

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Workplace Violence

390.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines for responding to incidents involving workplace violence.

390.1.1 DEFINITIONS

Definitions related to this policy include:

Workplace violence - The commission or threatened commission of an act of violence, harassment or stalking as defined under the Illinois Criminal Code of 2012 against a person at his/her place of work. Place of work means any property that is owned or leased by the employer and at which the official business of the employer is conducted, as defined by the Workplace Violence Prevention Act (820 ILCS 275/10).

390.2 POLICY

It is the policy of this department to investigate workplace violence as a serious crime and to facilitate employer and victim access to appropriate civil remedies and community resources whenever feasible.

390.3 INVESTIGATIONS

The following guidelines should be followed by officers when investigating workplace violence cases:

(a) Calls of reported, threatened, imminent or ongoing workplace violence may also involve incidents of domestic violence. Members should consider whether a related domestic violence investigation should also be conducted, as provided in the Domestic Violence Policy.

(b) Members should take reasonable steps to prevent any further workplace violence, including making an arrest where appropriate.

(c) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.

(d) Officers should advise the employer and victim about seeking medical attention and preserving evidence (specifically including photographs of injury or damage).

(e) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

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(f) All responses to calls of workplace violence should be documented in an appropriate report.

390.4 EMPLOYER AND VICTIM ASSISTANCE

Officers should:

(a) If a suspect is arrested, advise the employer and victim that there is no guarantee the suspect will remain in custody.

1. Members should also provide the employer's and victim's contact information to the jail staff to enable notification upon the suspect's release from jail.

(b) If no arrest is made, inform the victim of the victim's right to request that a criminal proceeding be initiated where appropriate, including specific times and places for meeting with the State's Attorney's office, a warrant officer or other official in accordance with local procedure.

(c) Provide the victim with the department's domestic violence information handout, if appropriate.

(d) Advise the parties of available resources, such as victim advocates, shelters or other community resources.

(e) Accompany the victim to his/her place of residence for a reasonable period of time to remove essential items of personal property if appropriate.

(f) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.

(g) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.

(h) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(i) Assist the employer and victim in obtaining an emergency order if appropriate.

1. Victims may require assistance with transportation to apply for an emergency order of protection.

2. Employers may apply for workplace protection orders if any act of violence, harassment or stalking has been carried out or threatened to be carried out at the workplace (820 ILCS 275/15).

(j) Officers who are investigating a workplace violence incident and encounter a workplace violence suspect who is on bail or bond for a domestic violence arrest, should attempt to determine if there are reasonable grounds to believe that the individual is violating a condition of bond or bail, for example by making contact or

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communicating with a domestic violence victim within 72 hours of release (725 ILCS 5/110-10(d)).

390.5 REPORTS AND RECORDS

The Barrington Police Department is required to record, compile and report to the Illinois State Police information regarding workplace crimes (750 ILCS 60/303).

(a) Officers shall include in their reports the employer's and victim's statements as to the frequency and severity of prior incidents of violence, harassment or stalking by the person and the number of prior calls for law enforcement assistance.

(b) The Records Supervisor shall maintain and periodically report workplace violence information in the form and manner required by the Illinois State Police.

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Canines

391.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services to the community, including but not limited to locating individuals and contraband and apprehending criminal offenders.

391.2 POLICY

It is the policy of the Barrington Police Department that department members are allowed to use canines to carry out legitimate law enforcement objectives.

391.3 REQUESTS FOR CANINE TEAMS

Patrol Division members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Patrol Division shall be reviewed by the Watch Commander.

391.3.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Watch Commander and are subject to the following:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

(c) Calling out off-duty canine teams is discouraged.

(d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.

(e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

391.3.2 PUBLIC DEMONSTRATIONS

All public requests for a canine team shall be reviewed and, if appropriate, approved by the Chief or Deputy Chief prior to making any commitment. The canine handler will be involved with coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so.

391.4 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has either committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.

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(b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Watch Commander. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

391.4.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

(a) The nature and seriousness of the suspected offense.

(b) Whether violence or weapons were used or are anticipated.

(c) The degree of resistance or threatened resistance, if any, the suspect has shown.

(d) The suspect’s known or perceived age.

(e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.

(f) Any potential danger to the public and/or other officers at the scene if the canine is released.

(g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

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It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

391.4.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

391.4.3 REPORTING DEPLOYMENTS, BITES AND INJURIES

Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in a report. The injured person shall be promptly treated by emergency medical services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to a supervisor. Unintended bites or injuries caused by a canine should be documented in a report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Canines used by law enforcement agencies are generally exempt from impoundment and reporting requirements (510 ILCS 5/13(b). The canine shall be under observation for 10 days following any bite. The observation shall consist of the canine being locked in a kennel, performing its official duties in a law enforcement vehicle or remaining under the constant supervision of its handler.

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391.5 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

(a) Absent a change in circumstances that presents an immediate threat to officers, the canine, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

(b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

(c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

391.5.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

391.5.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The search of vehicles, buildings, bags and other articles.

(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

391.5.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

(a) Assisting in the search of a building, structure, area, vehicle or article where an actual or suspected explosive device has been reported or located.

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(b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).

(c) Preventive searches at special events, VIP visits, official buildings and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.

(d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

391.6 CANINE RETIREMENT

When the Patrol Deputy Chief determines a canine is no longer fit for duty it shall be offered to the handler assigned to the animal during its service. If the handler does not wish to keep the dog, the Patrol Deputy Chief should offer the canine to another employee of the Barrington Police Department, or to a nonprofit organization or no-kill shelter that may facilitate the dog's adoption (510 ILCS 82/5).

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Department Use of Social Media

392.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

392.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

392.2 POLICY

The Barrington Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

392.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

392.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

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Examples of appropriate content include:

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the department mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.

(f) Traffic information.

(g) Press releases including "Police News".

(h) Recruitment of personnel.

392.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

392.5 PROHIBITED CONTENT

Content that is prohibited from posting includes but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory, or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the Barrington Police Department or its members.

(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects, or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department’s social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

392.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

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The Department may provide a method for members of the public to contact department members directly.

We reserve the right to remove posts that in our judgment are deemed inappropriate per this social media policy, including but not excluded to: profanity, personal attacks, willful misinformation, spam, any advertising, solicitation, promoting violence, anything that infringes on copyrights or trademarks and anything promoting illegal or questionable activities.

392.5.2 BOOKING PHOTOGRAPHS

Booking photographs in connection with civil, petty, and business offenses, and Class B and C misdemeanors may not be published on department social media sites unless the photograph is posted to assist in the search for a fugitive, person of interest, missing person, or individual wanted in relation to a crime other than a petty or business offense, or Class B or C misdemeanor (5 ILCS 140/2.15).

392.6 MONITORING CONTENT

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

392.7 RETENTION OF RECORDS

The Administration Deputy Chief should work with the Custodian of Records to establish a method of insuring that public records generated in the process of social media use are retained in accordance with established records retention schedules. All "Police News" documents and press releases will generally be hidden or deleted on social media after six months.

392.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

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Private Person’s Arrest

393.1 PURPOSE AND SCOPE

This policy provides guidance for the handling and acceptance of a private person’s arrest.

393.2 POLICY

It is the policy of the Barrington Police Department to accept a private person’s arrest only when legal and appropriate.

393.3 ARRESTS BY PRIVATE PERSON

A private person may arrest another when the person has probable cause to believe the other person has committed an offense other than an ordinance violation (725 ILCS 5/107-3).

393.4 OFFICER RESPONSIBILITIES

An officer confronted with a person claiming to have made a private person’s arrest should determine whether such an arrest is lawful.

If the officer determines that the private person’s arrest is unlawful, the officer should:

(a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.

(b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.

(c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a private person’s arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.

393.5 PRIVATE PERSON’S ARREST NARRATIVE REPORT

The arresting person should be asked to complete and sign a private person’s narrative arrest report (a blank Barrington Police narrative form will suffice for the person to fill out). If the person fails or refuses to do a report, the arrested individual should be released, unless the officer has a lawful reason, independent of the private person’s arrest, to take the individual into custody and determines an arrest is appropriate.

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Native American Graves Protection and Repatriation

394.1 PURPOSE AND SCOPE

This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

394.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes or to contain human remains.

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

394.2 POLICY

It is the policy of the Barrington Police Department that the protection of Native American human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

394.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

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Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - [Medical Examiner/JOP] (20 ILCS 3440/3)
- Tribal land - Responsible Indian tribal official

394.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

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Community Relations

395.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

395.2 POLICY

It is the policy of the Barrington Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

395.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and the Dispatch Center of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform the Dispatch Center of their location and status during the foot patrol.

395.4 COMMUNITY RELATIONS COORDINATOR

The Chief of Police or the authorized designee should designate a member of the Department to serve as the community relations coordinator. He/she should report directly to the Chief of Police or the authorized designee and is responsible for:

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(a) Obtaining department-approved training related to his/her responsibilities.

(b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.

(c) Organizing surveys to measure the condition of the department's relationship with the community.

(d) Working with community groups, department members and other community resources to:

1. Identify and solve public safety problems within the community.
2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.

(e) Working with the Patrol Deputy Chief to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.

(f) Recognizing department and community members for exceptional work or performance in community relations efforts.

(g) Attending Village council and other community meetings to obtain information on community relations needs.

(h) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.

(i) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

395.5 SURVEYS

The community relations coordinator should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

(a) Overall performance of the Department

(b) Overall competence of department members

(c) Attitude and behavior of department members

(d) Level of community trust in the Department

(e) Safety, security or other concerns

A written summary of the compiled results of the survey should be provided to the Chief of Police.

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395.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

(a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).

(b) Police-community get-togethers (e.g., cookouts, meals, charity events).

(c) Youth leadership and life skills mentoring.

(d) School resource officer/Drug Abuse Resistance Education (D.A.R.E.®) programs.

(e) Neighborhood Watch and crime prevention programs.

395.7 INFORMATION SHARING

The community relations coordinator should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

(a) Community meetings.

(b) Social media (see the Department Use of Social Media Policy).

(c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

395.8 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

(a) Development and distribution of informational cards/flyers.

(b) Department website postings.

(c) Presentations to driver education classes.

(d) Instruction in schools.

(e) Department ride-alongs (see the Ride-Alongs Policy).

(f) Scenario/Simulation exercises with community member participation.

(g) Youth internships at the Department.

(h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make

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a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

395.9 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

395.10 COMMUNITY ADVISORY COMMITTEE

The Chief of Police should establish a committee of volunteers consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the committee should reflect the demographics of the community as much as practicable.

The committee should convene regularly to:

(a) Provide a public forum for gathering information about public safety concerns in the community.

(b) Work with the Department to develop strategies to solve public safety problems.

(c) Generate plans for improving the relationship between the Department and the community.

(d) Participate in community outreach to solicit input from community members, including youth from the community.

The Training Coordinator should arrange for initial and ongoing training for committee members on topics relevant to their responsibilities.

The Chief of Police may include the committee in the evaluation and development of department policies and procedures and may ask them to review certain personnel complaints for the purpose of providing recommendations regarding supervisory, training or other issues as appropriate.

395.10.1 LEGAL CONSIDERATIONS

The Chief of Police and the community relations coordinator should work with the Village Attorney as appropriate to ensure the committee complies with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.

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395.11 TRANSPARENCY

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officers, suspects or case numbers. The community relations coordinator should work with the community advisory committee to identify information that may increase transparency regarding department operations.

395.12 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

(a) Effective social interaction and communication skills.

(b) Cultural, racial and ethnic diversity and relations.

(c) Building community partnerships.

(d) Community policing and problem-solving principles.

(e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

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Firearms Restraining Orders

396.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning for and serving firearms restraining orders and accounting for firearms, any Firearm Owner's Identification Card, and concealed carry licenses obtained pursuant to those orders.

396.1.1 DEFINITIONS

Definitions related to this policy include:

Firearms Restraining Order - A court order prohibiting and enjoining a named person from having in his/her custody or control, purchasing, possessing, or receiving any firearms (430 ILCS 67/5).

396.2 POLICY

It is the policy of the Barrington Police Department to petition for and serve firearms restraining orders in compliance with state law, and to properly account for firearms, any Firearm Owner's Identification Card, and concealed carry licenses obtained by the Department pursuant to such orders.

396.3 FIREARMS RESTRAINING ORDER COORDINATOR

The Chief of Police will appoint a firearms restraining order coordinator. The responsibilities of the coordinator include:

(a) Developing and maintaining procedures for the filing of a petition for a firearms restraining order by the department (430 ILCS 67/1 et seq.)

(b) Developing and maintaining procedures for the receipt and service of firearms restraining orders consistent with the requirements of 430 ILCS 67/50. Procedures should include:

1. Acceptance of voluntarily surrendered firearms, any Firearm Owner's Identification Card, and concealed carry license from a person who is the subject of the restraining order.
2. Assessing a firearms restraining order prior to service to determine whether the order should be served pursuant to the Warrant Service Policy and the Operations Planning and Deconfliction Policy.
3. Preparing or obtaining a search warrant prior to attempting service of the firearms restraining order.

(c) Coordinating with the Training Coordinator to provide officers who may be involved in petitioning for or serving firearms restraining orders with appropriate training. Training should include determining when a petition is appropriate, the process for seeking a firearms restraining order, and the service of firearms restraining orders.

(d) Reviewing each petition for a firearms restraining order (and associated affidavits or court documents, if applicable) to ensure compliance with this policy, department procedures, and state law.

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396.4 FIREARMS RESTRAINING ORDERS

An officer who reasonably believes that a firearms restraining order is appropriate should obtain supervisor approval prior to seeking an order.

396.4.1 STANDARDS

Firearms restraining orders may be appropriate if a person poses an immediate and present danger of causing personal injury to him/herself or others by having a firearm in his/her custody or control (430 ILCS 67/35; 430 ILCS 67/40).

396.4.2 REQUIREMENTS OF PETITION

An application for a firearms restraining order should be prepared consistent with state law and the procedures developed by the Firearms Restraining Order coordinator (430 ILCS 67/1 et seq.).

396.4.3 NOTICE TO FAMILIES AND PERSONS AT RISK

Upon the application for a firearms restraining order, officers should make a good faith effort to provide notice to a family or household member of the person who is the subject of the firearms restraining order and to any other person reasonably known to be at risk of violence.

Officers shall also make reasonable efforts to provide notice to any and all intimate partners if the petition alleges that the named person poses a significant danger of causing personal injury to them.

The notice shall include (430 ILCS 67/35; 430 ILCS 67/40):

(a) The department's intention to petition the court for a firearms restraining order.

(b) Information and referrals to appropriate resources, such as counseling services, domestic violence or stalking advocacy, if applicable.

Officers should document all reasonable efforts to provide notice.

396.5 SERVICE

Officers shall serve a copy of a firearms restraining order, including renewals or terminations of orders, and any accompanying notice of hearing and petition, on the person named in the order as soon as practicable if the named person was not present in court when the order was issued (430 ILCS 67/50). Service of firearms restraining orders takes precedence over the service of other orders, except for orders of a similar emergency nature.

If applicable, officers may serve a firearms restraining order upon the named person via short form notification (430 ILCS 67/50).

396.5.1 SAFETY CONSIDERATIONS

Upon receipt of a firearms restraining order, the operations director or the authorized designee should evaluate the circumstances of the order and consider what precautions are appropriate for service.

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When appropriate based on the circumstances and department procedures, service of firearms restraining orders should be executed pursuant to the Operations Planning and Deconfliction Policy.

In no circumstances should fewer than two officers be present when a firearms restraining order is being served.

396.5.2 SURRENDER OF FIREARMS, ANY FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE

Officers serving a firearms restraining order should request that the person who is the subject of the order immediately surrender all firearms in his/her custody, control, or possession along with any Firearm Owner's Identification Card and concealed carry license issued to the person. Officers shall take custody of any items surrendered.

396.5.3 RECEIPT OF COURT-ORDERED ITEMS

A receipt identifying all surrendered items should be prepared by the officers and a copy given to the person. The officers should ensure the original receipt is forwarded to the Records Supervisor as soon as practicable.

All items collected should be handled and booked in accordance with the Property and Evidence Office Policy.

(Officers shall notify the Department of State Police within 7 days of receipt of a concealed carry license (430 ILCS 66/70)).

396.5.4 SEARCH WARRANTS

If the person subject to the firearms restraining order refuses to surrender all items subject to the order or if an officer serving a firearms restraining order reasonably believes there are items ordered to be relinquished in the person's custody, control, or possession that have not been surrendered, the officer should consider whether to seek a search warrant.

Officers should be prepared to file a search warrant prior to attempting service of a firearms restraining order. Preparation and service of the search warrant should be done in accordance with the Warrant Service Policy.

396.6 RECORDS HEAD RESPONSIBILITIES

The Records Supervisor is responsible for mailing surrendered Firearm Owner's Identification Cards and concealed carry licenses to the Department of State Police (430 ILCS 67/40).

396.7 RELEASE OF FIREARMS, FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE

Any person requesting the release of any firearm, Firearm Owner's Identification Card, or license to carry a concealed weapon or firearm in Department custody pursuant to a firearms restraining order should be referred to the Property and Evidence Office.

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396.8 RENEWAL OF FIREARMS RESTRAINING ORDER

The Investigation Division supervisor is responsible for the review of any firearms restraining order obtained by the Department to determine if renewal or extension of a firearms restraining order should be requested within the time prescribed by law (430 ILCS 67/45).

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Chapter 4 - Patrol Operations

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Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the Department to ensure intra-department cooperation and information sharing.

400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of Barrington, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours per day seven days per week.

Patrol will generally provide the following services within the limits of available resources:

(a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions.

(b) Crime prevention activities such as residential inspections, business inspections, community presentations, etc.

(c) Calls for service, both routine and emergency in nature.

(d) Investigation of both criminal and non-criminal acts.

(e) The apprehension of criminal offenders.

(f) Community Oriented Policing and Problem Solving activities such as citizen assists and individual citizen contacts of a positive nature.

(g) The sharing of information between the Patrol and other divisions within the Department, as well as other outside governmental agencies.

(h) The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies.

(i) Traffic direction and control.

400.2 PATROL INFORMATION SHARING PROCEDURES

The following guidelines are intended to develop and maintain intra-department cooperation and information flow between the various divisions of the Barrington Police Department.

400.2.1 CRIME REPORTS

A crime report may be completed by any patrol officer who receives criminal information. The report will be processed and forwarded to the appropriate bureau for retention or follow-up investigation.

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400.2.2 PATROL ROLL CALLS

Patrol supervisors, detective sergeants, and special unit sergeants are encouraged to share information as much as possible. All supervisors and/or officers will be provided an opportunity to share information at the daily patrol Roll Calls as time permits.

400.2.3 INFORMATION CLIPBOARDS

Several information clipboards will be maintained in the Roll Call room and will be available for review by officers from all divisions within the Department. These will include, but not be limited to, the patrol watch log, the completed report clipboard, and LEADS message clipboards.

400.2.4 BULLETIN BOARDS

A bulletin board will be kept in the Roll Call room and the Investigation Division for display of suspect information, intelligence reports and photographs. New Special Orders will be made available for patrol supervisors and will be discussed at Roll Calls and shift meetings. A copy of the Special Order will be placed on the Roll Call room clipboard and forwarded to all officers.

400.3 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

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Residential/Commercial Alarms, Open Doors/ Unsecured Premises

401.1 PURPOSE AND SCOPE

The purpose of this Order is to provide a procedure for the safe response and handling of residential and commercial alarms, open doors, and other unsecured businesses and residences. This procedure will be followed for alarms originating from residential buildings or commercial establishments.

All alarms will be considered urgent response calls, and employees of this Department will respond accordingly. Open doors may, or may not, be considered urgent response calls, dependent upon the circumstances.

SECURITY SEARCH: The inspection of the interior of either, a private residence or a commercial establishment. To learn if a crime has been committed, to detect the presence of criminal suspect(s), or establish the well being of the building occupants.

401.1.1 RESPONDING OFFICER GENERAL RESPONSE

Officers shall attempt to respond quietly but quickly. Two officers shall respond to alarm calls. Officers can decline the cover officer if the situation is deemed as non-emergent or information indicates a cover officer is not necessary.

Response to a residential/commercial alarm, open door, or other unsecured business or residence, should not, normally, require the use of emergency lights or siren unless there are exigent circumstances, such as the officer(s) having to respond from a long distance, or, the alarm having somehow been verified as having been set off as the result of a criminal act, etc. The siren should not be used within hearing distance of the alarm location.

Officers should use safety procedures/tactics when planning the approach to both the area and the residence/business. Note any unusual persons or vehicles in the area of the alarm and while en route.

The primary assigned officer may choose to handle the alarm response by himself/herself. However if there are suspicious circumstances the officer shall take a position of cover for safe observation of the residence/business and call for assistance.

401.1.2 COMMERCIAL/BUSINESS

The first unit will generally make a cursory check at the front of the business and then go to the rear of the building and watch the rear and side of the building while waiting for the second unit to arrive. The second unit will approach from the front of the building. The officers should observe what they can of the interior/exterior of the business for a brief time, checking for any suspicious activity.

When the business is open:

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Normally the officers should have the telecommunicator contact the business and direct an owner/employee from the business to meet them outside with identification.

The officers should request identification from the person and relay that information to communications to be included on the dispatch card. If the person is known to the officer, there is no need to verify this information.

The officers should ask the reason for the alarm activation and relay that information as well.

If there is nothing suspicious, and unless there is a request by the owner/occupant to search the premises, no further action is necessary.

When the business is closed:

If it appears that someone may be in the business while it is closed, the officers may request that communications call the business to have a representative come outside with identification.

The check of the exterior of the building should be made after both units have arrived at the scene. Officers should work in tandem to lessen the chance of the mistaken identification of the second officer as being a suspect.

The officers should check all regularly accessible doors, windows, and openings for evidence of entry or recent attempted entry. Doors should be checked to learn if they are unlocked or unsecured.

Check, to the extent reasonably possible, to see if entry may have been gained through an adjoining business. Use caution when passing, checking, or if looking through windows.

If there is any reason to suspect that entry may have been gained through the roof, or that someone may be hiding there, it should be checked. The fire department shall be contacted to respond to the scene with a truck capable of hydraulically lifting the officer to the roof. If it is not accessible, secure the scene and contact must be made with a key holder to arrange for a search of the interior.

If the building is secure, and there are no suspicious circumstances, the responding officers should advise communications and clear the assignment. If the building is not secure and entry could be easily gained, the officers should conduct a search. Communications should be notified to have the key holder contacted and advised of the situation. The key holder should be asked if they will be responding to the business.

Unsafe conditions that may preclude a search include things such as threatening pets, dangerously loud alarms that may cause hearing damage or mask the movement of intruders or occupants, etc.

If the key holder is going to respond to the business within five (5) minutes, and wants an officer to assist them, an officer will remain at the scene if circumstances allow. If the key holder still requires assistance but will take longer they should be told to stop at the police station before going to the business or to call when they arrive at the business.

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Before leaving the business, the officers will make a reasonable attempt to secure the premises (i.e., locking a door or window if possible).

401.1.3 RESIDENTIAL

The first unit should park as near as possible to the residence without being conspicuous and attempt to get a view of the most logical escape route. Upon arrival of the second unit, both officers should approach the residence simultaneously to check the house together.

Normally the officers should have the telecommunicator contact the residence to obtain the identity of the person there, the reason for the activation if known, and to direct them to meet the officers outside with identification. The officer should be advised of this information.

If contact is made with an occupant;

The officers should request proper identification, and the authority that the person has to be in the premise. The officer should relay that information to communications, if they do not already have it, to be included on the dispatch card. If the person is known to the officer, there is no need to verify this information.

The officers should ask the reason for the alarm activation and relay that information as well. If there is nothing suspicious, and unless there is a request to search the premises no further action is necessary.

If no contact is made with an occupant;

The check of the exterior of the residence should be made after both units have arrived at the scene. The officers should check all regularly accessible doors, windows, and openings for evidence of entry or recent attempted entry. Doors should be checked to learn if they are unlocked or unsecured.

Check, to the extent possible, to see if entry may have been gained through an adjoining building(s).

Exercise caution when passing, checking, or when looking through windows.

If there is any reason to suspect that entry may have been gained through the roof, or that someone may be hiding there, it should be checked. The fire department shall be contacted to respond to the scene with a truck capable of hydraulically lifting the officer to the roof. If it is not accessible, secure the scene and contact must be made with a key holder to arrange for a search of the interior.

If the building is secure and there are no suspicious circumstances the responding officers should advise communications and clear the assignment.

If the building is not secure and entry could be easily gained, the officers should conduct a search. Communications should be notified to have the key holder contacted and advised of the situation. The key holder should be asked if they will be responding to the residence.

Unsafe conditions that may preclude a search include threatening pets, unusually loud alarms that may cause hearing damage or mask the movement of intruders or occupants, etc.

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If the key holder is going to respond to the residence within five (5) minutes, and wants an officer to assist them, an officer will remain at the scene if conditions allow. If the key holder requires assistance but will take longer, they should be told to stop at the police station before going to the residence or to call when they arrive at the residence.

Before leaving the residence the officers will make a reasonable attempt to secure the premises (i.e., locking a door or window if possible).

401.1.4 FALSE ALARMS

If after an alarm has been dispatched, the alarm subscriber calls to say that the alarm is accidental, the telecommunicator will immediately notify the responding officers. If the alarm notice has come to the department through an alarm company, the caller should be told that they must call their alarm company to give a clear code. Response to the alarm will continue unless informed to discontinue by the alarm company, or the watch commander.

Upon arrival, if the occupants are known to the responding officer, this will suffice. If they are not known to the responding officer, they must identify themselves. If the person is unable to verify their authority to be at the residence or business, the officer should investigate further.

401.1.5 FIRE/EMS ALARMS

Barrington Fire Department will be dispatched immediately for commercial/ business fire and medical emergency alarms. For residential fire alarms, the telecommunicator should first call the home and verify that there is the need for the fire department to respond. If there is no answer or a busy signal is received, dispatch the fire department immediately. If there was a busy signal and conditions allow, the telecommunicator should periodically call the residence while the fire department is responding to verify the need for continued response.

For fire department alarms received as Trouble or Line alarms, the telecommunicator should first attempt to call the business/residence to verify the need to respond. If no response can be obtained, dispatch the fire department as normally done. There is no need for police officers to be dispatched to this type of alarm.

For fire/EMS alarms that appear to have been falsely activated as the result of a power surge or power outage, wait two (2) minutes to see if the alarm resets. If it does not, contact the fire department shift commander for a determination of how they will respond.

The telecommunicator will assign a police officer to respond to fire/EMS calls. For medical emergency alarms where no one answers the door and entry can be easily gained, officers are authorized to enter the business/residence to conduct a security search.

Where entry cannot easily be made through an unlocked door or window, contact with a key holder or the immediate neighbor should be attempted. If no one can be contacted, the decision will be left to the fire/EMS officers whether they wish to pursue the matter further.

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401.1.6 ALARM TESTING/REPAIR VERIFICATION

When receiving a phone call from an alarm company, business owner, or resident indicating repair or testing of an alarm system the communications operator will obtain the following information:

- Location where the alarm work is being conducted
- Name of the resident or business
- Name of the alarm company
- Type of alarm (i.e., burglar, fire)
- Alarm number on communications alarm board if known or applicable
- Estimated time the alarm will be out of service

The person calling should be told to call when the alarm is back in service, or there is a change in status. Alarm company should be called back to verify the above information. A blue dispatch card shall be filled out and time stamped. The card shall be kept at the communications desk and the information passed on to the next shift telecommunicator.

401.1.7 OPEN DOOR SECURITY SEARCHES

When investigating a call (other than fire), and a business or residence is found unsecured, a minimum of two (2) officers will conduct a security search, whenever possible. The officers will first advise Communications that they will be checking the interior. Additional officers may be requested if necessary. Communications will be advised of the disposition of the security search, and record that information on the incident card.

Security searches will be done in a way that considers the safety of the officers and the occupants. Depending on the circumstances, officers should consider the dangerousness of the search and whether alternatives such as canines or the N.I.P.A.S. Emergency Services Team would be safer. Whenever possible, a key holder should be contacted to secure any unsecured business or residence. If no key holder is available, reasonable effort should be made to secure the premises.

401.1.8 ALARMS IN VIOLATION OF VILLAGE ORDINANCE

Officers who encounter an alarm (residential or commercial) that is violating the respective Village ordinance (Barrington Village Code Title 3 Chapter 8) should notify the Records division by memorandum. Follow-up and charging will be done through the Village Prosecutors office.

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Implicit Bias

402.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Barrington Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department’s relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach and partnerships).

402.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

402.2 POLICY

The Barrington Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

402.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

402.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

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To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

402.4.2 REPORTING STOPS

The Chief of Police or the authorized designee shall ensure stop cards are created and available to members, and contain all of the information required by 625 ILCS 5/11-212 for traffic and pedestrian stops. Officers shall complete one of these cards when they detain, conduct a pat-down search of or arrest a pedestrian in a public place, issue a summons to a pedestrian, search a pedestrian's property or conduct a traffic stop. A card shall be given to an individual for the pedestrian stop and a copy will be kept for police department recording purposes.

402.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations of this policy in accordance with the Personnel Complaints Policy.

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.

    1. Supervisors should document these discussions, in the prescribed manner.

(b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data, and any other available resource used to document contact between officers and the public to ensure compliance with this policy.

    1. Supervisors should document these periodic reviews.

    2. Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

402.6 STATE REPORTING

The Records Section shall compile the required data on the standardized law enforcement data compilation form and transmit the data to the Illinois Department of Transportation. This shall be done by March 1 for data collected during July through December of the previous calendar year, and by August 1 for data collected during January through June of the current calendar year (625 ILCS 5/11-212).

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402.7 ADMINISTRATION

Each year, the Patrol Deputy Chief should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the required state reporting forms and the annual report and discuss the results with those they are assigned to supervise.

402.8 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Section.

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Bank Alarms

403.1 PURPOSE AND SCOPE

To establish a procedure for responding to bank alarms (burglar/holdup and trouble alarms), and bank robbery calls. It is the policy of the Barrington Police Department to respond to all bank alarms and bank robbery calls in such a manner as to maximize the safety of officers and citizens. In order to achieve this goal, guidelines are established.

403.1.1 RESPONDING POLICE OFFICER'S RESPONSIBILITIES

A minimum of two officers shall respond to all bank alarms/robberies. Use emergency lights to approach the area; the siren should not be used in the vicinity or hearing range of the bank. Officers are cautioned to avoid positioning themselves by doors or windows to avert a direct confrontation with potential offender(s). Officers should be alert to offenders or vehicles leaving the area of the bank.

The first officer to arrive shall advise the Communications Center of their position. The other officers shall proceed to predetermined response positions and notify Communications upon their arrival. When positioning their vehicle, officers should be alert to possible ambush situations, (i.e., occupied vehicles, persons loitering in the area, etc.) Officers should pay special attention to the area behind them.

In a robbery in progress call, it is strongly suggested that the offenders be allowed to leave the building prior to any overt police action. This may help avoid the development of a hostage situation. Officers should maintain their positions, and not approach the bank building until a false alarm is confirmed by a bank official.

403.1.2 WATCH COMMANDERS RESPONSIBILITY

In the event of an actual bank holdup, the Watch Commander shall:

- Determine whether to request additional backup and/or specialized units such as NIPAS
- Take steps to secure the scene
- Direct officers to seal off possible escape routes
- Detain and identify witnesses inside and outside the bank
- Direct the Communications Center to notify the Criminal Investigations Unit, Chief of Police, and FBI.

If the alarm occurs after business hours and the bank is closed, the officers shall conduct a search for signs of forced entry. If the building is not secure, the officers should follow the procedures for a building search.

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The Dispatcher shall notify a key holder for the bank and inform them that there has been an alarm. If the key holder requests, the building interior shall be checked, unless the Watch Commander authorizes otherwise.

403.1.3 RESPONSE LOCATIONS
Each banking institution shall be assigned predetermined officer response positions.

CitiBank 120 S. Hough St. & Station St

Station St. at Hough Street, Northeast corner of the Village Hall

Alley south of Main St., east of Hough St

Entrance to the Village Hall parking lot, Northwest corner of the pumping station

Harris Bank (Main Facility), 201 S. Grove St

East Station St. at Grove Ave

Spring St. at Park Ave

Lake St. at Grove Ave

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Roll Call Training

404.1 PURPOSE AND SCOPE

Roll Call training is generally conducted at the beginning of the officer's assigned shift. Roll Call provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Roll Call; however officers may conduct Roll Call for training purposes with supervisor approval.

Roll Call should accomplish, at a minimum, the following basic tasks:

- Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations
- Notifying officers of changes in schedules and assignments
- Notifying officers of new Special Orders or changes in Special Orders
- Reviewing recent incidents for training purposes
- Providing training on a variety of subjects
- Assigning Officers to specific activities/patrol responsibilities

404.2 PREPARATION OF MATERIALS

The supervisor conducting Roll Call is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his/her absence or for training purposes.

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Crime and Disaster Scene Integrity

406.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

406.2 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

406.3 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

406.3.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

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406.4 POLICY

It is the policy of the Barrington Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

406.5 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

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Ride-Alongs

410.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

410.1.1 ELIGIBILITY

The Barrington Police Department Ride-Along Program is offered to residents, students and those employed within the Village. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 15 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

410.1.2 AVAILABILITY

The Ride-Along Program is available on most days of the week, with certain exceptions. The ride-along times are from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief of Police, Deputy Chief, or Watch Commander.

410.2 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by the Watch Commander. The participant will complete a ride-along waiver form. Information requested will include a valid ID or Illinois driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along Form.

The Watch Commander will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective Watch Commander as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

See attachment: Ride Along Waiver-02262015.pdf

410.2.1 SUITABLE ATTIRE

Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes(business casual). Sandals, T-shirts, tank tops, shorts and ripped or torn

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blue jeans are not permitted. Hats and ball caps will not be worn in the police vehicle. The Watch Commander or field supervisor may refuse a ride along to anyone not properly dressed.

410.2.2 PEACE OFFICER RIDE-ALONGS
Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Watch Commander. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

410.2.3 RIDE-ALONG CRIMINAL HISTORY CHECK
All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an Automated check through LEADS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Barrington Police Department).

410.3 OFFICER'S RESPONSIBILITY

The officer shall advise the telecommunicator that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The telecommunicator will be advised of the situation and as soon as practical have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time. The Watch Commander shall be immediately notified of any injury or noteworthy incident involving the ride-along.

The Watch Commander is responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, the yellow form shall be returned to the Watch Commander with any comments which may be offered by the officer. Any injury or noteworthy incident involving the ride-along shall be documented or reported appropriately.

410.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

(a) The ride-along will follow the directions of the officer.

(b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment.

(c) The ride-along may terminate the ride at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties.

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(d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.

(e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.

(f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.

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Hazardous Material Response

412.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees resulting from their exposure.

412.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure. Hazardous materials are characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

412.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill, or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens. The first officer at the scene of any incident that may involve hazardous materials shall:

- Rescue those persons in the hazard area, avoiding, if possible, physical contact with the suspect substance. This rescue is to be done only when the officer's safety is not at risk.
- Relay exact information from the scene to the Communications Center concerning the type of spill/accident, proper shipping name, hazard class, quantity and the exact location for emergency response. Any chemical involved in the spill/accident should be phonetically spelled from the shipping papers carried by the transported or as given by the plant officials with a fixed installation.
- The Communications Center shall immediately notify: Chief of Police, Village Manager, Fire Department, Watch Commander, Illinois State Police, District 2 or District 3 -- The Illinois State Police Hazardous Materials Officer will be immediately notified of all accidents or incidents involving hazardous materials. If during off-duty hours, the Illinois State Police Operations Sergeant will know the notification procedures. Upon receipt of notification, the Illinois State Police Hazardous Materials Officer will take the appropriate steps and measures to give an adequate response to the emergency
- Coordinator of ESDA, who shall be responsible for notifying Region 3 ESDA Coordinator
- Village Department Heads
- Director of Public Works
- Director of Building and Planning

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412.3 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee in an employee memorandum that shall be forwarded via chain of command to the Commanding Officer. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the memorandum.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

412.3.1 SUPERVISOR RESPONSIBILITY

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the Fire Department.

412.4 ENFORCEMENT PROCEDURES

The Hazardous Material Act obtains the authority from 430 ILCS 30/1-30/16. The Illinois Department of Transportation is charged with enforcing and administrating the Hazardous Materials Regulations for the State of Illinois. The Department of Transportation has no police power and relies on the Illinois State Police Hazardous Materials Officer for enforcement. Barrington Police officers shall work with the Illinois State Police for overall protection of life and property.

As the sole enforcement agency, it will be the responsibility of the Illinois State Police Hazardous Materials Officer to investigate and document hazardous material accidents or incidents.

412.5 SECURITY OF INCIDENT LOCATION

At the time of the incident, scene security must be maintained in the form of traffic control and crowd control:

- Traffic Control - Lane closures, road blocks, stopping traffic, and rerouting traffic
- Crowd Control - Restricting resident admittance, curiosity seekers, and news media

Assume the cargo or material is hazardous until otherwise told. Stay upwind, keep out of low areas where gases could concentrate. Do not walk into, wade through, or touch any spilled material. Do not attempt an impossible or dangerous rescue. Wait and obtain the necessary assistance and/or equipment. . Avoid inhalation of all gases, fumes and smoke. Do not assume gases or vapors are harmless because of lack of smell. Avoid the use of flares whenever possible. Flares can ignite combustible gases. Traffic cones and barricades are preferred for traffic control.

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412.6 NEWS MEDIA

Media relations will be provided when accurate and complete information is available. Information released to the media has to be responsibly distributed and accurate to avoid undue cause for alarm to the public. This information will be given only when time permits and the situation allows. The response to an emergency cannot be jeopardized to accommodate any other venture.

Media releases are provided by the Public Information Officer. Remember that the most timely media are radio and television. In any major accident or incident, they are likely to be on the air with whatever information they have hours before the first newspaper accounts appear. The early public reaction to the accident or incident will be molded chiefly by radio and television broadcasts and it is vital to get accurate information to these media to prevent undue public alarm.

Make sure that the information issued publicly is consistent. Whenever possible, coordinate media releases with the Illinois State Police Hazardous Materials Officer, as he/she has the expertise to speak on these matters. This is an important function in that it reduces undue public alarm. In all cases the designated Village officials shall receive the information before any news release.

Keep in mind that any action taken during an emergency may be reported publicly and may have considerable influence on the news treatment of the accident or incident. In any incident, the tendency will probably be to take precautions to protect health and safety. It should be emphasized to the media that these precautionary measures do not necessarily mean that an actual danger is present.

412.7 EVACUATION

The safe evacuation of persons and protection of property should be the first consideration given to an effected area. Careful thought should be given to what danger or hazard is posed to the people living or working in the immediate area or its proximity. To decide the proper course of action, many items must be considered such as weather conditions, population, traffic patterns, wild life, etc.

The decision to evacuate shall be made by the ranking police and fire officials at the scene. Their decision will be guided by recognized specialists such as those from the ESDA, State Police, U.S. Department of Energy, or any other similar agency called upon to help in controlling the incident.

Further assistance in determining the size and location of the evacuation can be received by contacting the appropriate agencies listed under "Hazardous Material Response Resources". The evacuation area could be enlarged as conditions change and time permits.

Every effort shall be made to prevent outsiders and nonessential personnel from entering the evacuated area until an all-clear notice is given by the fire department or specialized personnel at the scene. As much as possible, this will be accomplished through police-manned patrols and roadblocks.

If there is a greater hazard to the rescuers and a lesser chance of saving victims or property, careful thought must be given to pulling emergency rescue groups back to a safe location for re-assembly.

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412.8 DOT EMERGENCY HANDBOOK

The department will maintain a current DOT Emergency Response Guidebook in each department vehicle and the communication center.

412.9 HAZARDOUS MATERIAL GLOSSARY OF TERMS

ANHYDROUS: Free from water (dry or gaseous) form.

CFR 49: Code of Federal Regulation Title 49 of the Illinois Department of Transportation of Hazardous Materials Act. 430 ILCS 30/1-30/16.

FLASH POINT: The minimum temperature at which it gives off sufficient vapor to form an ignitable mixture with the air near the surface of the liquid or within the vessel used.

IGNITION TEMPERATURE: The minimum temperature required to ignite or cause self-sustained combustion independently of heating or heated element.

SPECIFIC GRAVITY: The ratio of the weight of the substance to the weight of the same volume of another substance.

SHIPPING PAPERS: Bill of lading, manifest or other shipping document containing the information required by 172-202-203-204.

EXPLOSIVES A: Explosives that can be caused to deflagrate by contact with sparks or flame, impact or shock detonation.

EXPLOSIVES B: Explosives that generally function by rapid combustion rather than detonation.

EXPLOSIVES C: Certain types of manufactured articles that contain Class A or Class B explosives or both as components, but in restricted quantities. (Fireworks)

COMBUSTIBLE LIQUIDS: A liquid that has a flash point above 100 degrees F and below 200 degrees F.

COMPRESSED GAS: A material or mixture having an absolute pressure exceeding 40 p.s.i., at 70 degrees F.

ETIOLOGICAL AGENT: A viable microorganism or its toxin that causes or may cause human disease, diagnostic specimen or biological product.

HAZARDOUS MATERIALS: A substance or material in a quantity and form considered by the United States Department of Transportation to be capable of posing an unreasonable risk to health and safety or to property when transported, stored, or used in commerce or manufacturing.

HAZARDOUS MATERIALS ACCIDENT OR INCIDENT: Any release, intentional or unintentional, of a hazardous material from containment in any quantity.

IRRITATING MATERIAL: A liquid or solid substance that, upon contact with fire or when exposed to air, gives off dangerous or intensely irritating fumes.

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OXIDIZER: A substance such as chlorate, permanganate, inorganic peroxide, nitrocarbonitrate, or a nitrate that yields oxygen readily to stimulate the combustion of organic matter.

POISON A: Poisonous gases or liquids of such a nature that a very small amount of the gas or vapor of the liquid mixed with air is dangerous to life.

POISON B: Those substances, liquid or solid, other than poison A or irritating materials that are so toxic to man as to pose a hazard to health by inhalation, ingestion, and injection.

RADIOACTIVE MATERIALS: Process of atomic decay in which radiation is given off.

RADIATION: Electromagnetic waves of various energy levels.

CONTAMINATION (RADIOACTIVE): Atomic size dust particles that can be removable from a surface or chemically bound in material.

412.10 HAZARDOUS MATERIALS RESPONSE RESOURCES

ESDA

- Springfield (800)782-7860
- F.E.M.A. (Chicago) (312)408-5500
- (Washington, D. C.) (202)646-2500

E. P. A.

- Federal Emergency Spill (800)-424-8802
- Springfield (217)782-3637
- U.S. EPA Region 5 Illinois (800) 621-8431
- Hazardous Material Response Resources
- AMERICAN GAS ASSOCIATION (Natural Gas) 202-824-7000
- AMERICAN PETROLEUM INSTITUTE 312-939-0770
- ARGONNE NATIONAL LABORATORY 630-252-2000
- ASSOC. OF AMERICAN RAILROADS 202-639-2100
- FBI Laboratory Div. Explosives Unit Bomb Data Center 202-324-2696
- BUREAU OF EXPLOSIVES 719-584-0749
- CENTER FOR DISEASE CONTROL 404-633-5313
- CHEVRON Phillips CHEMICAL COMPANY 281-421-6500
- CHLORINE INSTITUTE 703-741-5760
- COMPRESSED GAS ASSOCIATION 730-788-2700
- DEPARTMENT OF TRANSPORTATION (U. S.) 202-366-4000

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- DEPARTMENT OF ENERGY (U.S.) 202-586-5000
- DESTRUCTION OF EXPLOSIVES (ATF) 888-283-2662 HOTLINE
- DISASTER RESEARCH CENTER (OHIO STATE UNIV.) 302-831-6618
- EMERGENCY RESPONSE ACCIDENT (MTB) 202-426-0556
- EXPLOSIVES UNIT LABORATORY (FBI) 202-324-2696
- FEDERAL AVIATION ADMINISTRATION 800-255-1111
- FEDERAL HIGHWAY ADMINISTRATION 202-366-0650
- FEDERAL RAILROAD ADMINISTRATION 202-493-6000
- FERTILIZER INSTITUTE, THE 202-962-0490
- FOUND/RECOVERED EXPLOSIVES (ATF) 888-283-2662 HOTLINE
- HAZARDOUS MATERIAL ADVISORY COUNCIL 202-289-4550
- HAZARDOUS MATERIALS (U.S. COAST GUARD) 202-372-1351
- HAZARDOUS MATERIALS SECURITY (FAA) 800-255-1111
- INSTITUTE OF MAKERS OF EXPLOSIVES 202-429-9280
- NATIONAL FIRE PROTECTION ASSOCIATION 617-770-3000
- NATIONAL FOAM 610-363-1400
- NATIONAL POISON CONTROL CENTER 800-222-1222
- NATIONAL RESPONSE CENTER (Oil/Chemical Spills) 800-424-8802
- RAIL CAR INFORMATION
- ACFX RAIL CAR 312-724-7850
- GATX RAIL CAR 312-621-6200
- NATX RAIL CAR 312-648-4000
- UTLX RAIL CAR 312-431-3111
- TRANSPORTATION ACCIDENT 202-472-1024
- CHEMTREC/ Has all chemical spills & chemical company info. 800-424-9300 Big Pesticide Spills Call ChemTrec 800-424-9300
- Small Pesticide Spills/ National Pesticide Info Center 800-858-7378

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Hostage and Barricade Incidents

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

414.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

414.2 POLICY

It is the policy of the Barrington Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

414.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

414.3.1 EMERGENCY COMMUNICATIONS

Should circumstances at the scene permit, Department supervisors or negotiators may promptly contact the Office of the State Attorney for assistance in obtaining an ex parte order to intercept audio communications at the scene (725 ILCS 5/108B-3).

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Additionally, Department negotiators or individuals summoned by officers to provide assistance, may use an eavesdropping device, including a camera or audio device, during an ongoing hostage and barricade incident when such use is necessary to protect the safety of officers or members of the general public (720 ILCS 5/14-3(o)).

414.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

414.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

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(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

414.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

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(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

414.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting a NIPAS EST response if appropriate and apprising the NIPAS Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.

(b) Ensure the completion of necessary first responder responsibilities or assignments.

(c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.

(d) Establish a command post location as resources and circumstances permit.

(e) Designate assistants who can help with intelligence information and documentation of the incident.

(f) If it is practicable to do so, arrange for video documentation of the operation.

(g) Consider contacting utility and communication providers when restricting such services (e.g., restricting electric power, gas, telephone service).

(h) Ensure adequate law enforcement coverage for the remainder of the Village during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or the Dispatch Center.

(i) Identify a media staging area outside the outer perimeter and have the department Public Information Officer or a designated temporary media representative provide media access in accordance with the News Media Relations Policy.

(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.

(k) Debrief personnel and review documentation as appropriate.

414.6 CRISIS RESPONSE UNIT RESPONSIBILITIES

It will be the Incident Commander's decision, with input from the NIPAS Commander, whether to deploy NIPAS EST during a hostage or barricade situation. Once the Incident Commander

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authorizes deployment, the NIPAS Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for NIPAS. The Incident Commander and the NIPAS Commander or the authorized designee shall maintain communications at all times.

414.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

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Response to Bomb Calls

416.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Barrington Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

416.2 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Watch Commander is immediately advised and informed of the details. This will enable the Watch Commander to ensure that the appropriate personnel are dispatched and, as appropriate, the threatened location is given an advance warning.

416.3 POLICY

It is the policy of the Barrington Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

416.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

416.4.1 BARRINGTON POLICE DEPARTMENT FACILITY

If the bomb threat is against the Barrington Police Department facility, the Watch Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

416.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Barrington Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

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416.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

416.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the Village of Barrington, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

416.5.1 ASSISTANCE

The Watch Commander should be notified when police assistance is requested. The Watch Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Watch Commander determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

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(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.

2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

416.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:

1. Two-way radios

2. Cell phones

3. Other personal communication devices

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Watch Commander including:

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2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

416.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

416.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

416.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Watch Commander
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

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416.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

416.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

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Civil Commitments

418.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place an individual under a civil commitment (405 ILCS 5/1-100 et seq.).

418.2 POLICY

It is the policy of the Barrington Police Department to protect the public and individuals through legal and appropriate use of the civil commitment process.

418.3 AUTHORITY

An officer responding to or handling a call involving a suspected civil commitment may take that person into custody and transport him/her to an approved mental health facility when the officer has reasonable grounds to believe the person is in need of immediate hospitalization to protect him/herself or others from physical harm (405 ILCS 5/3-606).

Upon arrival at the facility, the officer should complete the written petition for involuntary admission, which includes (405 ILCS 5/3-601):

- A detailed statement of the reason for the commitment, including observed signs and symptoms, a description of any acts, threats, other behavior or pattern of behavior, and the time and place of occurrence.
- The name and address of the spouse, parent, guardian, substitute decision-maker, if any, and close relative, or if none, the name and address of a known friend. If this information is unavailable, the officer shall state that diligent inquiry was made.

If the petition is not completed by the officer transporting the person, the transporting officer's name, badge number and department shall be included in the petition (405 ILCS 5/3-606).

418.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for civil commitment, he/she may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the officers should:

(a) Transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a civil commitment.

(b) If at any point the individual changes his/her mind regarding voluntary evaluation, officers should proceed with the civil commitment, if appropriate.

(c) Document the circumstances surrounding the individual’s desire to pursue voluntary evaluation and/or admission.

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418.3.2 RESTRAINTS

If the patient is violent or potentially violent, the officer will notify the staff of this concern. The staff member in charge will have discretion as to whether soft-restraints will be used. If these restraints are desired, the officer will wait while they are being applied to help provide physical control of the patient, if needed.

418.3.3 MENTAL HEALTH DOCUMENTATION

The officer will complete a Petition for Involuntary Admission and provide it to the staff member assigned to that patient. The officer will retain a copy of the petition for inclusion in the case report. The officer shall also provide a verbal summary to the appropriate staff member regarding the circumstances leading to the involuntary admission.

418.3.4 SECURING OF WEAPONS

If a receiving and secured facility prohibits weapons or if an extraordinary event occurs in the treatment facility and officers determine a need to secure their firearms, the firearm shall be secured in the appropriate gun locker at the facility or in the police unit.

418.3.5 MINORS

An officer may take a minor into custody and transport the minor to a mental health facility when there is reasonable grounds to believe that the minor has a mental illness or emotional disturbance of such severity that hospitalization is necessary to protect him/herself or others from physical harm, and that the minor is likely to benefit from inpatient treatment (405 ILCS 5/3-503; 405 ILCS 5/3-504(b)).

Upon arrival at the facility, the officer should complete the written petition for involuntary admission and shall further include (405 ILCS 5/3-503; 405 ILCS 5/3-504(b)):

- A detailed statement of the reason for the commitment, including a description of any acts or significant threats, and the time and place of occurrence.
- The name, address and telephone number of any witness.

418.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for a civil commitment should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the cause and nature of the individual’s action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques.

(d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

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Civil commitments should be preferred over arrest for individuals who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

418.5 TRANSPORTATION

When transporting any individual for a civil commitment, the transporting officer should have the Dispatch Center notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in a patrol vehicle and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, Watch Commander approval is required before transport commences.

418.5.1 RETURN OF CONFISCATED FIREARMS AND WEAPONS

(a) Whenever the handling officer has cause to believe that the future return of any confiscated weapon(s) might endanger the person or others, the officer shall detail those facts and circumstances in a report. The report shall be forwarded to the Investigation Division which shall be responsible for contacting the Illinois State Police Firearms Owners Identification Section.

(b) Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid Illinois Firearms Owners Identification Card.

(c) In no case in which a firearm or other deadly weapon is not retained as evidence shall the Department be required to retain such firearms or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law.

418.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written petition for involuntary admission and remain present to provide clarification of the grounds for detention, upon request (405 ILCS 5/3-606).

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

418.7 DOCUMENTATION

The officer should complete a petition for involuntary admission, provide it to the facility staff member assigned to the individual and retain a copy of the petition for inclusion in the case report.

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The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

418.7.1 NOTIFICATION TO ILLINOIS STATE POLICE

A member who reasonably determines that a person poses a clear and present danger because he/she has engaged in verbally or physically threatening behavior (e.g., violent, suicidal or assaultive threats or actions), shall ensure this information is reported to the Illinois State Police (ISP) within 24 hours (430 ILCS 65/8.1). The fact that the ISP has been notified and the manner of notification should be documented.

418.8 CRIMINAL OFFENSES

When an individual who may qualify for a civil commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.

(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the civil commitment.

(c) Facilitate the individual's transfer to jail.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a civil commitment.

In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

418.9 FIREARMS AND OTHER WEAPONS

Whenever an individual is taken into custody for a civil commitment, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officers should further advise the individual of the procedure for the return of any confiscated firearm or other weapon that has been taken into custody.

418.9.1 RETURN OF CONFISCATED FIREARMS AND WEAPONS

Whenever the handling officer has cause to believe that the future return of any confiscated weapon might endanger the person or others, the officer should detail those facts and

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circumstances in a report. The report should be forwarded to the Investigation Division, which shall be responsible for contacting the Illinois State Police Firearms Services Bureau.

418.10 TRAINING

This department will endeavor to provide training approved by the Illinois Law Enforcement Training and Standards Board on interaction with mentally disabled persons, civil commitments and crisis intervention.

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Cook County Non-Traffic Notice to Appear Citations

419.1 PURPOSE AND SCOPE

It is the policy of the Barrington Police Department to encourage the use of the LO form citation in place of the Long Form complaint form when the offense is of a comparatively minor nature, the identity of the offender is clearly established, and there is no reason to suspect that the offender may not appear in court.

NOTE: Court decisions state that a citation is not an arrest. Consequently, a search incident to an arrest is not permitted upon the issuance of a citation. Therefore, in all cases wherein the officer is obliged to search the defendant and recover some physical evidence bearing on the arrest, do NOT use the non-traffic notice to appear citation.

419.1.1 LOCAL ORDINANCE VIOLATIONS

It is the policy of the Barrington Police Department to encourage the use of the LO form citation in place of the Long Form complaint form when the offense is of a comparatively minor nature, the identity of the offender is clearly established, and there is no reason to suspect that the offender may not appear in court.

NOTE: An officer may make a custodial arrest for a fine-only local ordinance violation and a search incident to arrest of a defendant's person for a fine-only local ordinance offense is also permissible following such a custodial arrest. The issuance of a citation may or may not constitute an arrest. Consequently, unless an actual custodial arrest is made of a defendant for a fine-only local ordinance violation in addition to the issuance of a citation, as a general rule, a search incident to an arrest should not be conducted.

Therefore, in all cases wherein the officer is obliged to search the defendant and recover some physical evidence bearing on the arrest, do NOT use the non-traffic notice to appear citation unless the defendant is taken into actual police custody for the violation at issue.

Custodial arrests for fine-only local ordinance violations should only be made in those unusual cases where the circumstances necessitate that a defendant be taken into police custody.

419.1.2 STATE STATUTES

State Statute offenses are of a more serious nature than a Local Ordinance offense, carrying a more serious potential penalty. The LO form will not be used when the offense charged is a State Statute offense with the following exception:

The only State Statute offense where the use of the LO citation may be appropriate is UNLAWFUL VISITATION INTERFERENCE - 720 ILCS 5/10-5.5

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419.1.3 NOTICE TO APPEAR

Obtain satisfactory evidence of identification. If identification of the suspect is not certain, a custodial arrest should be made and the suspect transported to the Police Department for processing.

If the suspect refuses to acknowledge receipt of the citation by refusing to sign in the indicated place, a custodial arrest should be made and the suspect transported to the Police Department for processing.

The initial court date should be set in accordance with Supreme Court Rule 504, not less than fourteen (14) days but within sixty (60) days after the date of the arrest. The LO form citation may be used for all ordinance violations except the following:

- Parking violations.
- Traffic offenses.
- Ordinance violations that have incarceration as a potential penalty.

419.1.4 COOK COUNTY LOCAL ORDINANCE FORM

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Notice to Appear or Summons Releases

420.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Barrington Police Department with guidance on when to release adults who are suspected offenders on a summons or notice to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Violence Policy.

420.2 RELEASE

Whenever a peace officer is authorized to arrest a person without a warrant he/she may be released on issuance of a summons or notice to appear (65 ILCS 5/1-2-9; 725 ILCS 5/107-12).

420.3 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider:

(a) The type of offense committed.

(b) The known criminal history of the suspected offender.

(c) The ability to identify the suspected offender with reasonable certainty.

(d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.

(e) The individual's ties to the area, such as residence, employment or family.

(f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

420.4 POLICY

The Barrington Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a summons or notice to appear when authorized to do so.

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Traffic Stop Procedure

421.1 PURPOSE AND SCOPE

The purpose of this policy is to define the proper communications procedures to be used during a traffic stop and officer initiated pursuits and to minimize the dangers involved in conducting traffic stops.

421.1.1 IMPLEMENTATION

All telecommunicators handling traffic stops shall adhere to the following procedures:

All traffic stops shall be communicated to the dispatcher by radio prior to the initiation of the traffic stop. Officers shall not initiate a traffic stop by using their MDT.

The proper radio call-up procedure for a traffic stop shall be the radio number of the police officer followed by the words, "traffic stop" or "10-38." The use of the words "traffic stop" or "10-38" should be solely used when stopping a vehicle. The telecommunicator shall acknowledge the officer and the officer shall then give the following:

- Vehicle registration
- Location
- Number of occupants (when applicable)
- Vehicle description (color and model, when applicable)

The officer shall provide the vehicle registration and location twice. The location of the stop shall consist of the name of the street and cross street nearest to the location of the stop. If the stop is made on private property, the officer may provide the property address or the nearest street and cross street of that property. After being acknowledged by the telecommunicator, the officer shall speak clearly and at a speed that will allow the telecommunicator to accurately copy the stop information. The officer shall double phrase both the license plate number of the vehicle and the location of the stop.

If the officer relocates the stop to another location for any reason, he shall notify the telecommunicator. The telecommunicator shall update the CAD location. If the stopping officer is assigned a cover car and does not desire cover, he shall notify the telecommunicator that the cover car can disregard.

If the stopping officer has a squad equipped with an MDT (Mobile Data Terminal) and the officer is making a stop where there is a known hit or possible hit on car and/or driver, the officer shall advise the telecommunicator of this information when making the stop.

421.1.2 FIELD INQUIRIES

On traffic stops, CenCom will attach the 10-28 and 10-27 information that is returned when they run the plate the officer has given for the traffic stop. The officer will add the 10-27 information of

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the driver if it is not already attatched to the CAD record. CenCom will attach all 10-29 information the receive via LEADS or other computer inquiries.

Officers on accidents will run and attach their own 10-27 and 10-28 information. The officer can request dispatch to run a 10-29 and request that the Lake County warrants book be checked. All responses from field inquiries run will be appended to the notes of the incident, including orders of protection, gang hits, and field notifications. Criminal history inquiries can be made at an officers request and attach it to the call. Long CQH's will only have the conviction sheet attached.

421.2 OFFICER/DRIVER CONTACT

Where circumstances dictate, particularly where traffic is close enough to create a potential problem, the officer should choose to approach the driver's vehicle from the passenger side (right side) and stop at the trailing edge of the front door. This approach on the passenger side may be used when safety is an issue or when it is tactically beneficial to the officer. The officer may also choose to approach on the drivers side when safe to do so and/when perceived to be tactically beneficial by the officer.

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Foreign Diplomatic and Consular Representatives

422.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Barrington Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

422.2 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes note a	Yes	Yes	Yes	No for official acts Yes otherwise note a	No immunity or inviolability note a
Career Consul Officer	Yes if for a felony and pursuant to a warrant note a	Yes note d	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise note a	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employee	Yes note a	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise note a	No immunity or inviolability note a

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Int'l Org Staff note b	Yes note c	Yes note c	Yes	Yes note c	No for official acts Yes otherwise note c	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

422.3 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

422.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

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1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
4. Honorary consular officers

422.5 POLICY

The Barrington Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

422.6 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

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(d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089 , or at another current telephone number and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating “US” as the state.

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Lake County Non-Traffic Complaint Form

423.1 PURPOSE AND SCOPE

To provide guidelines for the proper completion of the Lake County Non-Traffic Complaint form.

423.1.1 USE OF LAKE COUNTY NON-TRAFFIC COMPLAINT FORM

The Non-Traffic Complaint and Notice to Appear is an approved charging document and will be used to bring a violation of Ordinance or state law before a court having jurisdiction. The use of the Non-Traffic complaint form for violations of Illinois law is required by an Administrative Order issued by the Chief Judge of the 19th Circuit, Lake County Illinois (Administrative Order 03-23). When the ticket is used to charge a violation of Illinois law the Lake County States Attorney uses the information provided on the form to file an information or seek an indictment. Providing the required information accurately is critical for the proper prosecution of offenders.

The following instructions are guidelines for the completion of the Non-Traffic Complaint and Notice to Appear.

Box 1. Leave Box 1 blank, it is for the use of the Clerk of the Court

Box 2. Indicate Barrington Police Department report number

Box 3. Write in the Document Control Number (DCN). The DCN is a vital connection between the prosecution and the subject's criminal history. The DCN is REQUIRED on all Non-Traffic complaints. The DCN can be located in the upper left corner of the multi-part Arrest Card. If the defendant is fingerprinted on an electronic system and the prints transmitted to the state, a DCN will be sent by the state with the confirmation. Therefore, whenever this form is used, the arrestee must be fingerprinted.

Box 4. Check this box if the Illinois Criminal Code is used to charge the defendant (check only one box)

Box 5. Check this box if a Village Ordinance is used to charge the defendant. (check only one box)

Box 6. Indicate the defendant's name, Last Name, First Name, Middle Initial, check the alias box if the defendant has alias names

Box 7. Indicate the defendants date of birth (mm/dd/yyyy)

Box 8. Insert the defendants street address including apartment number (if applicable)

Box 9. Indicate the city or village of the defendant

Box 10. Document the State of residence of the defendant using the post office abbreviation.

Box 11. Write in the zip code of the defendant's address Box

Box 12. Check the box to indicate the defendant's gender.

Box 13. Indicate the race of the defendant, (white, black, Hispanic, Asian '" Pacific Islander etc) using abbreviation.

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Lake County Non-Traffic Complaint Form

Box 14. Document the height of the defendant in feet and inches

Box 15. Document the weight of the defendant in pounds

Box 16. Indicate the color of the defendant's hair using the LEADS abbreviation.

Box 17. Write in the color of the defendant's eyes using the LEADS abbreviation.

Box 18. Indicate the defendant's social security number

Box 19. Write defendant's drivers license number

Box 20. Document the drivers license state

Box 21. From the Criminal History, if any, indicate the State Identification Number (SID) for the defendant

Box 22. From the criminal history, if any, indicate the Federal Bureau of Investigation (FBI) number for the defendant

Box 23. Indicate the defendants telephone number including area code Box

Box 24. Write in the date that the violation of law occurred (mm/dd/yyyy)

Box 25. Document the time the offense occurred (am pm).

Box 26. Provide the title of the section of law violated (i.e. Robbery, Theft, Possession of Cannabis, etc.)

Box 27. Look up the offense charged in the Uniform Complaint Book to obtain the proper narrative to describe the offense. The Uniform Complaint Book is located in the Booking Room, and in the Report Writing Room. Write in the narrative to describe the offense in legal terms.

Box 28. Check the box to indicate if the charge is a violation of local ordinance or Illinois Compiled Statutes

Box 29. Indicate the Chapter of law charged

Box 30. Indicate the Act of law charged (if applicable)

Box 31. Indicate the Section of law charged

Box 32. Document the location of the offense (address or geographic location)

Box 33. Write in the address for the court having jurisdiction. In cases in which the defendant is brought before a judge to set bail, the court will indicate the location of the court.

Box 34. Indicate the room the case will be assigned. (if applicable) In cases in which the defendant is brought before a judge to set bail, the court will indicate the room the case will be heard.

Box 35. Indicate the court date for the initial hearing. In cases in which the defendant is brought before a judge to set bail, the court will indicate the date for the next hearing.

Box 36. Indicate the time the defendant is to appear in court. (am pm) In cases in which the defendant is brought before a judge to set bail, the court will indicate the time for the next hearing.

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Lake County Non-Traffic Complaint Form

Box 37. Check this box if the defendant must appear in court.

Box 38. Check the appropriate box to indicate notice to Appear or the type of bond the defendant was released on.

Box 39. If cash bond was taken document the amount of cash taken.

Box 40. If the charge is based on a complaint from a private citizen have the complainant sign the original copy. Advise the complainant that by his or her signature they understand that "Under Penalties as provided by law for false certification pursuant to 735 ILCS 5/1-109 of the Code of Civil Procedure and Perjury, the undersigned certifies that the statements set forth in the instrument are true and correct" -OR-

Box 41. Sign the complaint. By your signature you understand that "Under Penalties as provided by law for false certification pursuant to 735 ILCS 5/1-109 of the Code of Civil Procedure and Perjury, the undersigned certifies that the statements set forth in the instrument are true and correct"

Box 42. Document your badge number

Box 43. Indicate the date the complaint was signed (mm/dd/yyyy)

Physical Descriptors REQUIRED on all Non-Traffic Complaint Forms:

- Last Name
- Race
- First Name
- Height
- Middle Initial
- Weight
- Date of Birth
- Hair Color
- Sex
- Eye Color

Other Information REQUIRED on all Non-Traffic Complaint Forms:

- Citation Number(unique number per citation "' up to 10 characters)
- The number is pre-printed on the top of the citation
- DCN(from arrest card)
- Entry Space for Court Case Number(entered by Circuit Court Clerk's Office)
- Arresting Agency
- Agency Case Number

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- Defendant Address
- Offense Title
- Offense Narrative
- ILCS/ Local Ordinance Indicator[check box]
- Offense Statute
- Offense Date & Time
- Officer Identification Number
- Officer and/or Complainant Signature & Date

The following Information is REQUIRED, if available, at the time of completing the Non-Traffic Complaint Form:

- SID Number
- Social Security Number
- FBI Number
- Drivers License Number & StateAlias(Y/N)
- Offense Location
- Offender Telephone Number
- Bond Type & Amount(Required if Bonded Out)
- Court Location & Date (Required if Bonded Out)

423.1.2 LAKE COUNTY NON-TRAFFIC COMPLAINT FORM

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Rapid Response and Deployment

424.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

424.2 POLICY

The Barrington Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

424.3 FIRST RESPONSE

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

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

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(f) Whether planned tactics can be effectively deployed.

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

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

424.4 TRAINING

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

This training should address:

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

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.

(d) First aid, including gunshot trauma.

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

424.5 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect’s actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

424.6 PLANNING

The Patrol Deputy Chief should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

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(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

424.6.1 SCHOOL SAFETY DRILLS

The Training Coordinator should work with the administration of public and private elementary and secondary schools that offer education to persons under 21 to schedule annual on-site drills within 90 days after the first day of the school year to respond to school shooting incidents (105 ILCS 128/15; 105 ILCS 128/20).

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Tactical Unit Operations

425.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures regarding operations of the tactical unit. The tactical unit is a special unit comprised of officers that shall be utilized to expand and extend the patrol and investigative functions. This special unit will be flexible, mobile, and discreet. It will be only augmented when manpower is sufficient or when directed by the Chief of Police.

425.1.1 PROCEDURE

The Tactical Unit will gather intelligence in Barrington and relay information collected to the appropriate district unit so criminal activities can be suppressed immediately or for follow up at a later time by the tactical unit, patrol, or investigations.

425.1.2 RESPONSIBILITIES

Identify and survey areas of opportunity for criminal activity. Minimize and suppress criminal activities by detecting, identifying, reporting, and arresting by utilizing the covert elements of the tactical position. To gather intelligence through surveys, observations, informants, and community involvement for immediate action or for future follow up. Any intelligence gathered by the tactical unit that is criminal in nature but is not acted upon for arrest will be documented and turned into the watch commander for follow up. The watch commander will disseminate this information to the other patrol shift supervisors or investigations as they see appropriate.

Investigations and the Watch Commander will work in conjunction to coordinate special assignments for the tactical unit when needed. The tactical unit will report directly to the Watch Commander. Working attire will be civilian or uniformed as directed by the Watch Commander.

The tactical unit will assist district units when requested. The tactical unit will not conduct vehicle stops unless directed by the Watch Commander or unless the vehicle was involved in the commission of a crime. Random business or residential surveys will be performed for detection of criminal activity. Targeted business or residential surveys will be directed by the Watch Commander.

If any criminal activity is detected the tactical unit will immediately request a district unit to the location to assist. If the tactical unit has to commit immediately to arrest or neutralize the criminal act they will identify themselves verbally as the police and display their police credentials.

425.1.3 EQUIPMENT

- Duty briefcase with standard department items.
- Primary duty firearm.
- Badge and Police Identification.
- Other approved equipment that might be necessary to perform the tactical function.

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- Unmarked vehicle (with covert emergency lights).

425.1.4 MAINTAINING RECORDS

Every Monday the records department will print up criminal activity by District, by criminal CAD code in order for the tactical unit to focus their efforts on areas of repeat criminal activity. Field Interview Cards will be used to document encounters with people and Supplemental Case Report will be used to document any suspicious or irregular activity. Field Interview Cards and Supplemental Case Report will be maintained in the Records Department for future reference and follow up.

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Immigration Violations

428.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Barrington Police Department relating to immigration and interacting with federal immigration officials.

428.2 POLICY

It is the policy of the Barrington Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

428.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Illinois constitutions.

428.4 DETENTIONS

An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

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An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

428.4.1 SUPERVISOR RESPONSIBILITIES
When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

428.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

428.6 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts.

428.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; 5 ILCS 805/5):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in department records

(c) Exchanging such information with any other federal, state, or local government entity

428.7.1 IMMIGRATION DETAINERS
No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 or any other hold request unless the person has been charged with a federal crime or the detainer is accompanied by a judicial warrant. Notification to the federal authority issuing the detainer should be made prior to the release (5 ILCS 805/15).

428.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). The

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Investigation Division supervisor is designated to complete the law enforcement certification for a U visa.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). The Investigation Division supervisor is designated to complete a law enforcement declaration for a T visa (5 ILCS 825/10).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigation Division supervisor assigned to oversee the handling of any related case. The Investigation Division supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

2. The certification form should be completed within 90 business days of the request unless (5 ILCS 825/10):

(a) There is a written agreement with the victim or the victim's representative extending the time to complete the certification form.

(b) The victim is eligible for expedited completion of the certification form.

3. Complete and reissue a certification form within 90 days of a request to reissue by a victim unless the circumstances of the victim require that the completion and reissuance of the certification form be expedited (5 ILCS 825/10).

(d) Provide written notice to the victim or the victim's representative if it cannot be determined based on the evidence that the victim is qualified for a U visa or T visa (5 ILCS 825/10).

(e) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

428.8.1 NON-DISCLOSURE OF IMMIGRATION STATUS

No member shall disclose the immigration status of the victim or the person requesting the certification form unless authorized in writing by the individual or as required by law (5 ILCS 825/10).

428.8.2 PUBLICATION OF DECLARATION AND CERTIFICATION FORM PROCESS

The Investigation Division supervisor should make the department's procedures for certification requests publicly available for victims and their representatives (5 ILCS 825/10).

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428.9 TRAINING

The Training Coordinator should ensure officers receive training on this policy.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

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Emergency Utility Service

430.1 PURPOSE AND SCOPE

The Village Public Works Department has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

430.1.1 BROKEN WATER LINES

The Village's responsibility ends at the water meter. Any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. Public Works can only turn off the valve at the meter. The citizen can normally accomplish this.

If a break occurs on the Village side of the meter, emergency personnel should be called as soon as practical by the Dispatch Center.

430.1.2 ELECTRICAL LINES

Village Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. The appropriate utility company or Public Works should be promptly notified.

430.1.3 RESERVOIRS, PUMPS, WELLS, ETC.

Public Works maintains the public water equipment and may maintain other municipal utility equipment as well. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

430.1.4 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies is maintained by the Dispatch Center.

430.2 TRAFFIC SIGNAL MAINTENANCE

The Village of Barrington contracts with a private maintenance company to furnish maintenance for all traffic signals within the Village, other than those maintained by the Illinois Department of Transportation or other unit of government.

430.2.1 OFFICER'S RESPONSIBILITY

Upon observing a damaged or malfunctioning signal, the officer will advise the Dispatch Center of the location and problem with the signal. The telecommunicator should make the necessary notification to the proper maintenance agency.

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Tornadoes

431.1 PURPOSE AND SCOPE

The purpose of this order is to establish Department procedures to be followed in case of a tornado watch or a tornado warning.

TORNADO WATCH: An alert issued by the National Weather Service designating a specific area in which, for a specific period, the probabilities for tornado development are high.

TORNADO WARNING: It exists when a funnel cloud or tornado has been sighted in Cook County and/or Lake County, or a nearby community, and has been reported by the National Weather Service, police radio, LEADS, a member of this Department, or an ESDA member.

431.1.1 ACKNOWLEDGEMENT OF A TORNADO WATCH OR WARNING

A tornado watch or warning shall be officially acknowledged when it has been received by a member of this Department by any of the following means:

- Via LEADS from the National Weather Service
- Via police radio (a confirmed sighting)
- Via National Weather Service Radio
- Via an actual funnel cloud or tornado sighting by either a member of this Department or an ESDA member

When a tornado watch or warning notification is received, the communications operator will initiate a complaint record card indicating date, time and source of the notification. The incident number (police report number, but no written report needed) will be recorded on the Tornado Watch and/or Warning Notification Sheet.

431.1.2 COMMUNICATIONS OPERATOR'S DUTIES FOR A TORNANDO WATCH

When a tornado watch is initiated the communications operator will immediately notify the following:

Notification during business hours:

- Watch Commander and Patrol Units
- Fire Departments

The communications operator does not sound any sirens for a tornado watch.

Notification after business hours:

- Watch Commander and Patrol Units
- Fire Departments

As the communications operator completes each notification, he/she must log the information on the tornado watch and/or warning notification sheet

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431.1.3 COMMUNICATION OPERATOR'S DUTIES FOR A TORNADO WARNING

With the approval of the Watch Commander, the communication operator shall sound the tornado warning siren. The warning siren will begin a five (5) minute steady signal. When a tornado warning is in effect the communications operator will immediately notify the following:

Notification during business hours:

- Watch Commander and Patrol Units
- ESDA Coordinator
- Chief of Police
- Fire Departments
- Intercom - All Call

Notification after business hours:

- Watch Commander and Patrol Units
- ESDA Coordinator
- Chief of Police
- Fire Departments
- Intercom - All Call

NOTE: In the event the ESDA Coordinator cannot be reached, notify the next person on the ESDA call-up roster until contact can be made.

Depending upon the workload and imminent potential of a tornado, the Watch Commander may direct additional personnel to help with the notification process.

As the communications operator completes each notification, he/she must log the information on the tornado warning and/or watch notification sheet

431.1.4 COMMUNICATION OPERATOR'S DUTIES UPON FUNNEL CLOUD/TORNADO SIGHTING

Upon being notified that a funnel cloud or a tornado has been sighted by a member of this Department, or by an ESDA member, the communication operator shall immediately:

- Sound the tornado warning siren
- Notify the National Weather Service via telephone hot line: 815-834-1435 or 217-732-3089

Be prepared to give the National Weather Service the following information:

- What was seen -- i.e., funnel cloud, tornado, heavy hail, etc
- Where it was seen - be specific
- When it was seen

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- What it was doing -- i.e., direction and speed of travel, intensity and destructiveness

If a lay person notifies the Department of a funnel cloud or tornado sighting, the communications operator shall immediately assign an officer to verify the sighting. This would be evidence of destructiveness or an actual sighting. Once verification has been made, the communications operator should follow the procedure outlined in Section 431 of this General Order.

431.1.5 TESTING CIVIL DEFENSE SYSTEM

The Civil Defense warning system shall be tested on the first Tuesday of the month at 1000 hrs.

- Start the warning siren.
- The warning siren will start a five (5) minute steady signal.

431.1.6 TORNADO WARNING NOTIFICATION LIST

BARRINGTON POLICE DEPARTMENT

Tornado Warning Notification Sheet

ESDA Coordinator-847-304-3600 OR 224-629-2030

Chief of Police- 847-304-3301 AND 224-629-2011

Barrington Fire Dept-847-304-3600

Palatine Rural Fire Dept-847-991-8700

Barrington Village Manager- 847-304-3401 OR 224-629-2006

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Floods

433.1 PURPOSE AND SCOPE

The purpose of this order is to detail a checklist of items to be considered upon the occurrence of a flood. Communities can lessen their losses of life and property through the identification of flood hazards and the application of floodplain management procedures.

FLASH FLOOD: Flash Flood is a flood that reaches its peak flow in a short length of time (hours or minutes) after the storm or other event causing it. It is often characterized by high velocity water flows.

FLOOD OR FLOODING: Flood or Flooding is temporary inundation of normally dry land area from the overflow of inland waters and/or from the unusual or rapid accumulation or runoff of surface waters from any source. The rise in water may be caused by excessive rainfall, snow melt, natural stream blockages, wind storms or any combination of such conditions.

FLOOD FORECASTING: Flood Forecasting is the process of predicting the occurrence, magnitude and duration of an imminent flood through meteorological and hydrological observations and analysis.

FLOOD FREQUENCY: Flood Frequency is a statistical expression of the average time period between floods equaling or exceeding a given magnitude. For example, a "100 Year Flood" has a magnitude expected to be equaled or exceeded on the average of once every hundred years.

FLOOD HAZARD BOUNDARY MAP: Flood Hazard Boundary Map is an official map of a community on which the boundaries of the floodplain subject to the 100 year flood have been drawn.

FLOODPLAIN:The low lands adjoining the channel of a river, stream or lake that have been, or may be, inundated by flood water.

ONE HUNDRED YEAR FLOODS: A flood having a one-percent chance of occurring in any given year and which, over a very long period of time, can be expected to be equaled or exceeded on the average of one every hundred years.

FLOOD WATCH: A flood watch means that flooding is possible in and/or close to the watch area. A watch is only an indication of where and when the probabilities for flooding are greatest.

FLOOD WARNINGS: Flood warnings are forecasts of impending floods. The warning message tells of the expected severity of flooding, the effected area, and when and where flooding will begin.

433.2 FLOOD FORECASTING

The National Oceanic and Atmospheric Administration (NOAA), through its weather service river forecast centers and river district offices, issues flood forecasts and warnings when rainfall is enough to cause rivers to overflow their banks and when melting snow may combine with rainfall to produce similar effects. Flood watches and warnings are distributed to the public by television

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and radio. Flood watches and warnings are distributed to local police agencies on NOAA weather radio and through the LEADS system via the Illinois State Police.

433.3 BARRINGTON FLOOD HAZARDS

Flooding in Barrington primarily occurs because of overflows from intense local thunderstorms, which occur mostly in the spring and summer. Flash floods may occur any time, however, since most watercourses in the Villages are small streams.

433.4 FLOOD CHECKLIST

The following checklist should serve as a guide of items to consider in preparing for, and reacting to, the occurrence of flooding. This list, however, should not be considered as all-inclusive. Officers should refer to other orders in this plan to further guide them in the performance of their responsibilities. If appropriate, begin execution of the Unusual Occurrences Plan or any portion of that plan which applies to the specific situation or incident.

Stay abreast of all weather and flood forecasts. Maintain an accurate listing of all public reports of flooding. If possible, confirm these reports through visual observation. Continually assess the situation, including determination of the potential flood hazard area and estimate rise of water based on flood warning notifications. The flood hazard boundary maps may help in identifying potential flood hazards.

Change work schedules to fit special needs. Open lines of communication with all Village personnel. Contact the Fire Departments and coordinate activities to ensure adequate response to all emergencies. Arrange for Public Works Department assistance as needed. Advise the Chief of Police, and Village Manager. Contact towing firms to arrange for quicker response on emergency towing calls. Be constantly aware of the need to quickly evacuate affected areas.

A major problem is the rescue of stranded inhabitants of flooded areas as well as trapped motorists. Often, the most practical solution is to use boats, helicopters and specially equipped vehicles. Any evacuation should be enlarged as time permits or conditions change. This might include areas not currently affected by the flood but having the potential to become involved.

Secure emergency temporary housing for evacuees. Assist in obtaining basic survival needs. Set up patrols in evacuated areas for protection of property and prevention of fires. Have public utilities make electrical, gas and water inspections as necessary to prevent accidents. Advise the news media of flood conditions. Request health authorities to assist in identifying contaminated food and water and controlling waterborne diseases.

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Aircraft Accidents

434.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

434.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

434.2 POLICY

It is the policy of the Barrington Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

434.3 DOCUMENTATION

All aircraft accidents occurring within the Village of Barrington shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of BPD members deployed to assist; other Village resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

434.3.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

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(e) Acquire copies of any recordings from security cameras that may have captured the incident.

434.3.2 WITNESSES
Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

434.4 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

434.5 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

434.6 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and

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the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

434.7 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) [Medical Examiner/JOP].

(d) Air Carrier/Operators investigative teams with NTSB approval.

(e) Appropriate branch of the military, when applicable.

(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

434.8 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

(a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

(b) Pressure vessels, compressed gas bottles, accumulators and tires.

(c) Fluids, batteries, flares and igniters.

(d) Evacuation chutes, ballistic parachute systems and composite materials.

434.9 MEDIA RELATIONS

The Public Information Officer ([PIO]) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the

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surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The [PIO] should coordinate with other involved entities before the release of information.

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Winter Storms

435.1 PURPOSE AND SCOPE

Winter storms in the form of blizzards, heavy snows, ice storms, freezing rain or sleet can be a serious hazard to people who reside in or pass through the community. The purpose of this order is to develop a checklist of items to be considered upon the occurrence of a severe storm.

435.1.1 DEFINITIONS

HEAVY SNOW WARNING: Usually means an expected snowfall of four inches or more in a 12 hour period, or six inches or more in a 24 hour period.

BLIZZARD:Is the most dangerous of all winter storms. A blizzard warning is issued when the Weather Service expects considerable snow and winds of 35 miles per hour or more.

SEVERE BLIZZARD WARNING:Means that a very heavy snowfall is expected, with winds of at least 45 miles per hour and temperatures of 10 degrees or lower.

FREEZING RAIN OR FREEZING DRIZZLE:Is forecasted when expected rain is likely to freeze as soon as it strikes the ground, putting a coating of ice or glaze on the roads and everything else that is exposed. If a substantial layer of ice is expected to accumulate from freezing rain, an "Ice Storm" is forecasted.

SLEET:Are small particles of ice, usually mixed with rain

435.1.2 CHECKLIST PREPARATIONS

STORM WARNING PERIOD

Have personnel check protective clothing; ear protection, gloves, face protection, boots, etc. Stockpile sand, salt, shovels, extra de-icing fluids, etc., for possible police use. Check all Department equipment to insure that it is winterized and to avoid breakdowns.

STORM PERIOD

Stay abreast of all weather forecasts. Obtain official information on highway and street closing and immediately pass information to personnel. To close any roadway in the village due to weather, see ESF# (to be determined) for proper road closing procedures. Change work schedules to fit special needs. Consider adopting special patrol methods such as two-man cars to insure quicker emergency response (manpower permitting). Open lines of communication with all Village personnel.

- Contact the Fire Department and coordinate activities to insure an adequate response to all emergencies.
- Arrange for snow plow response to emergency scenes.

The officer who is making the request to public works will do so on the local band or have dispatch contact public works and advise them to respond.

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Public Works has equipped a trailer with Type III barricades and ROAD CLOSED signs which will be ready, if needed, in the event of a road closure. They will dispatch one of their 1 ton dump trucks to assist the officer(s) in setting them up at their request.

Public Works will assist in salting poor quality intersections but cannot provide snow plowing to long stretches of State routes due to a lack of manpower/equipment. In the case where stretches of the roads are dangerous, closing them may be the best option.

Public Works will provide support for Police personnel in the event they have difficulty traveling to an emergency call or if they feel their safety is in danger on the roads. Contact the supervisor and they will be there as soon as we can.

- Coordinate snow plowing activities with public works to insure that all illegally parked cars have been removed from snow routes.

Contact towing firms to arrange for quicker response on emergency towing calls. Obtain four-wheel drive vehicles and snowmobiles as needed, if available. Secure emergency temporary housing for stranded motorists or displaced persons. Issue public requests for clearing fire hydrants and check for drifts blocking exits at commercial establishments, schools, nursing homes, etc. Assist the public in obtaining basic survival needs: food, clothing, heating oil, electrical power, medical attention, etc.

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Field Training

436.1 PURPOSE AND SCOPE

The Field Training Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Barrington Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Program that is designed to prepare the new officer to perform in a patrol assignment possessing all skills needed to operate in a safe, skillful, productive and professional manner.

436.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

436.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- Desire to be an FTO.
- Preferred two years of patrol experience.
- Demonstrated ability as a positive role model.
- Participate and pass an internal oral interview selection process.
- Recommended for the postion by supervisors and current FTOs.
- Possess an ILETSB certificate.

436.2.2 TRAINING

An officer selected as an FTO shall successfully complete the department-approved FTO course prior to being assigned as an FTO.

436.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The Field Training Officer Program supervisor will be selected from the rank of sergeant or above by the Patrol Deputy Chief or his/her designee and shall when practical, have completed the ILETSB certified (40 hour) Field Training Officer's Course.

The responsibilities of the FTO Program Supervisor include the following:

(a) Assignment of trainees to FTOs.

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(b) Conducting FTO meetings.

(c) Maintain and ensure FTO/Trainee performance evaluations are completed.

(d) Maintain, update and issue the Field Training Manual to each trainee.

(e) Monitor individual FTO performance.

(f) Monitor the overall FTO Program.

(g) Maintain liaison with FTO Coordinators of other agencies.

(h) Maintain liaison with academy staff on recruit performance during the academy.

(i) Develop ongoing training for FTOs.

The FTO Program supervisor will be required to successfully complete an ILETSB approved Field Training Administrator's Course, preferably within one year of appointment to this position.

436.4 TRAINEE DEFINED

Any entry level, lateral police officer, or person granted Conservators of the Peace Power newly appointed to the Barrington Police Department who has successfully completed an ILETSB training course.

436.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 12 weeks.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of 8 weeks.

To the extent practicable, officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.

436.5.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Barrington Police Department. The manual is not intended to cover every contingency, but will be periodically reviewed and adjusted as appropriate. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations enacted by the Barrington Police Department.

436.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

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436.6.1 FIELD TRAINING OFFICER

(a) FTOs shall complete and submit a written evaluation on the performance of their assigned trainee to the FTO program supervisor on a daily basis.

(b) FTOs shall review the Daily Observation Report with the trainee each day.

(c) A detailed end-of-phase performance evaluation on their assigned trainee shall be completed by the FTO at the end of each phase of training.

(d) FTOs shall be responsible for signing off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of their assigned trainee.

436.6.2 IMMEDIATE SUPERVISOR

The FTO program supervisor shall review and approve the Daily Trainee Performance Evaluations and forward them to the designated Field Training Administrator.

436.6.3 FIELD TRAINING ADMINISTRATOR

The Field Training Administrator will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through the FTO program supervisor.

436.6.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

436.7 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

(a) Daily Trainee Performance Evaluations.

(b) End of phase evaluations.

(c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training.

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Railroad Accidents

437.1 PURPOSE AND SCOPE

To provide guidelines for police officers who may be involved in the handling of a railroad accident. Commuter trains transport thousands of persons through the Barrington area on a daily basis. In addition, freight operations transport a varied number of hazardous materials, including explosives, poison gases, flammable liquids, radioactive materials and disease causing agents. These facts make the railroad a potentially dangerous risk to the health and safety of our communities.

437.1.1 PROCEDURE

The first officer at the scene of a railroad accident will:

Evaluate the situation and apprise the police dispatcher, fire department and Watch Commander of the incident. Rescue victims and provide first aid. Clear the area of all non-essential personnel to a distance as far from the scene as practical. Be alert for the possible involvement of a hazardous material. Instruct the police dispatcher to contact the railroad dispatcher and halt all traffic on the rail line.

The first supervisor at the scene must assume the following responsibilities:

Verify the observations and evaluations made by the first officer at the scene. Closely coordinate efforts with the ranking fire department officer at the scene. Cause to be made all necessary notifications outlined in this, and other, general orders in this manual. Locate the train's conductor and ascertain any types of hazardous materials being shipped. Advise the ranking police official of all developments (i.e., manpower requirements, evacuation needs, etc.). If appropriate, initiate Unusual Occurrences Plan. If appropriate contact the Accident Investigation Team.

To avoid a second collision, communications shall immediately notify the railroad dispatcher to stop all trains moving towards the accident location. The following numbers shall be used:

- Union Pacific RR

Crossing warning device problems (1-800-848-8715).

Train accidents, emergency stopping of trains, blocked tracks (1-800-877-5591).

Police: (1-312-432-6950) although it is not answered 24 hours, it will immediately page an on-duty officer.

- E. J. & E. RR

1-815-740-6746

Dispatcher 1-815-740-6746

EMERGENCY Asst Chief Dispatcher 1-815-740-6742

Control Operator 1-815-740-6744

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Chief Dispatcher 1-815-740-6746

Police (1-815-740-6765) (pager)

If the railroad dispatcher cannot be reached, the incident commander shall instruct officers to proceed to a location far enough in advance of the approaching train traffic so that they are visible to the engine crew from about one mile. The officers shall stand on the left side of the track facing the approaching train, so that the track is on their right.

The railroad stop signal is a lighted fuse swung slowly back and forth with a stiff arm movement from shoulder height, making a continuous arc across the knees to the opposite shoulder. Continued the flagging procedure until it is apparent that the crew is responding. After the train has stopped, immediately inform the engine crew of the hazard.

If it appears that you are unable to stop the approaching train before it reaches the hazard, the immediate area should be vacated without delay.

437.1.2 HAZARDOUS MATERIAL

If hazardous materials are involved, DO NOT GO NEAR THE DERAILED CARS!!!

Federal law requires that all railroads post warning placards on all cars transporting hazardous materials. The train's conductor will have information on the types of hazardous materials being shipped. The train's "WAYBILLS" give specific information on these materials and include agencies to contact in the event of a spill. The conductor can locate the specific cars carrying hazardous materials by checking the "TRAIN CONSIST". The conductor will contact his dispatcher for additional information on the specific hazardous material involved.

If hazardous materials are involved, immediately refer to the Hazardous Material Incident procedure found in Policy 412. This procedure will provide further guidance in handling the incident. Specific information regarding hazardous materials can be obtained from the Emergency Response Guidebook (ERG) by the U.S. Department of Transportation.

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Obtaining Air Support Assistance

438.1 PURPOSE AND SCOPE

The use of a law enforcement helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

438.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made.

438.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for a helicopter, the Watch Commander, or his/her designee, will call the closest agency having helicopter support available. The Watch Commander on duty will apprise that agency of the specific details of the incident prompting the request.

438.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Law Enforcement helicopters may be requested under any of the following conditions:

- When the helicopter is activated under existing mutual aid agreements.
- Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard.
- When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community.
- When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard.
- Vehicle pursuits.

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for officers on the ground.

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Contacts and Temporary Detentions

440.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

440.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

440.2 POLICY

The Barrington Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

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440.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Barrington Police Department to strengthen community involvement, community awareness, and problem identification.

440.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.

(b) Actions suggesting that he/she is engaged in a criminal activity.

(c) Presence in an area at an inappropriate hour of the day or night.

(d) Presence in a particular area is suspicious.

(e) Carrying of suspicious objects or items.

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.

(g) Location in proximate time and place to an alleged crime.

(h) Physical description or clothing worn that matches a suspect in a recent crime.

(i) Prior criminal record or involvement in criminal activity as known by the officer.

440.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.

(b) Where more than one suspect must be handled by a single officer.

(c) The hour of the day and the location or area where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

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(f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

440.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

440.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

440.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

440.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to the Watch Commander with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Watch Commander should review and forward the photograph to one of the following locations:

(a) If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Watch Commander will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.

(b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Section.

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When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

440.5.4 SUPERVISOR RESPONSIBILITIES
While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

440.6 STOP RECEIPTS

Whenever an officer stops a person in a public place and pat-down searches the person or the person's property, the officer should issue a stop receipt providing the reason for the stop and containing the member's name and badge number (725 ILCS 5/107-14).

440.7 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identifying all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.

1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

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Criminal Organizations

442.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Barrington Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

442.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

442.2 POLICY

The Barrington Police Department recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

442.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.

(b) Use of every criminal intelligence system is appropriately reviewed and audited.

(c) Any system security issues are reasonably addressed.

442.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, FI, photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Section. Any

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supporting documentation for an entry shall be retained by the Records Section in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Section are appropriately marked as intelligence information. The Records Supervisor may not purge such documents without the approval of the designated supervisor.

442.3.2 SWORD SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information into the Statewide Organized Criminal Gang Database (SWORD) criminal intelligence system (20 ILCS 2605/2605-305). Entries into such a database should be based upon on reasonable suspicion of criminal activity or actual criminal activity, and should be supported by documentation, where documentation is available.

The designated supervisor may approve creation or submission of information into the SWORD criminal intelligence system when the individual has been arrested and there is a reasonable belief that the individual is a member or affiliate of an organized gang. The designated supervisor may notify the appropriate prosecutor of the individual's alleged gang membership or gang affiliate status (20 ILCS 2640/15).

442.4 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved CIS only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of CIS entries.

442.5 INFORMATION RECOGNITION

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

(a) Gang indicia associated with a person or residence.

(b) Information related to a drug-trafficking operation.

(c) Vandalism indicating an animus for a particular group.

(d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Training Coordinator to train members to identify information that may be particularly relevant for inclusion.

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442.6 RELEASE OF INFORMATION

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

442.7 CRIMINAL STREET GANGS

The Investigation Division supervisor should ensure that there are an appropriate number of department members who can:

(a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with identification of criminal street gangs, criminal street gang members and patterns of criminal gang activity.

(b) Coordinate with other agencies in the region regarding criminal street gang crimes and information.

(c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

442.8 TRAINING

The Training Coordinator should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

(a) The protection of civil liberties.

(b) Participation in a multiagency criminal intelligence system.

(c) Submission of information into a multiagency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.

(d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.

(e) The review and purging of temporary information files.

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Watch Commanders

444.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with departmental policies, procedures, practices, functions and objectives. To accomplish this goal, a Sergeant heads each watch.

444.2 DESIGNATION AS ACTING WATCH COMMANDER

When a Sergeant is unavailable for duty as Watch Commander, the patrol officer designated by the Shift Sergeant as the Officer-In-Charge (OIC) will function as the Watch Commander. Patrol Sergeants must obtain approval from the chief of police or his/her designee when choosing the shifts primary and secondary OIC's. The Shift Sergeant may designate a secondary OIC to supervise when both are off. The shift OIC will function as the Watch Commander even when another patrolman or OIC of greater seniority temporarily works on the shift for whatever reason. OIC's are typically the officer on the shift that holds the highest position on an existing promotion list for Sergeant. The secondary OIC will typically be the officer that holds the next highest position on the Sergeants list and has completed the necessary OIC training unless approved by the chief of police or his/her designee.

Overtime for Sergeants or Officer in Charge will only be filled by another Sergeant, a patrol officer with OIC training or a non-probationary patrol officer with approval from the Chief's Office. The goal of this is to insure that a Sergeant, a trained Officer in Charge or an experienced Patrol Officer is in command of patrol operations on the street, at all times.

Personnel available for Sergeant or Officer in Charge overtime will be selected based on their rank, earning a position on the Sergeant’s eligibility list, training and patrol experience. The eligible personnel list will be kept in the Chief's Office and will be continiously updated as needed.

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Mobile Audio/Video

446.1 PURPOSE AND SCOPE

The Barrington Police Department has equipped marked patrol cars with Mobile Audio and Video (MAV) recording systems to provide records of events and assist uniformed officers in the performance of their duties by providing a visual and/or audio record of patrol-related activities when permitted by law (720 ILCS 5/14-3(h)). This policy provides guidance on the use of these systems.

446.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car video and Mobile Audio Video (MAV) system -Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

MAV technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

446.2 POLICY

It is the policy of the Barrington Police Department to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

446.3 OFFICER RESPONSIBILITIES

Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment (typically the MAV wirelessly downloads at the PD). Each officer should have adequate recording media for the entire duty assignment (check the amount of storage available by checking the display, if needed and not going on an emergency call give the system some time to download). In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. Only Barrington Police Department identified and labeled media with tracking numbers are to be used.

At the start of each shift, officers **should** log into the L3 car system, synch the portable microphone pack, and then test the MAV system's operation in accordance with manufacturer specifications and department operating procedures and training.

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System documentation is accomplished by the officer recording his/her name, serial number, badge or PIN number and the current date and time at the start of each shift. If the system is malfunctioning, the officer will notify the watch commander and shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

446.4 ACTIVATION OF THE MAV

The MAV system shall be activated continuously throughout the officer's shift (50 ILCS 707/15).

446.5 ACTIVATION OF THE MAV

The MAV system is designed to turn on whenever the unit's emergency lights are activated. The system remains on until it is turned off manually. The audio portion is independently controlled and should be activated manually by the officer whenever appropriate. When audio is being recorded, the video will also record.

446.5.1 REQUIRED ACTIVATION OF MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident, due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated as soon as practicable in any of the following situations:

(a) All field contacts involving actual or potential criminal conduct, within video or audio range:

1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
2. Priority responses
3. Vehicle pursuits
4. Suspicious vehicles
5. Arrests
6. Vehicle searches
7. Physical or verbal confrontations or use of force
8. Pedestrian stops
9. DUI investigations including field sobriety tests
10. Crimes in progress
11. Responding to an in-progress call

(b) All self-initiated activity where an Officer observes suspicious or criminal actions/ behavior in which an officer would normally notify the Dispatch Center

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(c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:

1. Domestic violence calls
2. Disturbance of peace calls
3. Offenses involving violence or weapons

(d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording

(e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

446.5.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

446.5.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

446.6 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the department MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

(a) For use when preparing reports or statements

(b) By a supervisor investigating a specific act of officer conduct

(c) By a supervisor to assess officer performance

(d) To assess proper functioning of MAV systems

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(e) By a department investigator who is participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation

(f) By department personnel who request to review recordings

(g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment

(h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee

(i) By the media through proper process or with permission of the Chief of Police or the authorized designee

(j) To assess possible training value

(k) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection

Employees desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Watch Commander. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

446.7 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report.

446.8 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of the Dispatch Center and watch log entry.

At reasonable intervals, supervisors should validate that:

(a) Beginning and end-of-shift recording procedures are followed.

(b) Logs reflect the proper chain of custody, including:

1. The tracking number of the MAV system media.
2. The date it was issued.
3. The law enforcement operator or the vehicle to which it was issued.
4. The date it was submitted.
5. Law enforcement operators submitting the media.
6. Holds for evidence indication and tagging as required.

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(c) The operation of MAV systems by new employees is assessed and reviewed no less than biweekly.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MAV technician or crime scene investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of an officer.

446.9 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of 90 days and disposed of in compliance with the established records retention schedules (720 ILCS 5/14-3(h-15).

446.9.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

446.9.2 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Barrington Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

446.9.3 RECORDING RETENTION REQUIREMENTS

Notwithstanding the 90 day retention period in 720 ILCS 5/14-3(h-15), if the Department receives funds under the Illinois Law Enforcement Camera Grant Act, MAV video records must be stored for no less than two years (50 ILCS 707/15).

446.10 SYSTEM OPERATIONAL STANDARDS

(a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer’s recommendations.

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(b) The MAV system should be configured to minimally record for 30 seconds prior to an event.

(c) The MAV system may not be configured to record audio data occurring prior to activation.

(d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating officer's transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.

(e) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

(f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.

(g) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.

(h) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MAV technician.

446.11 MAV TECHNICIAN RESPONSIBILITIES

The MAV technician is responsible for:

(a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.

(b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV technician:

1. Ensures it is stored in a secure location with authorized controlled access.
2. Makes the appropriate entries in the chain of custody log.

(c) Erasing of media:

1. Pursuant to a court order.
2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.

(d) Assigning all media an identification number prior to issuance to the field:

1. Maintaining a record of issued media.

(e) Ensuring that an adequate supply of recording media is available.

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(f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.

446.11.1 ADDITIONAL MAV TECHNICIAN RESPONSIBILITIES FOR GRANT FUNDING

If the Department receives any grants under the Illinois Law Enforcement Camera Grant Act, the MAV technician is also responsible for (50 ILCS 707/15):

(a) Remaining familiar with the applicable requirements of the Illinois Law Enforcement Camera Grant Act including any model rules developed by the Illinois Law Enforcement Training and Standards Board (ILETSB).

(b) Ensuring the MAV system includes audio of the officer when the officer is outside of the vehicle.

(c) Limiting access to the camera to the officer's supervisor.

(d) Working with the Records Supervisor to develop procedures to process requests from other law enforcement agencies and local State's Attorneys for video recordings, including procedures for protecting identities of individuals not related to the recorded incident.

(e) Completing the annual MAV report required by 50 ILCS 707/15.

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Mobile Digital Computer Use

448.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Digital Computer (MDC) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and the Dispatch Center.

448.2 POLICY

Barrington Police Department members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

448.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

448.4 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Watch Commanders.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

448.4.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

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In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

448.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Watch Commander or other department-established protocol, all calls for service assigned by a [dispatcher] should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a [dispatcher].

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

448.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC when the vehicle is not in motion.

448.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure a field supervisor and the Watch Commander are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

448.6 EQUIPMENT CONSIDERATIONS

448.6.1 MALFUNCTIONING

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify the Dispatch Center and the watch commander. It shall be the responsibility of the [dispatcher] to document all information that will then be transmitted verbally over the police radio.

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448.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

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Bicycle Patrol Unit

453.1 PURPOSE AND SCOPE

The Barrington Police Department has established the Bicycle Patrol Unit (BPU) for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

453.2 POLICY

Patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control, or special events. The use of the patrol bicycle will emphasize their mobility and visibility to the community.

Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the Bicycle Patrol Unit supervisor or the Watch Commander.

453.3 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, shall submit a change of assignment request to their appropriate Deputy Chief. A copy will be forwarded to the BPU supervisor. Qualified applicants will then be invited to an oral interview. The oral board will consist of the BPU supervisor and second person to be selected by the BPU supervisor. Interested personnel shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance.

(b) Special skills or training as it pertains to the assignment.

(c) Good physical condition.

(d) Willingness to perform duties using the bicycle as a mode of transportation.

453.3.1 BICYCLE PATROL UNIT SUPERVISOR

The Bicycle Patrol Unit supervisor will be selected from the rank of sergeant by the Patrol Deputy Chief or his/her designee.

The Bicycle Patrol Unit supervisor shall have responsibility for the following:

(a) Organizing bicycle patrol training.

(b) Inspecting and maintaining inventory of patrol bicycles and program equipment.

(c) Scheduling maintenance and repairs.

(d) Evaluating performance of bicycle officers.

(e) Coordinating activities with the Patrol Division.

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(f) Other activities as required to maintain the efficient operation of the Bicycle Patrol Unit.

453.4 TRAINING

Participants in the program must complete an initial Department approved bicycle-training course after acceptance into the program. Thereafter bicycle patrol officers should receive yearly in-service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include the following:

- Bicycle patrol strategies
- Bicycle safety and accident prevention
- Operational tactics using bicycles

Bicycle patrol officers will be required to qualify with their duty firearm while wearing bicycle safety equipment including the helmet and riding gloves.

453.5 UNIFORMS AND EQUIPMENT

Officers shall wear the department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes department-approved helmet, riding gloves, protective eyewear and approved footwear.

The bicycle patrol unit uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt with department badge and patches and department-approved bicycle patrol pants or shorts.

Optional equipment includes jacket in colder weather, turtleneck shirts or sweaters when worn under the uniform shirt, and a radio head set and microphone.

Bicycle patrol officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

453.6 CARE AND USE OF PATROL BICYCLES

Officers will be assigned a specially marked and equipped patrol bicycle, attached gear bag, two batteries and a charger.

Bicycles utilized for uniformed bicycle patrol shall be primarily black or white in with a Police decal affixed to each side of the crossbar or the bike’s saddlebag. Every such bicycle shall be equipped with front and rear reflectors front lights and a siren/horn satisfying the requirements of the Illinois Vehicle Code (625 ILCS 5/11-1507). A bicycle is a police vehicle as authorized by 625 ILCS 5/1-162.3.

Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls including report writing, vehicle storage and citations.

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Each bicycle gear bag shall include a first aid kit, tire pump, repair tool, tire tube, security lock, equipment information and use manuals. These items are to remain with/on the bicycle at all times.

Each bicycle shall be equipped with an oscillating, rotating or flashing red and/or blue warning light that is visible from the front, sides, or rear of the bicycle (625 ILCS 5/12-215).

Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to ensure proper working order of the equipment. Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

If a needed repair is beyond the ability of the bicycle officer, a repair work order will be completed and forwarded to the program supervisor for repair by an approved technician.

Each bicycle will have scheduled maintenance twice yearly to be performed by a department approved repair shop/technician.

At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

Electric patrol bicycle batteries shall be rotated on the assigned charger at the end of each tour of duty. During prolonged periods of non-use, each officer assigned an electric bicycle shall periodically rotate the batteries on the respective charges to increase battery life.

Officers shall not modify the patrol bicycle, remove, modify or add components except with the expressed approval of the bicycle supervisor, or in the event of an emergency.

Vehicle bicycle racks are available should the officer need to transport the patrol bicycle. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a patrol car push-bumper is discouraged.

Bicycles shall be properly secured when not in the officer's immediate presence.

453.7 OFFICER RESPONSIBILITY

Officers must operate the bicycle in compliance with the vehicle code under normal operation. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.

Officers operating an authorized emergency vehicle may park or stand, irrespective of the provisions of the Illinois Vehicle Code (625 ILCS); proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation; exceed the maximum speed limits so long as he/she does not endanger life or property; disregard regulations governing direction of movement or turning in specified directions (625 ILCS 5/11-205).

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

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Selective Traffic Enforcement Program

454.1 PURPOSE AND SCOPE

The Barrington Police Department has made a commitment to traffic safety in the Village. The Selective Traffic Enforcement Program (STEP) is an important tool in the overall traffic safety, enforcement and education program. Active traffic enforcement is shown to reduce traffic accidents and also reduce crime. The STEP is also an effective response to complaints from citizens and other officials of ongoing traffic and/or parking violations in the Village.

454.2 DEFINITIONS

Selective Traffic Enforcement Program involves a directed and focused period of time in which an area is monitored for traffic and/or parking violations by officers.

Permanent STEP Locations ," A list of those STEP's that requires ongoing monitoring by officers. One objective of the Permanent STEP list is to demonstrate to the community that their complaints are continually being addressed by the Police Department. The Administrative Officer will review accident statistics to assist in the assignment of STEP's. Patrol Sergeants will administer all STEP programs. The Barrington Police Department has established a list of permanent STEP's which is included in this policy. These permanent STEP's include the most often requested locations as well as those identified as needed by the Chief of Police or his/her designee.

454.3 STEP ASSIGNMENT PROCEDURE

Any complaints received, or a report filed by any member of the Police Department related to reoccurring traffic violations or problems should be forwarded to the Chief of Police or his designee. Any requests for temporary STEP's or additional deployment of a permanent STEP should be routed to the appropriate Shift Sergeant for assignment. The Sergeant will assign such STEP's via email to the officers assigned to the Patrol Division. The STEP email is considered an operational order and must be completed as assigned. Temporary STEP's will be conducted by a Traffic Officer when the Traffic Officer is on duty and not assigned a district. The email will include the location, time of the STEP, the start and end date of the STEP, the district (North or South) of the STEP, purpose of the STEP, and length of time to be spent on the STEP.

It is the responsibility of the Watch Commander to assure that the STEP is completed. An officer who is assigned a STEP but is unable to perform the assignment must document the reason(s), and must advise the Watch Commander in writing via email.

454.4 PATROL STEP PROCEDURE

A CAD incident will be created by the Officer conducting the STEP using the following procedure. Pull up the "ON VIEW" screen on the MDT. Enter the nature code "STEP". Enter the location of the STEP as indicated in the email notice or permanent STEP number (i.e. STEP1-BA). Depress the transmit button. Upon completion of the STEP enter the CAD code 9524 (for Selective Traffic Enforcement).

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When documenting enforcement action on a STEP, the following information will be added to the STEP CAD call (AR function or add notes button) when a traffic stop is conducted. Document the violation that was committed, indicate if a citation was issued, residency city of the offender, CAD number assigned to the traffic stop, and indicate if a custodial arrest was made. (Example: AR. 11-601, citation #Y460890, Barrington, 2011p111111, no arrest made) . It is expected that Officers strictly enforce traffic violations observed on the STEP.

454.5 REMOVAL OF STEP LOCATIONS

The decision to remove a location from the list should be based on changes to the road/intersection that eliminates the traffic problem or a lack of violations as demonstrated by lack of enforcement action. If primary violation at the location is speeding, a study should be conducted before the location is removed from the list.

When a determination is made that a location will be added or removed from the permanent STEP list, the Administrative Officer will notify the Director of CenCom via email. The Director will assign the task of adding or removing the location in the CAD system to the appropriate personnel.

The removal of a permanent STEP location can only be authorized by an Officer holding a rank of Sergeant or higher. The permanent STEP will be reviewed in January of each year to determine if any location should be removed from the list.

454.6 PERMANENT STEP LOCATIONS

STEP NUMBER LOCATION

STEP1-BA Route 14 @ Hart Rd

STEP2-BA Route 14 @ Route 59

STEP3-BA Route 14 @ Main St

STEP4-BA Route 14 @ Hillside Ave

STEP5-BA Route 14 South of Hillside Rd

STEP6-BA Route 59 @ Roslyn Rd

STEP7-BA Route 59 @ Main St

STEP8-BA Route 59 @ Station St

STEP9-BA Route 59 South of Lake St

STEP10-BA Main St @ Valley Rd

STEP11-BA Main St @ Eastern Ave

STEP12-BA Main St @ Cook St

STEP13-BA Main St @ Lageschulte Ave

STEP14-BA Main St @ Hart Rd

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STEP15-BA Barrington Rd @ Route 68

STEP16-BA Barrington Rd @ Cornell Ave

STEP17-BA Summit St @ Hillside Ave

STEP18-BA Summit St South of Hillside Ave

STEP19-BA Cook St North of Hillside Ave

STEP20-BA Lageschulte Ave @ Russell St

STEP21-BA Lake Zurich Rd South of Providence

STEP22-BA Dundee Ave @ Lincoln Ave

STEP23-BA Dundee Ave@ Sunset Ave

STEP24-BA Dundee Ave@ W. Hillside Ave

STEP25-BA North Ave @ Rt. 14

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Citation Dismissal, Correction, and Voiding

455.1 PURPOSE AND SCOPE

This policy outlines the responsibility for citations, the procedure for dismissal, correction, and voiding of citations.

455.2 RESPONSIBILITIES

The Records Supervisor shall be responsible for the development and design of all Department citations in compliance with County standards, state law, or the Illinois Supreme Court.

The Records Section shall be responsible for the supply and accounting of all citations issued to employees of this department.

455.3 DISMISSAL OF CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued. Any request from a recipient to dismiss a citation shall be referred to the generating member's Deputy Chief. Upon a review of the circumstances involving the issuance of the citation, it is the decision of the Deputy Chief to recommend dismissal of the citation. If approved, the citation will be forwarded to the prosecutor's office with a request for dismissal. All recipients of citations whose request for the dismissal of a citation has been denied shall be referred to the appropriate court.

Should an officer determine during a court proceeding that a citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate the officer may request the prosecutor to dismiss the citation. Upon dismissal of the citation by the court, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required. The citation dismissal shall then be forwarded to the Deputy Chief for review.

455.4 VOIDING CITATIONS

Voiding a citation may occur when a citation has not been completed or where it is completed, but not issued. All copies of the citation shall be presented to a supervisor to approve the voiding of the citation. The citation and copies shall then be forwarded to the Records Section.

455.5 CORRECTION OF CITATIONS

When a citation is issued and in need of correction, the officer issuing the citation shall submit the citation and a letter requesting a specific correction to his/her immediate supervisor. The citation and letter shall then be forwarded to the Records Section. The Records Section shall prepare a letter of correction to the State's Attorney's Office having jurisdiction, or the village prosecutor and to the recipient of the citation.

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455.6 DISPOSITION OF CITATIONS

The court and file copies of all citations issued by members of this department shall be forwarded to the employee's immediate supervisor for review. The citation copies shall then be filed with the Records Section.

Upon separation from employment with this department, all employees issued citations books shall return any unused citations to the Records Section.

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Notice of Trespass Warning Form

456.1 PURPOSE AND SCOPE

To establish procedures for the resolution of trespassing complaints and provide sworn police officers with a written mechanism for delivering and cataloging a warning regarding criminal trespassing on public or private property.

456.2 PROCEDURE (ISSUANCE OF NOTICE OF TRESPASS FORM)

Sworn police officers will issue a Notice of Trespass Warning form (herein after Notice) (see Appendix 'A' and 'B') when at the officer's discretion, a verbal warning of trespassing to real property is not sufficient to assure compliance, or when a written record of notice will provide a historic cataloging of the warning. The Notice form may be used to supplement any appropriate call for service or be used as a supporting document specifically applicable to an incident of trespassing.

The Notice form may be used by officers as a notice of trespassing on public property or on private property by a property owner or official agent. An officer may only issue a trespass warning form on private property when the officer is acting at the direction of, and as the authorized agent of a private property owner. The Union Pacific Railroad authorizes officers to enforce all state statutes and municipal ordinances upon railroad property within the department's jurisdiction.

456.2.1 NOTICE OF TRESPASS WARNING FORM

There are two separate Notice of Trespass Warning forms, one for PRIVATE PROPERTY and one for PUBLIC PROPERTY. Each of the Notice forms is divided into three specific sections and includes a written description of both the Village of Barrington Code and the Illinois Compiled Statute (ILCS) for Criminal Trespass to Public Property, State Supported Land, Real Property or Land and an explanation of proper notice, a description of the property and property owner or agent information, and the recipient's acknowledgement of the warning and the issuing officer's signature.

456.3 SERVICE OF NOTICE OF TRESPASS FORM

The personal delivery of a Notice form requires officers to verbally review or when appropriate, verbally read aloud the written description of Criminal Trespass to the identified recipient.

456.4 DISTRIBUTION OF NOTICE OF TRESPASS FORM

The Notice form is produced as a three-part NCR paper document. Copies of the form will be stored in the report writing room and distributed as follows:

White copy (original) ," Forwarded to the Records Division with the corresponding Incident/Offense Report.

Yellow copy ," Retained by the issuing officer and submitted for cataloging in the Trespass Warning Binder.

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Pink copy ," Issued to the recipient of the trespass warning. If the recipient refuses receipt of the Notice form, the pink copy will be attached to the white colored original and forwarded to the Records Section.

Given the confidential nature of information contained in a Notice and the possibility of written warnings being issued to juvenile recipients, copies of Notice forms are not available for public distribution. Copies of Notice forms may only be acquired through the Police Records Division. If necessary, confirmation of the issuance of a Notice may be provided to private property owners through the use of an officer's business card and accompanying case report number.

456.5 TRESPASS WARNING BINDER

In order to provide a historical record of issued Notice, the Department will maintain a Trespass Warning Binder. The Trespass Warning Binder will be a labeled three ring binder that will be stored and made available for updating at the Police Records Division. The Trespass Warning Binder will be divided into an alphabetical listing of recipients by last name. The Trespass Warning Binder in Records will contain the completed yellow colored copy of the issued Notice form.

456.6 ISSUING OFFICER RESPONSIBILITIES

Upon the issuance of a Notice form, the reporting officer will submit both the original white copy and the yellow-colored copy to the completed reports bin for filing and cataloging in the Trespass Warning Binder.

The Watch Commander on duty when the Notice of Trespass Warning for is issued will complete a CAD Location Note Request Form (Appendix C). The CAD form should have the box checked as a "Police Note." The address related to the Notice should be included in the "Address of Location" field. The subject being issued the Notice form should have his/her full name listed in the "Location Note" field. The "Hot Caution Line" should be titled Trespass Warning Issued.

Both sides of the CAD Form should be faxed to CenCom. The original of the CAD form should be attached to the Notice in the Trespass Warning Binder.

456.7 ARREST GUIDELINES

Officers locating a subject in violation of a previously issued trespass warning at an identified location and entered into the Trespass Warning Binder are encouraged to make an arrest. Officers completing the arrest of a subject for violating a previous trespass warning should note the date, time and case number of the original Notice in their Incident/Offense Report. A copy of the previously issued Notice should accompany the arrest report and be included in a completed Department Court Case Jacket.

Officers initiating the arrest of a subject for criminal trespass to property may utilize the following municipal ordinance or state statutes:

Local Ordinance Section 5-2-7-4 (B) ," Criminal Trespass to Private Land.

720 ILCS 5/21-3 ," Criminal Trespass to Real Property (Private) as a Class B misdemeanor.

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Local Ordinance Section 5-2-7-4 (C) ," Criminal Trespass to Public Property.

720 ILCS 5/21-5 ," Criminal Trespass to State Supported Land as a Class A misdemeanor.

456.8 TRESPASS WARNING PUBLIC PROPERTY

456.9 TRESPASS WARNING PRIVATE PROPERTY

456.10 CAD LOCATION NOTE REQUEST FORM

456.10.1 CAD LOCATION NOTE REQUEST FORM (PAGE 2)

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Foot Pursuits

457.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue a pursuit of suspects on foot.

457.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

457.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances present at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.

(d) Thermal imaging or other sensing technology.

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(e) Air support.

(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

457.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the [dispatcher] or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm, radio, or other essential equipment.

(l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect’s location is no longer known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect’s apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

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(o) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

457.5 RESPONSIBILITIES IN FOOT PURSUITS

457.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the [dispatcher] of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

457.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

457.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible;

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the supervisor does not, however, need not be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

457.5.4 THE DISPATCH CENTER RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the [dispatcher] is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved officers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the foot pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Watch Commander as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

457.6 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

(a) Date and time of the foot pursuit.

(b) Initial reason and circumstances surrounding the foot pursuit.

(c) Course and approximate distance of the foot pursuit.

(d) Alleged offenses.

(e) Involved vehicles and officers.

(f) Whether a suspect was apprehended as well as the means and methods used.

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

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The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

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Bicycle Helmet Ordinance Enforcement

458.1 PURPOSE AND SCOPE

The purpose of this policy is to inform Barrington Police Department employees, the department policy and procedure for enforcement of the Bicycle Helmet Ordinance.

POLICY

Since June 11, 1998, the policy of the department has been to enforce the Bicycle Helmet Ordinance by giving the offender information, by distributing brochures, and verbal warnings (in certain situations). Beginning May 1, 2001, the Department will be using more traditional means of achieving compliance with the ordinance.

458.1.1 PROCEDURE

Since June 11,1998, officers observing violations and judging that the situation needed enforcement has advised those involved of the requirements of the ordinance. Informational brochures have been distributed.

A more formal procedure is now being implemented. This, however, does not remove the discretion of an officer to provide information without enforcement if the situation warrants. Normal procedure for enforcing the ordinance is as follows:

When a bicyclist is observed violating the Bicycle Helmet Ordinance, the officer should complete a Warning Citation citing the helmet ordinance violation and forward it on to the Peer Jury coordinator who will contact the parents and arrange for the juvenile offender to appear before the Peer Jury.

The issuing officer shall inform the violator, when the ticket is issued, that there will be no fine for this first citation, provided the violator demonstrates proof of possession of a helmet that meets the standard. This Warning Citation will be processed through the Peer Jury program.

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Building and Zoning Violations

460.1 PURPOSE AND SCOPE

The purpose of this policy is to explain the department's procedure for handling Village of Barrington Building and Zoning violation complaint delivery.

460.1.1 PROCEDURE

The building and zoning department will always make the initial attempts to serve violators with the complaint (usually a "LO" ticket). There may be instances where they are not successful because of the hours the violator is available. In these instances, the following will be forwarded by the building and zoning officer to the shift Watch Commander:

- The complaint
- An explanatory cover memo
- A blank affidavit of service.

Because of the time parameters for the assigned court date, there will be a 2 week time period for personal delivery of the complaint. The Watch Commander will arrange for personal delivery of the complaint.

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Party Ordinance

462.1 PURPOSE AND SCOPE

In order to more successfully prosecute violations of the Barrington Village ordinances regarding underage alcohol parties, the prosecutor has devised some standardized language for the citations or complaints.

462.1.1 PROCEDURE

Where actual consumption or possession cannot be established, the citation or complaint against underage persons who have remained on the premises (other than the hosts) should include either of the following sections "Section 3-22(h)" for Barrington violations, "Section 3-1-13(H)" for Inverness violations. The narrative description of the offense should generally read as follows:

- "The Defendant, a person under twenty-one (21) years of age, remained on or in certain premises or area (below), when he or she knew or should have known that one or more persons were also under twenty-one years of age at such location were in possession of alcoholic beverages in violation of the [Barrington or Inverness] Village Code."

Where the citation or complaint is against the parents who were not at home at the time of the party, either of the following sections should be cited "Section 3-22 (e)" for Barrington violations or "Section 3-1-13(E)" for Inverness violations. The narrative description of the offense should generally read as follows:

- "The Defendant, a parent, authorized, enabled, or permitted use of his residence (below) by underage (under 21 Y.O.A.) invitees of his or her child violating this Section of the [Barrington or Inverness] Village Code (re: possession or consumption of alcoholic liquor by persons under 21 Y.O.A.) by failing to control access to such residence or to the alcoholic liquor maintained in such residence."

Where the defendant host (parent or child) is present at the party, either of the following sections should be cited "Section 3-22(c)" for Barrington violations or "Section 3-1-13(C)" for Inverness violations. The narrative description of the offense should generally read as follows:

- "The Defendant, a legal occupant of the area or premises (below), knowingly suffered, permitted or allowed a violation of this Section of the [Barrington or Inverness] Village Code (re: possession or consumption of alcoholic liquor by persons under 21 Y.O.A.) in or on such premises or area."

Depending on the jurisdiction of the offense, the other jurisdiction will need to be crossed out. Each appears twice within the text description of the offense. Apply 1 sticker to each copy of the complaint.

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Homeless Persons

463.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Barrington Police Department recognizes that members of the homeless community are often in need of special protection and services. It is the goal of the Barrington Police Department to address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the homeless community.

463.1.1 POLICY

It is the policy of the Barrington Police Department to provide law enforcement services and to protect the rights, dignity and private property of all members of the community, regardless of their socioeconomic status. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

463.2 HOMELESS COMMUNITY LIAISON

If appropriate for proper handling of contacts with homeless persons and adherence to this policy, the Chief of Police may designate a member of this department to act as the Homeless Liaison Officer. The responsibilities of the Homeless Liaison Officer include the following:

(a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.

(b) Meet with Social Services and representatives of other organizations that render assistance to the homeless.

(c) Maintain a list of those areas within and near this jurisdiction that are used as frequent homeless encampments.

(d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include the following:

1. Proper posting of notices of trespass and clean-up operations.
2. Proper retention of property after clean-up, including procedures for owners to reclaim their property in accordance with the Property and Evidence Office Policy and other established procedures.

(e) Be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.

(f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

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1. This should include what constitutes a reasonable expectation of privacy for the property of a homeless person (775 ILCS 45/5).

463.3 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. When encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace officers may consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest. However, nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

463.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

(a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.

(b) Document places the homeless person may frequent.

(c) Provide homeless victims with victim/witness resources when appropriate.

(d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.

(e) Consider whether the person may be a dependent adult or elder and if so proceed in accordance with the Adult Abuse Policy.

(f) Arrange for transportation for investigation related matters, such as medical exams and court appearances.

(g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.

463.4 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public (775 ILCS 45/10(a)(7)). Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of homeless persons.

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When a homeless person is arrested, or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the department Homeless Liaison Officer. When practicable, requests by the public for clean-up operations of a homeless encampment should be referred to the Homeless Liaison Officer.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the department Homeless Liaison Officer if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the Homeless Liaison Officer to address the matter in a timely fashion.

463.5 MENTAL ILLNESS AND MENTAL IMPAIRMENT

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention (See the Civil Commitments Policy).

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

463.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to our environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

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Radiation Detection System

464.1 PURPOSE AND SCOPE

The Barrington Police Department believes that safeguarding the public from the illegal or dangerous use of hazardous materials, including radioactive materials, is a critical mission. In this instance, the monitoring of radioactive materials that may be found in public is included as part of the Barrington Police Department mission. The Barrington Police Department has acquired portable radiation detectors and provided the appropriate radiation detector training to members of the agency. It shall be the policy of the Barrington Police Department to utilize these detectors when possible to locate and identify sources of radiation that are either illegal or hazardous to the health of the general public.

The purpose of this policy is to govern the use of radiation detectors employed by the Barrington Police Department and to provide guidance to members of the Department with regard to their use, training and operation.

464.2 DEFINITIONS AND LEGAL AUTHORITY

Illinois Law Enforcement Alarm System (ILEAS) ," The consortium of local law enforcement agencies that has purchased the personal radiation detectors for use by this Department.

Illinois Emergency Management Agency (IEMA) ," The agency of state government charged with the responsibility for developing a plan for training and coordination between law enforcement and other agencies that will be assigned personal radiation detectors (PRD) for use in their daily or routine response activities.

Personal Radiation Detector (PRD) ," A PRD is a small detection device instrument worn, mounted in a car, or carried by an officer that measures the ionizing radiation exposure.

Radioactive Material ," This shall mean any solid, liquid or gaseous substance that emits radiation at a level detectable by the PRD.

Radiological Duty Officer - A person assigned by IEMA to provide 24-hour technical assistance to Group B Reach Back personnel.

Group B Reach Back ," The agency or multi-agency response team that is the first line of contact for the officer who cannot resolve a radiation alarm after investigation.

Exposure ," The total accumulated dose received. The source of the radiation is not on or inside the person and therefore, cannot be passed on to others. A person exposed to radiation is not radioactive and is not a hazard to himself/herself and others. Exposures should always be kept As Low As Reasonably Achievable (ALARA) using the principles of time distance, and shielding.

Primary Screening ," The Initial point of radiation detection and includes the first contact with conveyance, individual, or shipment.

Radiation Safety Zone ," An area established in situations where the source of radiation cannot be determined and lifesaving activities are not required. Officers will secure a perimeter around the

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suspected source utilizing a two (2) milli R per hour boundary. See section E. 3(C) for establishing a radiation safety zone.

Legal Authority

20 ILCS 3310/1, et seq., "Nuclear Safety Law of 2004"

20 ILCS 3310/40 et seq., "Regulation of Nuclear Safety"

420 ILCS 40/1, et seq., "Illinois Radiation and Protection Act of 1990"

430 ILCS 30/1 et seq., "Illinois Hazardous materials Transportation Act"

625 ILCS 5/18b-100, et seq., "Illinois Motor Carrier Safety Law"

Title 18, United States Code, Section 831: "prohibited Transactions involving Nuclear Materials"

Illinois Joint Committee on Administrative Rules, Title 32; Energy, Chapter II, Subchapter b, Part 340, section 340.310 ," Dose Limits for Individual Members of the Public

464.3 PROCEDURE

Officers will base traffic stops, investigative detentions, arrests, and searches of property on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the United States Constitution, the Illinois Constitution, applicable statutes, or as otherwise permitted under current law.

Officers must be able to articulate reasonable facts, circumstances, and conclusions that support probable cause or reasonable suspicion for an arrest, traffic stop, search, seizure, or investigative detention.

Because radiation detection alone may not be indicative of criminal activity officers are prohibited from taking strict enforcement action based solely on a positive alert from the PRD. Traffic stops based upon an alert from these devices may be made only when the officer has reasonable suspicion or probable cause under the totality of the circumstance that a brief detention is necessary.

If there is high exposure rate alarm (i.e. an alarm exceeding 2 mR per hour), there is a sufficient public health concern to justify further investigation. The officer should take reasonable efforts to determine the source of the radiation, taking into account the totality of the current circumstances.

464.4 PROCEDURE ON PRD ALARM

Members of the Department shall follow the procedures as outlined in Appendix A of this Directive with regard to actions taken as a result of the alarm.

Officers shall use appropriate judgment when making stops, investigations and taking other police actions based on alerts from a PRD. Radiation detection is highly technical, involving intricate legal issues. Officers are encouraged to utilize the resources provided to assist with alarm interpretation.

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When an officer is investigating a high rate exposure alarm over 2mR/hr, an attempt should be made to move the source to a secondary location out of traffic and away from critical infrastructure. A radiation safety zone should be established when feasible. To establish a safety zone put the PRD in measurement mode and approach the source of radiation from all accessible directions, stopping occasionally to observe radiation readings. When readings reach 2mR/hr as indicated by both the digital display and the audible and vibration alarms (if activated) denote this as the edge of the perimeter from that direction. If the source of radiation is found to be against a wall or other obstacle, be sure to survey on the other side of the obstacle to ensure that the 2mR/hr boundary is well defined. Collimated radiation sources can be highly directional, so it is possible to have higher radiation readings on the far side of a wall than what you may detect right against a source.

When the regional Group B Reach Back team arrives on scene, Officers of the Barrington Police Department will provide support as requested. Supervisors shall ensure that on-scene communication occurs between the Barrington Police Department and the responding agency clarifying which agency is ultimately responsible for the scene and the investigation.

Officers shall follow investigative protocols as outlined in the authorized training when investigating radiological sources. Not all radioactive sources are illegal or dangerous. Officers should follow the protocol of attempting to identify a legitimate source for the alarm before initiating a criminal investigation or over-reacting on a public safety basis.

Alarms may be triggered by many different legitimate sources that are not life threatening, such as legitimate radioactive materials or sources being transported legally in approved and properly prepared packaging. Patients that have undergone recent medical treatments including certain types of radiation therapy, nuclear medicine, or PET scans. Items in commerce that contain naturally occurring radioactive materials, including radium in pipe scale, granite rock, and certain fertilizers. Detector malfunction or operator error. Organizations and individuals that are licensed by the State and/or Federal governments to possess legitimate radioactive sources.

In the event that a source of radiation cannot be determined or explained, guidance should be obtained through the regional Group B Reach Back Team.

464.4.1 ALARM SUPPORT SYSTEM

IEMA has developed a Detection Response Protocol to assist law enforcement and fire agencies when the alarm cannot be resolved on scene. The Barrington Police Department shall use this Detection Response Protocol to resolve PRD alarms that cannot otherwise be resolved by the investigative officer.

The IEMA protocol calls for three levels of investigation ," Group A, Group B, and Group C:

Group A ," the local law enforcement officer on scene that makes the initial contact and primary screening of the radiological source.

Group B ," the Barrington Fire Department's Hazmat Team that provides 24/7 assistance to any Group A PRD user that is unable to resolve or adjudicate radiation alarms encountered while on duty. If the alarm is still unresolved the MABAS Division 4 Hazmat Team will be activated by the

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Barrington Fire Department's Shift Commander (via Cencom Dispatch Center at 847-270-9121) for further investigation.

Group C ," the IEMA Radiological Duty Officer, contacted via the IEMA Communication Center's 24-hour number at 1-800-782-7860 provides additional support to Group B personnel that cannot isolate, identify, or explain the presence of the radiation source.

When a detected radiation source is unresolved after initial investigation or the radiation source is believed to be illegal, the Barrington Police Department will contact the Group B Reach Back team. If the situation cannot be resolved over the telephone, the Group B Reach Back team will then respond to the scene and conduct a secondary screening of the source using, in part, Radioactive Isotope Identifiers (RIIDs) to determine the source and spectra of the radioactivity.

If the Group B Reach Back team cannot resolve the alarm, they will contact Group C and request the assistance of the on-call Radiological Duty Officer. If at any time an officer's PRD exceeds a reading of 3R, thereby triggering the dose alarm, contact Group C and request the assistance of the on-call Radiological Duty Officer.

464.4.2 DATA RETENTION AND ADMINISTRATOR

There shall be assigned at least one person in the Barrington Police Department who receives additional training regarding the administration of this program. This person shall be able to answer questions about the PRD, including questions about standard operation of the instrument, maintenance and repair of the instruments, and procedures regarding how to handled unresolved alarms by using the Alarm Support System.

The assigned administrator will also be responsible for downloading data contained within the PRD to a computer, as assigned. This data must be logged and organized. Each PRD shall undergo routine data downloads at least twice a year. In the event that an alarm is used, in part or in whole, to justify a detention or seizure, at the end of his shift, the officer shall provide the administrator the PRD for immediate download of the alarm data. This data shall be retained under as evidence and shall be maintained according the Barrington Police Department's Evidence Policy.

464.4.3 TRAINING

No member of the Barrington Police Department shall operate the PRD or take enforcement action based on any reading or alarm of the PRD without first successfully completing the authorized and appropriate training. Such training shall include the operation of the PRD, interpretation of alarms, techniques involved in radiation detection investigations, and procedures to follow if it is necessary to request assistance for further investigation or containment.

464.4.4 ATTATCHMENT A

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Administative Adjudication

466.1 PURPOSE AND SCOPE

The Village of Barrington has enacted an Ordinance establishing a Code Hearing Department for the administrative adjudication of local ordinance violations including parking offenses, animal offenses, vehicle equipment/non-moving violations from the Illinois Vehicle Code adopted by Village Code, and various other Village Ordinances. New forms and procedures for the enforcement of these violations are now established.

466.2 POLICY

It will be the policy of the Police Department to issue appropriate parking and local ordinance ticket violation notices in accordance with the guidelines of this policy and others. The primary means for the enforcement of local ordinance violations will be the administrative adjudication process of the Code Enforcement Department. There may be exceptions to that policy as explained herein. The term "ticket(s)" and "notice(s)" are used interchangeably throughout this policy.

466.3 PROCEDURE

When taking enforcement action for; parking offenses, animal licensing and control offenses, vehicle equipment/non-moving violations from the Illinois Vehicle Code adopted by Village Code (Title 6 Chapter 1), and other Village Ordinances Sworn Officers and Public Service Officers will generally issue the Administrative Adjudication (AA ticket). Misdemeanor and felony arrests will continue to be charged and processed according to the forms and process established by the respective county court system. LO tickets may be issued for Cook County Misdemeanor offenses and in certain situations also for Village Ordinance violations.

The AA ticket form will be used for local ordinance violations that are intended to be adjudicated through the administrative Code Hearing Department. These violations include:

parking offenses, animal licensing and control offenses, vehicle equipment/non-moving violations from the Illinois Vehicle Code adopted by Village Code (Title 6 Chapter 1), and other Village Ordinances

AA or LO tickets issued to defendants under age 18 should be marked by checking the box requiring a parent to appear at the adjudication hearing or Circuit Court date. No bail is required for an AA or LO ticket, for any offense including non-moving vehicle violations of the Village Code based upon its adoption of the Illinois Vehicle Code.

The issuer has the discretion of requiring that the Defendant appear in an administrative hearing process rather than pre-pay the fine normally established by Village Ordinance. As explained in the Village Code, this appearance requirement may be used "if such enforcement officer or agent of the village reasonably believes, based upon one or more prior offenses of the same or similar nature or other circumstances, that the defendant's appearance is necessary and should be required to assure that the defendant thereafter takes appropriate remedial measures to

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comply with the applicable provisions of this code or of any other applicable ordinance(s) of the village." (See Village Code 1-19-6). In such circumstances, the issuer shall either mark the AA ticket as "MUST APPEAR", or the issuer may use the LO ticket instead of the AA ticket.

Since an officer's appearance is not normally required at the administrative adjudication hearings, the issuer of an AA or LO ticket will complete a brief Police Department Supplemental Report. Reports are not required for parking offenses. The BPD case number shall be included on the ticket form. The report should explain any relevant background facts and circumstances about the incident that is not already included on the ticket. This can also include prior contacts or history with the defendant, witnesses or complainant information, or aggravating factors of the offense. The Supplemental Report should be submitted for supervisor approval as with other reports. They are required for non-custodial arrest incidents.

All ticket forms should be completed thoroughly, accurately and neatly. Issuing officers or the complainant must sign the AA or LO ticket.

AA and LO tickets for non-custodial arrest offenses are generally intended that the defendant be charged and released at the scene. They may also be served by U.S. Mail, certified mail, return receipt requested, in certain circumstances. Only one offense may be charged per AA or LO ticket form. Officers should use discretion when charging multiple offenses to the same defendant.

466.4 USE OF "AA" TICKETS

The issuer has the discretion of making the AA ticket serve as a written WARNING of the violation, by checking the appropriate box on the ticket. In those situations, the ticket will be processed as it normally would except that no hearing date, fine or follow-up notices will be issued. The only time an AA Ticket may be used for a moving violation is when issued as a written WARNING.

For parking and animal control offenses which are not designated by the issuer as MUST APPEAR, the DUE DATE on the ticket will be fourteen (14) days from the issuance date of the ticket. For those offenses where a DUE DATE is issued, there is a prehearing settlement amount that the defendant is eligible to pay if the fine is paid on or before the DUE DATE: If paid before the Due Date the fine amount due is;

$30 for parking (excluding handicapped & fire lane) offenses, equipment compliance and expired vehicle registration offenses.

For handicapped parking and Fire Lane offenses there is no prehearing amount. The entire fine is due by the DUE DATE.

$25 for Dog License and Control of Animal offenses (sections 5-4-6 and 5-4-3A1 through A4).

The defendant must demonstrate compliance when paying prehearing fines for equipment, expired vehicle registration and dog license offenses. Defendants that will be attending a hearing should be advised to bring evidence of compliance for the offense cited to the hearing.

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For violations where there is no prepayment fine promulgated by Village Ordinance, or in those circumstances described in 467.3(e) above, the issuer will check the box for MUST APPEAR, and assign the next hearing date. No fine amount will be entered.

Hearing dates for administrative adjudication tickets are scheduled once a month. Assignment of a hearing date will follow the Supreme Court 503 rules that apply for traffic tickets and arrests assigned to the Circuit Court. The hearing time is 4:00 PM and the location of the hearings is the Village Hall Board meeting room.

466.5 USE OF "LO" TICKETS

Defendants refusing to sign an LO ticket acknowledging receipt, are not eligible to be charged with an offense using that ticket. They should instead be charged via a custodial arrest with a long-form misdemeanor or local ordinance complaint form. The LO ticket form will be used for local ordinance or misdemeanor violations that are intended to be adjudicated in the Circuit Court of Cook County.

466.6 EXCEPTIONS

An exception to the required use of the administrative adjudication process (AA ticket) is in situations where a custodial arrest is made and the local ordinance violation is part of the basis for probable cause of such custodial arrest. An AA ticket may be issued to vehicle operators who are operating a vehicle with one or more equipment/compliance violations even if the operator is receiving a separate citation for a moving or non AA offense. AA tickets are not used for equipment type violations on parked unattended vehicles. The only exception is that they may be used to cite Vehicles with Expired Registration, Village Code 6-3-5.F.

466.7 SPECIFYING MINIMUM FINES, DEFAULT AMOUNTS, AND PREPAYMENT AMOUNTS

The applicable minimum fines and the default amount(s), and the prepayment by due date amount(s), if applicable, should be completed on AA tickets and LO tickets according to the following schedule. The only exception would be when the officer or other enforcement official has witnessed multiple days of a continuing offense(s), in which case, the officer shall write the number of days the violation is observed times the default amount per day (e.g., ____ days x $___.00 per day) to calculate the total default amount. Specification of the minimum fine amount and default amount are necessary to comply with the new Illinois Supreme Court Rules.

ENGINEERING AND BUILDING AND PUBLIC WORKS VIOLATIONS:

MINIMUM FINE $100.00

DEFAULT AMOUNT PER DAY $750.0

PREPAYMENT AMOUNT(Fine if paid by DUE DATE) $35.00

PARKING/EQUIPMENT COMPLIANCE VIOLATIONS:

FIRE LANE:

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MINIMUM FINE $100.00

DEFAULT AMOUNT PER DAY $100.00

PREPAYMENT AMOUNT(Fine if paid by DUE DATE)$100.00

HANDICAP VIOLATIONS:

NO DISABILITY TAG:

MINIMUM FINE $250.00

DEFAULT AMOUNT PER DAY $250.00

PREPAYMENT AMOUNT(Fine if paid by DUE DATE) $250.00

MISUSE OF DISABILITY TAG:

(1st Offense) MINIMUM FINE $500.00

DEFAULT AMOUNT PER DAY $500.00

PREPAYMENT AMOUNT(Fine if paid by DUE DATE)$500.00

(2nd Offense) MINIMUM FINE $750.00

DEFAULT AMOUNT PER DAY $750.00

PREPAYMENT AMOUNT(Fine if paid by DUE DATE)$750.00

(3rd or more) MINIMUM FINE $1,000.00

DEFAULT AMOUNT PER DAY $1,000.00

PREPAYMENT AMOUNT(Fine if paid by DUE DATE) $1,000.00

OTHER PARKING/EQUIPMENT/VEHICLE REGISTRATION COMPLIANCE VIOLATIONS:

MINIMUM FINE $50.00

DEFAULT AMOUNT PER DAY $75.00

PREPAYMENT AMOUNT(Fine if paid by DUE DATE)$30.00

DOG/ANIMAL VIOLATIONS:

NO DOG LICENSE (section 5-4-6)

MINIMUM FINE $50.00

DEFAULT AMOUNT PER DAY $50.00

PREPAYMENT AMOUNT(Fine if paid by DUE DATE)$25.00

CONTROL OF ANIMAL SUBSECTIONS (5-4-3A1 through A4):

MINIMUM FINE $50.00

DEFAULT AMOUNT PER DAY $50.00

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PREPAYMENT AMOUNT(Fine if paid by DUE DATE)$25.00

DOG/ANIMAL VIOLATIONS IF "MUST APPEAR":

MINIMUM FINE $100.00

DEFAULT AMOUNT PER DAY $100.00

PREPAYMENT AMOUNT(Fine if paid by DUE DATE) N/A

OTHER VILLAGE CODE VIOLATIONS:

VILLAGE CODE OR OTHER ORDINANCE VIOLATIONS NOT COVERED ABOVE (For AA and LO Tickets) (Use "MUST APPEAR")

MINIMUM FINE $250.00

DEFAULT AMOUNT PER DAY 0 $750.00

PREPAYMENT AMOUNT(Fine if paid by DUE DATE) N/A

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Firearm Concealed Carry

467.1 PURPOSE AND SCOPE

This policy provides guidance for responding to situations involving individuals who possess concealed carry handgun licenses under the provisions of the Illinois Firearm Concealed Carry Act (430 ILCS 66/1 et seq.).

467.2 POLICY

The Barrington Police Department respects the rights of individuals to carry concealed handguns in compliance with the Illinois Firearm Concealed Carry Act.

It is the policy of the Barrington Police Department to not unreasonably interfere with or discriminate against individuals who lawfully carry concealed handguns.

467.3 OFFICER RESPONSIBILITY

When an officer initiates an investigative stop, including a traffic stop, and determines that any persons contacted, including passengers, are in possession of concealed firearms and are license holders, the duration of the contact may only be extended by the amount of time reasonably necessary to verify the validity of the license or to verify that possession of the weapon is lawful, absent reasonable suspicion of other criminal activity.

If an officer reasonably believes a person is a clear and present danger because the person has engaged in verbally or physically threatening behavior (e.g., violent, suicidal or assaultive threats or actions), the officer shall report this information to the Illinois State Police (ISP) within 24 hours (430 ILCS 65/8.1). The fact that ISP has been notified and the manner of notification should be documented.

The officer should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent). Officers are cautioned that a search warrant may be needed before seizing weapons or entering a residence or other place to search, unless a lawful, warrantless entry has already been made (e.g., exigent circumstances, consent).

467.3.1 OFFICER SAFETY

If an officer reasonably believes it is necessary for the safety of anyone present, the officer may secure a firearm or direct that it be secured during any contact with a licensee lawfully carrying a firearm or non-resident lawfully transporting a firearm in a vehicle. The officer shall return the firearm to the person after it is determined he/she is not a threat to the safety of any person present unless he/she is being transported to another location for treatment, in which case the officer shall proceed as provided in the Firearms in Non-Custody Situations section of this policy (430 ILCS 66/10(h-1)).

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467.4 FIREARMS IN CUSTODY SITUATIONS

No person shall be transported in a department vehicle or be brought into a department facility or other prohibited facility while armed. If no other reasonable accommodation for the firearm is available, officers should take possession of the firearm, safely secure it during transport and retain possession until the person is released. If the person is not released, the firearm will be submitted to the Property and Evidence Office as evidence or for safekeeping.

If a licensee's vehicle is towed and his/her firearm is in the vehicle, officers should handle the vehicle inventory in a manner that is consistent with the Vehicle Towing Policy. The officer should remove any firearms and submit them to the Property and Evidence Office for either safekeeping or evidence, whichever is appropriate for the circumstances.

If the firearm is locked in a storage container inside the vehicle and is not considered evidence, officers should ask the licensee whether he/she prefers to have the firearm secured for safekeeping in the Property and Evidence Office or left with the vehicle. If the licensee chooses to leave the firearm with the vehicle, his/her decision should be documented in the incident report or towed vehicle report.

The handling officer should provide a receipt, along with instructions for regaining possession of the firearm. Any firearm retained and stored for safekeeping shall be returned to the lawful owner, without fees, in accordance with the Property and Evidence Office Policy.

467.5 FIREARMS IN NON-CUSTODY SITUATIONS

If a licensee who is in lawful possession of a firearm is encountered under circumstances where he/she cannot adequately secure the firearm, (i.e., is incapacitated or being transported to the hospital for medical reasons), the firearm shall be retained and submitted to the Property and Evidence Office for safekeeping.

The handling officer should provide a receipt documenting the make, model, caliber and serial number of the firearm, along with instructions for regaining possession of the firearm. Any firearm retained and stored for safekeeping shall be returned to the lawful owner, without fees, in accordance with the Property and Evidence Office Policy (430 ILCS 66/10(h-1)).

467.6 OBJECTIONS TO LICENSE APPLICATIONS

State law allows law enforcement agencies to file an objection to a license applicant when there is reasonable suspicion that the applicant is a danger to him/herself or others, or poses a threat to public safety (430 ILCS 66/15(a)). Any member who becomes aware of a license applicant who the member reasonably suspects is a danger to him/herself or others, or who poses a threat to public safety should promptly forward an incident report or a memorandum, as appropriate, to the Chief of Police or the authorized designee for approval and forwarding to ISP.

467.7 SURRENDER OR SEIZURE OF LICENSES

Members receiving a concealed carry license that has been voluntarily surrendered to the department because it has been revoked, suspended or denied shall provide the individual

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surrendering the license with a receipt and ensure that the license is forwarded to ISP (430 ILCS 66/70).

Officers should seize concealed carry licenses when the officer serves an order of protection and the person served is known to possess a concealed carry license. A notification of the order and the license must be forwarded to ISP within seven days of the date the order was served (430 ILCS 66/70).

It is a misdemeanor for a person to fail to surrender a concealed carry license within 48 hours of receiving notice of the revocation, denial or suspension of the license. Officers observing a license in the possession of a person whose license has been revoked, suspended or denied should consider seizing the license as evidence, if there are articulable facts that establish the person was aware of the revocation, suspension or denial. If the license is seized as evidence, ISP should be notified as soon as practicable. A copy of the report should be forwarded to ISP.

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Public Recording of Law Enforcement Activity

468.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence (50 ILCS 706/10-20).

468.2 POLICY

The Barrington Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

468.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (720 ILCS 5/14-2; 50 ILCS 706/10-20).

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to (50 ILCS 706/10-20):

1. Inciting others to violate the law.
2. Being so close to the activity as to present a clear safety hazard to the officers.
3. Being so close to the activity as to interfere with an officer’s effective communication with a suspect or witness.
4. Engaging in any other action that could interfere with an officer's ability to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations or protect the public safety and order.

468.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

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Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

468.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

468.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

    1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

    1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

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2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Office Policy.

468.7 DISCIPLINE

Departmental discipline consistent with the Personnel Complaints Policy and criminal prosecution may result from unlawful confiscation or destruction of a public recording of law enforcement activity (50 ILCS 706/10-20).

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Crisis Intervention Incidents

469.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

469.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

469.2 POLICY

The Barrington Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

469.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness

(b) Threats of or attempted suicide

(c) Loss of memory

(d) Incoherence, disorientation or slow response

(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas

(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt

(g) Social withdrawal

(h) Manic or impulsive behavior, extreme agitation, lack of control

(i) Lack of fear

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

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Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

469.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police should designate an appropriate Deputy Chief to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

469.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

(e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

(k) If circumstances reasonably permit, consider and employ alternatives to force.

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469.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

469.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the [dispatcher] provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.

(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

469.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

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(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Deputy Chief.

(f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

469.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

469.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Civil Commitments Policy.

469.10 NON-SWORN INTERACTION WITH PEOPLE IN CRISIS

Non-sworn members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person’s behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

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469.11 EVALUATION

The Deputy Chief designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

469.12 TRAINING

Subject to available resources, the Department will provide training to department members to enable them to effectively interact with persons in crisis.

Training may include the ILETSB's training on crisis response (50 ILCS 705/10.17).

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Medical Marijuana

470.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production, or use of cannabis under the Illinois Compassionate Use of Medical Cannabis Program Act (the Act) (410 ILCS 130/1 et seq.).

470.1.1 DEFINITIONS

Definitions related to this policy include (410 ILCS 130/10):

Authorized amount - No more than 2.5 ounces of usable cannabis unless the person has a Department of Public Health-approved quantity waiver for more than 2.5 ounces. The pre-mixed weight of cannabis used in making cannabis-infused products shall apply toward the authorized amount of cannabis.

Cardholder - A person who has been issued a valid registry identification card or valid provisional registration by the Department of Public Health (410 ILCS 130/55).

Dispensary - An organization or business that is registered by the Department of Financial and Professional Regulation to acquire medical cannabis from a registered cultivation center for the purpose of dispensing cannabis, paraphernalia, or related supplies and educational materials to cardholders.

Medical use of cannabis - The acquisition, administration, delivery, possession, transfer, transportation, or use of cannabis to treat or alleviate a person's debilitating medical condition or symptoms associated with the debilitating medical condition.

Qualifying patient - A person who has been diagnosed by a physician, an advanced practice registered nurse, or a physician assistant as having a debilitating medical condition listed in 410 ILCS 130/10(h).

Registered designated caregiver - A person who has a valid registry identification card to assist a qualifying patient with the medical use of cannabis.

Registry identification card - A document issued by the Department of Public Health that identifies a person as a registered qualifying patient or registered designated caregiver.

Usable cannabis - The seeds, leaves, buds, and flowers of the cannabis plant. It does not include the stalks and roots of the plant or the weight of any non-cannabis ingredients combined with cannabis, such as ingredients added to prepare a topical administration, food, or drink.

470.2 POLICY

It is the policy of the Barrington Police Department to prioritize resources to avoid making arrests related to cannabis that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

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Illinois medical cannabis laws are intended to provide protection from arrest and prosecution to those who comply with the registration requirements of the law and who use, possess or provide care to mitigate the symptoms of certain chronic or debilitating medical conditions, or produce or deliver cannabis. However, Illinois medical cannabis laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of cannabis. The Barrington Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Illinois law and the resources of the Department.

470.3 INVESTIGATION

Investigations involving the possession, delivery, production or use of cannabis generally fall into one of two categories:

(a) Investigations when no person makes a medicinal claim

(b) Investigations when a medicinal claim is made by a cardholder

470.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production, or use of cannabis or drug paraphernalia where no person claims that the cannabis is used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use of marijuana (410 ILCS 705/10-5). A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the cannabis was possessed or produced for medicinal purposes.

470.3.2 INVESTIGATIONS INVOLVING A CARDHOLDER

No enforcement action should be taken when a person is in possession of, delivers, or uses cannabis or cannabis paraphernalia when the following amounts of cannabis are not exceeded (410 ILCS 130/25; 410 ILCS 130/10; 410 ILCS 705/10-5):

(a) 2.5 ounces of cannabis obtained from a dispensary

(b) More than 2.5 ounces of cannabis obtained from a dispensary if the person has a Department of Public Health-approved quantity waiver

(c) Five plants more than 5 inches tall (unless properly licensed to possess more plants under a special license)

The total amount possessed between the patient and caregiver shall not exceed the patient's adequate supply.

Despite the existence of a valid registry identification card, if there is evidence that the conduct related to cannabis was not for the purpose of treating or alleviating the qualifying patient's medical condition or symptoms associated with the medical condition, a criminal investigation should occur (410 ILCS 130/25(a)-(d)).

Registered qualifying patients and their designated caregivers are required to possess their registry identification cards at all times when engaging in the medical use of cannabis (410 ILCS

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130/70). However, officers who reasonably believe that a person who does not have a registry identification card in his/her possession has been issued a card may treat the investigation as if the person has the card in his/her possession.

470.3.3 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving cannabis possession, delivery, production, or use (410 ILCS 130/25):

(a) No person may be arrested solely for:

1. Selling cannabis paraphernalia to a cardholder, if the person is employed and registered as a dispensing agent of a dispensary.
2. Being in the presence or vicinity of the medical use of cannabis.
3. Assisting a qualifying patient in possession of a registry identification card with the act of administering cannabis.

(b) Cannabis, cannabis paraphernalia, illegal property, or interest in legal property that is possessed, owned, or used in connection with the medical use of cannabis may not be seized or forfeited. However, nothing in this policy prohibits cannabis exceeding the authorized amounts or unrelated to any cannabis that is possessed, manufactured, transferred, or used under the Act from being seized or forfeited

(c) Possession of, or application for, a registry identification card or registration certificate does not itself constitute reasonable suspicion or probable cause to search, nor does it preclude the existence of other independent probable cause.

(d) Because enforcement of medical cannabis laws can be complex, time consuming, and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at another time.
2. The case would benefit from review by a person with expertise in medical cannabis investigations.
3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
4. There are any other relevant factors, such as available department resources and time constraints.

(e) Registered cultivation centers and dispensaries, as well as their officers, agents, and employees, may not be searched or seized solely because they are a cultivation center or dispensary, or are officers, agents, or employees of such facilities.

(f) Before proceeding with enforcement related to a cultivation center, officers should consider conferring with appropriate legal counsel or the medical department of the state police (410 ILCS 705/15-135).

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470.3.4 EXCEPTIONS

This policy does not apply to the following offenses. Officers may take enforcement action if the person (410 ILCS 130/30):

(a) Undertakes any task under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct.

(b) Possesses or uses cannabis:

1. In a school bus, except as provided under 105 ILCS 5/22-33.
2. On the grounds of any preschool, or primary, or secondary school, except as provided under 105 ILCS 5/22-33.
3. In any correctional facility.
4. In a vehicle, except that a person may possess medical cannabis if it is in a reasonably secured, sealed, container and is reasonably inaccessible while the vehicle is moving (see 625 ILCS 5/11-502.15 for how recreational marijuana may be transported in a motor vehicle).
5. In a private residence that is used at any time to provide licensed child care or other similar social service care on the premises.

(c) Uses cannabis:

1. In any motor vehicle.
2. In any place except a private residence where an individual could reasonably be expected to be observed by others, except as provided under 105 ILCS 5/22-33.
3. Knowingly in close physical proximity to anyone under the age of 18, except as provided under 105 ILCS 5/22-33.
4. As an active duty law enforcement officer, correctional officer, correctional probation officer, or firefighter.
5. As a person with a school bus permit or a Commercial Driver's License (CDL).

(d) Smokes medical cannabis in any place where smoking is prohibited under the Smoke Free Illinois Act.

(e) Operates, navigates, or is in actual physical control of any motor vehicle, aircraft, or motorboat while using or under the influence of cannabis, in violation of Sections 11-501 and 11-502.1 of the Illinois Vehicle Code.

(f) Uses or possesses cannabis if that person does not have a debilitating medical condition and is not a registered qualifying patient or registered designated caregiver.

(g) Allows another person who is not allowed to use cannabis under the Act to use cannabis that a cardholder is allowed to possess.

(h) Transfers cannabis to any person contrary to the provisions of the Act

(i) Drives any vehicle in violation of Section 11-503 of the Illinois Vehicle Code (reckless driving).

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470.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a cannabis investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

470.5 PROPERTY AND EVIDENCE OFFICE SUPERVISOR RESPONSIBILITIES

The Property and Evidence Office supervisor should ensure that cannabis, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical cannabis is not destroyed. The Property and Evidence Office supervisor is not responsible for caring for live cannabis plants.

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property and Evidence Office supervisor should return to the person from whom it was seized any useable cannabis, plants, drug paraphernalia or other related property.

The Property and Evidence Office supervisor should not destroy cannabis that was alleged to be for medical purposes except upon receipt of a court order.

The Property and Evidence Office supervisor may release cannabis to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Investigation Division supervisor.

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Medical Aid and Response

471.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

471.2 POLICY

It is the policy of the Barrington Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

471.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Dispatch Center and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Dispatch Center with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex, and age, if known.
4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

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471.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

471.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a civil commitment in accordance with the Civil Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

471.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

471.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

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The Patrol Deputy Chief should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

471.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member should use an AED only after he/she has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization or rules existing under the AED Act, 410 ILCS 4/20.

471.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Coordinator who is responsible for ensuring appropriate maintenance.

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Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member using an AED shall notify the Dispatch Center as soon as possible and request response by EMS (410 ILCS 4/20).

471.8.2 AED REPORTING
Any member using an AED will complete an incident report detailing its use.

471.8.3 AED TRAINING AND MAINTENANCE
The Training Coordinator shall ensure that the Barrington Police Department is equipped with at least one operational and functional AED and that all AED are appropriately maintained and tested (55 ILCS 5/3-6040; 65 ILCS 5/11-1-13; 410 ILCS 4/20).

Records of all maintenance and testing should be maintained in accordance with the established records retention schedule.

The Training Coordinator shall ensure that an adequate number of members receive training in the use of an AED (55 ILCS 5/3-6040; 65 ILCS 5/11-1-13; 410 ILCS 4/20).

471.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION
The Training Coordinator shall maintain written procedures to manage the department's acquisition, storage, transportation, training and administration of opioid overdose medication (20 ILCS 301/5-23).

Members who have received training may administer opioid overdose medication in accordance with protocol specified by the health care professional who prescribed the overdose medication for use by the member (20 ILCS 301/5-23).

SEE POLICY 389 NARCAN ADMINISTRATION

471.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES
Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Coordinator.

Any member who administers an opioid overdose medication should contact the Dispatch Center as soon as possible and request response by EMS.

471.9.2 OPIOID OVERDOSE MEDICATION REPORTING
Any member administering opioid overdose medication should detail its use in an appropriate report.

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471.9.3 OPIOID OVERDOSE MEDICATION TRAINING
The Training Coordinator should ensure training is provided to members authorized to administer opioid overdose medication that includes information and training on drug overdose prevention, recognition, the administration of an overdose medication and care for the person after administration of the medication as provided in 20 ILCS 301/5-23.

471.10 ADMINISTRATION OF EPINEPHRINE AUTO-INJECTORS

The Training Coordinator shall create and maintain procedures for the acquisition, storage, transportation, administration and disposal of epinephrine auto-injectors (50 ILCS 705/10.19(e)).

Members who have successfully completed ILETSB-approved training program to recognize and respond to anaphylaxis and administer an epinephrine auto-injector may carry and administer an epinephrine auto-injector for suspected anaphylaxis (50 ILCS 705/10.19(d)).

471.10.1 EPINEPHRINE USER RESPONSIBILITIES
Members who are qualified to carry and administer epinephrine should handle, store and administer epinephrine auto-injectors consistent with their training, any protocol specified by the health care professional who prescribed epinephrine auto-injectors to the Barrington Police Department and department procedures.

Members should check the auto-injectors at the beginning of their shift to ensure they are not expired. Any expired medication should be removed from service and given to the Training Coordinator or disposed of in accordance with department procedures.

Any member who administers epinephrine should contact the Dispatch Center as soon as possible and request response by EMS.

471.10.2 EPINEPHRINE REPORTING
Any member who administers epinephrine should detail its use in an appropriate report.

471.10.3 EPINEPHRINE TRAINING
The Training Coordinator should ensure that members authorized to administer an epinephrine auto-injector are provided with initial and refresher training that meets the requirements of 50 ILCS 705/10.19(c).

471.11 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

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Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

471.12 FIRST AID TRAINING

Subject to available resources, the Training Coordinator should ensure officers receive periodic first aid training appropriate for their position.

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Suspicious Activity Reporting

472.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

472.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

472.2 POLICY

The Barrington Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism, and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

472.3 RESPONSIBILITIES

The Investigation Deputy Chief and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Investigation Deputy Chief include, but are not limited to:

(a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.

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(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

472.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any non-sworn member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

472.5 HANDLING INFORMATION

The Records Section will forward copies of SARs, in a timely manner, to the following:

- Investigation Division supervisor
- Other authorized designees

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Civil Disputes

473.1 PURPOSE AND SCOPE

This policy provides members of the Barrington Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Illinois law.

473.2 POLICY

The Barrington Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

473.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

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473.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

473.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

473.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

473.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

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Civil Disputes

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First Amendment Assemblies

474.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

474.2 POLICY

The Barrington Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

474.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, loitering and disorderly conduct. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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474.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

Care should be taken to ensure that any simultaneous audio recording does not violate the Illinois Eavesdropping Act (720 ILCS 5/14-2; 720 ILCS 5/14-3).

474.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Dispatch Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

474.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

474.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.

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- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

474.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) Liaison with demonstration leaders and external agencies.

(h) Liaison with Village government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

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(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

(t) Parameters for the use of body-worn cameras and other portable recording devices.

474.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

474.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

474.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and TASER® devices should be considered only when the participants' conduct reasonably appears to present the potential to

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harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

474.8 ARRESTS

The Barrington Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Notice to Appear or Summons Releases Policy).

474.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

474.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should

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promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

474.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

(a) Operational plan

(b) Any incident logs

(c) Any assignment logs

(d) Vehicle, fuel, equipment and supply records

(e) Incident, arrest, use of force, injury and property damage reports

(f) Photographs, audio/video recordings, the Dispatch Center records/tapes

(g) Media accounts (print and broadcast media)

474.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with Village legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

(a) Date, time and description of the event

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests)

(c) Problems identified

(d) Significant events

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

474.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

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Chapter 5 - Traffic Operations

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Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for officers of the Barrington Police Department. Traffic crash information provided by the Illinois Department of Transportation is a valuable resource for traffic accident occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are citizen requests, construction zones or special events.

500.3 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of citations issued by any officer shall not be used as criterion for evaluating officer overall performance, but the number of traffic stops completed, arrests, written warnings, and crime prevention measures are appropriate evaluation criterion (55 ILCS 5/5-1136; 65 ILCS 5/11-1-12).

Several methods are effective in the reduction of collisions:

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500.3.1 WARNINGS
Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

500.3.2 CITATIONS
Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

(a) Explanation of the violation or charge.

(b) Court appearance procedure including the optional or mandatory appearance by the motorist.

(c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

(d) Explanation of Sign and Drive Law, as well as normal bonding procedure if there is a refusal to sign the citation.

500.3.3 PHYSICAL ARREST
Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Criminal Code. These physical arrest cases usually deal with, but are not limited to:

(a) Reckless homicide.

(b) Felony and misdemeanor driving under the influence of alcohol/drugs.

(c) Felony or misdemeanor hit-and-run.

(d) Refusal to sign notice to appear.

(e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances.

500.4 STOP RECEIPTS
Whenever an officer stops a motorist under 725 ILCS 5/107-14 and pat-down searches the person or the person's property, the officer should issue a stop receipt providing the reason for the stop and containing the member's name and badge number.

500.5 SEIZURE OF ITEMS
Officers who reasonably believe that any certificate of title, registration card, permit, license, registration plate, license plate, disability license plate, parking decal or device, or registration sticker is fictitious, expired, revoked, cancelled, suspended or unlawfully issued shall seize such items for return of the items to the Secretary of State (625 ILCS 5/2-111).

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500.6 SUSPENDED OR REVOKED DRIVERS LICENSES

If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to 625 ILCS 5/6-303.

500.7 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.7.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

500.7.2 CARE AND STORAGE OF HIGH-VISIBILITY VEST

High-visibility vests shall be maintained in the trunk of each patrol and investigation unit, in the side box of each police motorcycle and in the saddlebag or gear bag of each police bicycle. Each vest should be stored inside the re-sealable plastic bag provided to protect and maintain the vest in a serviceable condition. Before going into service each employee shall ensure a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Training Coordinator should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

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Traffic Crash Reporting

502.1 PURPOSE AND SCOPE

The Barrington Police Department prepares traffic crash reports in compliance with the Illinois Department of Transportation, Division of Traffic Safety Illinois Traffic Crash Report (Form SR1050) Manual and as a public service makes traffic crash reports available to the community with some exceptions.

502.2 RESPONSIBILITY

The Deputy Chief of Police will be responsible for distribution of the Illinois Traffic Crash Report Manual. The Deputy Chief of Police will receive all changes in the state manual and ensure conformity with this policy.

502.3 TRAFFIC CRASH REPORTING

All traffic crashes involving death, or serious bodily injury likely to result in a fatality, will require an investigation by an Officer. All traffic crashes whether on public or private property, involving minor injury (other than above), property damage, hit & run, impairment due to alcohol and/or drugs, hazardous materials require a report by an Officer.

Iyetek will be used to document all crashes. The SR 1050 report shall be made available to record accidents if the Iyetek system is out of service at the time of the accident. The shaded sections of the report must be completed in all reports. The nonshaded sections must be completed in all reports where there is personal injury or damage to any vehicle which requires that it be towed. Where the at-fault vehicle/driver is not apparent, the diagram and narrative sections of the crash report must be completed.

Officers will begin the investigation and/or reporting regardless of whether all parties to the crash are present at the initial notification. In situations where only one party is present at the time of the crash notification, the person receiving the report should attempt to determine if there has already been a report initiated. If there has been, the person should be referred to the Officer who has begun the investigation.

502.3.1 RESPONSE TO TRAFFIC SCENE

One or more Officers, as necessary, shall respond to the scene of a crash involving any of the following:

- Death
- Personal injury
- Hit and Run and/or failure to give information
- Damage to Village property or vehicles
- Drug/Alcohol impairment of a driver

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- Hazardous materials
- Altercations between principals
- Major traffic congestion or hazard as a result of the crash
- Damage to vehicles to the extent towing is necessary

On scene investigation and/or reporting may be suspended at the discretion of the Watch Commander, when the vehicles are still drivable and a snow or other weather emergency conditions exists. Snow emergency plan procedures will be communicated to the public through the Public Information Officer program.

A disaster or other serious emergency exists that reduces available manpower. In these limited situations, the calling party will be advised by the dispatcher to have the principals report to the police department to make the traffic crash report.

502.3.2 TRAFFIC CRASH SCENE RESPONSIBILITIES

Only a highly trained and experienced Officer can effectively carry out all necessary responsibilities at the scene of a traffic crash, particularly when an injured person or persons are involved. Unless unusual circumstances prevail, tasks should be carried out in the following priority.

Summon the fire department ambulance or other fire related service, or additional police assistance as deemed necessary. Position the police vehicle when arriving, in a position to protect those persons and vehicles at the scene. If there are injuries at the crash scene, Officers should identify those that appear to be most serious. Within their capabilities, Officers should administer appropriate medical aid to injured persons. If the crash involves a fatality or serious personal injury where a crash investigator will be requested to respond, make that notification and protect the scene as one would any other crime scene. Protect the crash scene and establish a safe traffic pattern around the scene.

This may be accomplished through the use of additional Officers, and by the use of special equipment normally readily accessible to the Officer, such as; flares, reflectors, barricades, traffic cones, etc. (Flares should not be used within 200 feet of flammable liquids which may be present at the crash scene).

Officers should use the placement of their police vehicle, the vehicle emergency lighting and any other warning devices as necessary to protect the scene and alert approaching traffic to the potential danger. Officers directing or controlling traffic at the scene of a crash will wear their reflective traffic safety vest.

Preserve short lived evidence. Locate witnesses and record the traffic crash information. Expedite the removal from the roadway of vehicles, persons and debris, except where a crash investigator will be responding.

After the Officer has recorded the necessary traffic crash information, motorists shall be required to remove from the roadway, vehicles involved in property damage only crashes, whenever possible

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and/or practical, to eliminate unnecessary blockage of the roadway. Vehicles which need to be towed from the crash scene should be done according to the Vehicle Towing policy.

In the situation where more than one Officer is at the scene of a crash, in general, the assigned Officer responding to the crash scene will remain in charge of the scene until the completion of operations. Exceptions include when supervisory personnel respond to the scene or via the radio, reassign the Officer in Charge responsibility and authority to another Officer.

Officers with special traffic crash investigation training will be summoned to the scene of fatal, potentially fatal, or hazardous materials crashes to provide technical support, or assigned by the Watch Commander to assume the crash investigation duties.

It will be the responsibility of the investigating Officer or someone designated by him to collect certain crash information, to include interviewing principals and witnesses, examining vehicles and recording vehicle damage, examining and recording the effects of the crash on the roadway, taking measurements as appropriate, taking photographs as appropriate, collecting and preserving evidence, and exchanging information among principals.

502.4 REPORTING SITUATIONS

502.4.1 TRAFFIC CRASHES INVOLVING VILLAGE VEHICLES

All crashes in the Village of Barrington which involve a Village owned vehicle, property, or on duty personnel, except on duty police department employees in a department vehicle, will be investigated by the Barrington Police Department.

The Watch Commander shall respond to the scene and record pertinent data. This is to provide unbiased investigation of the crash and yet provide a comprehensive report to the Chief of Police for liability potential and safety review. The Watch Commander should request that a completed copy of the crash report be provided as soon as possible from the officer, or other investigating agency.

- The on-duty employee involved in the crash is required to complete:
- Section 1 of the "VEHICLE CRASH/DAMAGE REPORT" provided by IRMA. This report MUST be completed by the employee prior to the end of his tour of duty
- Complete State Traffic Crash Report
- The supervisor of the Village of Barrington employee involved in the crash is required to complete:
- Section 2 of the "VEHICLE CRASH/DAMAGE REPORT" provided by IRMA (after the employee has completed section 1)
- FORM 45: Employers First Report of Injury of Illness required by the Illinois Industrial Commission for Workmen's Compensation Act records

All reports must be completed within 24 hours of the occurrence and forwarded to the Office of the Chief of Police with a copy of the State TRAFFIC CRASH REPORT. If the State TRAFFIC CRASH

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REPORT has not been completed, or is not available, all available completed and incomplete reports MUST be forwarded to the Office of the Chief of Police within 24 hours of the occurrence.

502.4.2 TRAFFIC CRASHES WITH POLICE DEPARTMENT EMPLOYEES
When an employee of this department, either on-duty or off-duty, is involved in a traffic crash within the jurisdiction of the Barrington Police Department the Deputy Chief of Police or the Watch Commander, should notify an allied agency, the County Sheriff, or the Illinois State Police for assistance in conducting the accident investigation.

502.4.3 TRAFFIC CRASHES WITH OTHER VILLAGE EMPLOYEES OR OFFICIALS
The Deputy Chief of Police or on-duty Watch Commander should request assistance from an allied agency, the County Sheriff, or the Illinois State Police for the investigation of any traffic crash involving any Village official or employee where a serious injury or fatality has occurred.

502.4.4 TRAFFIC CRASHES ON PRIVATE PROPERTY
All traffic crashes, including those on private property will require an investigation by an Officer. Reporting and investigation of private property crashes will be done in the same manner as other crashes.

502.4.5 TRAFFIC CRASHES ON ROADWAYS OR HIGHWAYS
Traffic crash reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

(a) When there is a death or injury to any persons involved in the crash.

(b) When there is damage to the property of any one person valued over $1500, including the driver.

(c) When a report is requested by any involved drivers.

(d) Whenever a school bus is involved.

502.5 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION
In the event of a serious injury or death related traffic crash, the Shift Supervisor shall notify the Sergeant in charge of the Major Crash Investigation Team to relate the circumstances of the traffic crash, and seek assistance from the Major Crash Investigation Team. In the absence of a Shift Supervisor, any supervisor may seek assistance from MCIT.

502.5.1 SUPERVISORY DISCRETION
A supervisor may, if appropriate to the circumstances, request assistance from an allied agency, the County Sheriff, or the Illinois State Police for the investigation of any traffic crash.

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Traffic Crash Scene Stabilization Activities

503.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for handling certain traffic crash related issues including traffic direction, injuries, fire/hazardous materials, victim property control.

503.1.1 TRAFFIC CRASH SCENE DIRECTION AND CONTROL

Uniformed officers have the primary responsibility for the direction and control of traffic at motor vehicle crash scenes. Uniformed civilian employees or plain clothed officers may be utilized as determined by the manpower available at the scene. Officers should set up perimeter traffic control points to:

- Allow for the ingress-egress of police, fire and rescue equipment
- Halt or divert approaching traffic away from or around the crash scene
- Providing for a system of alternate routes to move traffic around the crash.

When it becomes necessary to close or restrict the flow of traffic, the following means of control may be used:

- Flares may be used except when hazardous materials are involved
- Barricades are appropriate when the entire roadway or intersection must be closed
- Traffic cones are excellent for diverting traffic from one lane to the next and are often more appropriate than flares
- On a temporary closure, a marked police vehicle with activated emergency lights may be used.

Personnel directing traffic at the crash scene and establish a safe traffic pattern around the scene. This may be accomplished through the use of additional Officers, and by the use of special equipment normally readily accessible to the Officer, such as; flares, reflect-ors, barricades, traffic cones, etc. (Flares should not be used within 200 feet of flammable liquids which may be present at the crash scene).

Officers should use the placement of their police vehicle, the vehicle emergency lighting and any other warning devices as necessary to protect the scene and alert approaching traffic to the potential danger. Officers directing or controlling traffic at the scene of a crash should wear their reflective traffic safety vest.

503.1.2 TRAFFIC CRASH SCENE SPECIAL PROCEDURES

An important consideration for officers responding to the scene of a traffic crash is to keep the situation from becoming worse. This consideration takes on added importance and complexity when a crash involves injuries, fire hazards, or hazardous materials.

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Under such circumstances, officers may be called upon to perform certain special activities, and to coordinate these activities with personnel from various other agencies. Priorities for action will be affected by the extent and nature of the injuries and/or hazards present. (i.e. Flight For Life) The officer's personal safety is paramount. No rescue or other actions should be attempted if it puts the officer in unreasonable physical danger.

If there are injuries at the crash scene, officers should identify those most seriously injured. Within their capabilities, officers should administer appropriate medical aid to injured persons. Officers shall summon appropriate emergency medical assistance to the scene. If there is any question as to whether a person is injured or dead, that person shall be removed to a medical facility. Officers shall not transport injured persons in a police vehicle. At crash scenes where there is a personal injury or the imminent threat of injury, actions to deal with the injury will take precedence over investigative or reporting activities. Normally, persons suffering obviously fatal injuries are kept at the scene until their removal is ordered by the medical examiner.

If there is a potential for fire, officers will take appropriate action to stabilize the conditions by providing adequate protection to the scene, isolating the immediate area, removing persons from the vicinity of the hazard (if possible), suppressing the hazard (if possible), and summoning fire fighting assistance when necessary. Officers will attempt to eliminate the possibility of sparks or other ignition from smoking, flares, electricity or any other source, to the maximum extent possible. Depending on the extent of the fire, officers will evacuate the surrounding area and maintain isolation of the area until the fire is suppressed. Officers should carefully control the movement of vehicles in the vicinity of the fire or potential fire hazard, detouring traffic if necessary.

Officers must be cognizant of the possibility that any traffic crash involving a cargo vehicle potentially is a hazardous material incident. Officers must remain cautious and observant for any evidence/ indications of hazardous material before approaching cargo vehicles involved in crashes.

When approaching the scene of a crash where the possibility of a hazardous material spill exists, if possible, approach from an upwind direction.

Upon arrival at the crash scene, the officer shall attempt to make a preliminary identification of any hazardous material based on placards, vehicle type, containers, or information supplied by the operator of the vehicle. This preliminary identification should be made from a safe distance.

When there is any question whether spilled material at a crash scene is hazardous, officers shall avoid contacting the material and keep others away from it. Officers shall avoid inhaling any fumes, smoke or vapors.

The communication center, as well as each patrol vehicle is equipped with a Emergency Response Guidebook published by the United States Department of Transportation. Use of this resource permits rapid identification of the shipping name of the hazardous material, gives information concerning the nature of the hazard and identifies suggested emergency procedures.

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Any officer arriving at the scene of a crash involving hazardous materials, whether obvious or suspected shall immediately request the fire department. Taking appropriate emergency action, assessing and stabilizing the scene, notifying relevant agencies and arrangements for removal of the hazard shall be coordinated with fire department personnel.

503.1.3 TRAFFIC CRASH VICTIM PROPERTY HANDLING

The officer at the scene of a crash should ensure that property belonging to the crash victims is protected from theft or pilferage and is removed to a place of safekeeping if the owner is unable to care for it. Items of significant value and items readily accessible to theft shall not be left with the vehicle. In situations where officers find it necessary to handle a crash victim's personal property, whenever possible, it should be done in the presence of witnesses.

If it becomes necessary to take property into custody belonging to a crash victim, that property will be turned over to the property officer after the proper property/ evidence submission procedures are followed.

503.2 CONTROL OF TRAFFIC THROUGH TRAFFIC INCIDENT MANAGEMENT AREAS (TIMAS)

A traffic incident management area (TIMA) is an area of a roadway where temporary traffic controls (TTC's) are installed, as authorized by a public authority or the official having jurisdiction of the roadway, in response to a road user incident, natural disaster, hazardous material spill, or other unplanned accident.

A TIMA is a type of temporary traffic control zone and extends from the first warning device (such as a sign, light, or cone) to the last device or to a point where vehicles return to the original lane alignment or are clear of the incident.

503.2.1 TRAFFIC INCIDENT CLASSES OF DURATION

Traffic incidents can be divided into three general classes of duration, each of which has unique traffic control characteristics and needs. These classes are:

A. Major: expected duration of more than 2 hours

B. Intermediate: expected duration of 30 minutes to 2 hours

C. Minor: expected duration under 30 minutes

Major Traffic Incidents:

Defined as incidents involving hazardous materials, fatal traffic crashes, accidents involving multiple vehicles, and other natural or man-made disasters. These traffic incidents typically involve closing all or part of the roadway for a period exceeding 2 hours.

Road users are usually diverted through lane shifts or detoured around the traffic incident and back to the original roadway. A combination of emergency equipment and TTC's are needed to help regulate traffic until the scene of the incident is clear and normal traffic flow can resume. TTC's should be readily available to set up within 15 minutes of the incident. TTC's should include proper

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traffic diversions, lane closures/shifts, and upstream warning devices to alert traffic approaching the incident area, to encourage early diversion to an appropriate alternative route. Attention should be paid to the upstream end of the traffic flow, such that warning is given to road users approaching the end of the flow.

Traffic control can be done by TTC's along with flares or other warning devices. If manual traffic control is need, it should be provided by qualified flaggers or uniformed law enforcement officers.

Intermediate Traffic Incidents:

Intermediate traffic incidents typically affect travel lanes for a time period of 30 minutes to 2 hours, and usually require traffic control on the scene to divert road users past the incident. Full roadway closures might be needed for short periods of time to allow first responders to accomplish their tasks.

TTC's should be readily available to set up within 15 minutes of the incident. TTC's should include proper traffic diversions, lane closures/shifts, and upstream warning devices to alert traffic approaching the incident area to encourage early diversion to an appropriate alternative route. Attention should be paid to the upstream end of the traffic flow, such that warning is given to road users approaching the end of the flow.

Traffic control can be done by TTC's along with flares or other warning devices. If manual traffic control is need, it should be provided by qualified flaggers or uniformed law enforcement officers.

Minor Traffic Incidents:

Minor traffic incidents are typically disabled vehicles and minor crashes that result in lane closures of less than 30 minutes. On-scene responders are typically law enforcement agencies and towing companies, and occasionally highway agency representatives. Diversion of traffic into other lanes is often not needed or is only briefly needed. It is not generally possible or practical to set up a lane closure with traffic devices for a minor traffic incident. Traffic control is the responsibility of the on-scene responders. TTC's can be deployed from a police officer's vehicle in the form of a sign, traffic cones, or flares. These devices can be deployed by the responding officer to divert traffic around the incident scene.

503.2.2 TRAINING

Training will consist of providing all employees with a copy of the policy. Employees will sign, acknowledging receipt of the policy. Training will be provided to familiarize employees with the equipment and the proper use of the equipment. The policy will be reviewed when any changes/ additions are made, and supervisors will determine when and if any additional training is needed.

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Major Crash Investigation Team (MCIT)

505.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department employees with guidelines and procedures for the effective utilization of the Barrington Crash Investigation Team. It is the policy of the Barrington Police Department to provide enhanced levels of investigative capability where the need is demonstrated.

FATAL TRAFFIC CRASH: A motor vehicle or train crash resulting on the death of anyone involved.

SERIOUS PERSONAL INJURY CRASH: A motor vehicle or train crash which represents life threatening consequences to those persons involved. Serious personal injuries include, but are not necessarily limited to, those injuries involving serious burns, disabling spinal trauma, severe head trauma, loss of limb, loss of one or both eyes, cardiac/respiratory arrest, severe bleeding and/or severe internal injuries.

505.1.1 PROCEDURE

Upon arrival at the scene of a motor vehicle crash, the officer assigned to investigate shall fulfill his/her responsibilities. If the officer assigned to a crash investigation determines that the crash has caused death or serious personal injury (as determined by this order) to anyone involved in the crash, that officer shall immediately request the presence of the Shift Supervisor.

A Shift Supervisor summoned or assigned to a motor vehicle crash involving a death or serious personal injury, shall request that the dispatcher notify members of the Crash Investigation Team to respond to the scene. The Shift Supervisor shall provide assistance as requested by members of the Crash Investigation Team, including but not necessarily limited to, scene protection and traffic control.

At the request of the Shift Supervisor, the dispatcher shall immediately contact all members of the Crash Investigation Team by page and telephone if necessary. A current list of crash investigators with pager and phone numbers will be maintained in the dispatch center. The dispatcher shall record the time that pages and/or phone calls were made as well as the time of each response.

Each member of the Crash Investigation Team shall respond to the dispatcher by telephone acknowledging a call out and shall provide an estimated time of arrival to the police station. Crash Investigators will respond to the scene from the police station and assess the level of investigation required. The Crash Investigation Team supervisor on-scene may determine that he crash does not warrant any specialized investigation and return the responsibility of the investigation to the first officer assigned.

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Vehicle Towing Policy

510.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

510.2 POLICY

The Barrington Police Department will tow vehicles when appropriate and in accordance with the law.

510.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through the Dispatch Center to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (625 ILCS 5/4-203).

Vehicles that are not the property of the Village should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs. Contact a supervisor if you need clarification on whether to move a vehicle or not.

510.4 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene.

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

- The vehicle can be legally parked, left in a reasonably secure and safe location and is not needed as evidence.
- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.

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- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Department will not be responsible for theft or damages.

510.5 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

Officers should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence. Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, so long as the vehicle is not needed for evidence.

510.6 RECORDS

Records Section members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

510.6.1 VEHICLE STORAGE REPORT

Department members towing a vehicle shall complete a vehicle tow report. The report should be submitted to the Records Section as soon as practicable after the vehicle is towed.

A copy of the vehicle tow report for a vehicle towed pursuant to 625 ILCS 5/4-202 or 625 ILCS 5/4-203 shall be provided to the tow service (625 ILCS 5/4-204).

510.6.2 NOTICE OF TOW

The Records Section should send a notice of tow to all registered owners, lienholders and others having a recorded interest in the vehicle within 48 hours, excluding weekends and holidays, but in no event shall the notice be sent later than 10 business days after the tow. Notice shall be sent to all such individuals by certified mail (625 ILCS 5/4-205). The notice shall include:

(a) The name, address and telephone number of the Barrington Police Department.

(b) The location where the vehicle is stored.

(c) A description of the vehicle, including:

1. Color.
2. Manufacturer year.
3. Make and model.
4. License plate number and/or Vehicle Identification Number (VIN).
5. Mileage.

(d) The authority and purpose for the removal of the vehicle.

(e) An explanation of the procedure for release of the vehicle and for obtaining a vehicle tow hearing.

(f) A request for disposition for the vehicle and any information regarding a public sale of the vehicle, if applicable.

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If the registered owner, lienholder or other persons having a recorded interest in the vehicle cannot be immediately determined, the notice shall be sent no later than two days after such determination can be made (625 ILCS 5/4-205).

510.7 ABANDONED/DISABLED VEHICLE-IMMEDIATE TOW

ABANDONED/DISABLED VEHICLE - IMMEDIATE TOW:

In the event an Officer has located an abandoned or unattended vehicle, and has determined it to be an immediate safety or traffic hazard because of its position in relation to the roadway or its physical appearance is causing the impeding of traffic, as outlined in Illinois Compiled Statutes Chapter 625 Act 5, Section 5/4-203 (d), the Officer will:

Check LEADS/NCIC for wanted or stolen status. Attempt to determine the owner/ driver of the vehicle and, if possible, obtain a disposition of the vehicle from the owner/driver. If contact is made with the owner/driver and the vehicle is to be removed within a reasonable period, or with the owners/drivers knowledge the vehicle is removed by a Department tow agency, no Vehicle Tow/ Impound Report will be necessary. Issue a citation if applicable. Remain at the scene as long as the vehicle is a hazard, or the vehicle may be marked with flares and/or traffic cones if they protect the vehicle and other traffic from the hazard. Traffic cones shall be retrieved when the vehicle is removed.

If steps taken above meets with unsuccessful results, the Officer will:

- Have the Communications Center contact the next available towing company on the Department tow list.
- Complete a Vehicle Tow/Impound Report.
- Search the vehicle and inventory the contents if possible.
- When the owner cannot be located, the Officer will request that the Communications Center make a LEADS entry for a Towed Vehicle, and record this number on the Vehicle Tow/Impound Report.
- Forward a copy of the Vehicle Tow/Impound Report to records.
- The Records section will send a Post-Tow letter to the registered owner.

510.8 ABANDONED/INOPERABLE/PUBLIC NUISANCE VEHICLE-DELAYED TOW

ABANDONED/INOPERABLE/ PUBLIC NUISANCE VEHICLE - DELAYED TOW:

The towing of vehicles when not done immediately due to health or safety concerns, will be handled differently depending on whether the vehicle is located on public or private property, and also with regard to within which jurisdiction it occurs.

Generally, for the Village of Barrington, the Abandoned Vehicles Ordinance (Title 6 Chapter 7) will be used for vehicles on public roadways and other public property that are determined to

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be violating that ordinance. The Inoperable Vehicles Ordinance (Title 6 Chapter 8) will apply to vehicles on private property that are violating that ordinance. Under certain circumstances however, the vehicle on private property may be processed under the Abandoned Vehicle Ordinance. Vehicles deemed a public nuisance under Village ordinance Title 6 Chapter 7, 8 or 9 will be processed in the same manner as Inoperable Vehicles . Except that vehicles violating Title 6 Chapter 9 will be issued citations for that offense. If the vehicle/property owner wishes to contest the citation, it will be adjudicated in court as an ordinance violation. For vehicles on private property, the Inoperable Vehicles Ordinance (Title 9, Chapter 9, Section 9-3-4) should be used.

IN BARRINGTON ON A PUBLIC ROADWAY:

In Barrington when a motor vehicle or other vehicle is abandoned on a public roadway for 10 (ten) hours or more, its removal by a towing service is authorized. The Officer will:

Attempt to identify the owner of the vehicle if the Officer determines that the vehicle is abandoned and, if possible, obtain a disposition on the vehicle from the owner.

If step (1) above, meets with unsuccessful results, and the Officer has determined the vehicle is abandoned as defined in the ordinance, the Officer will affix a 10 (ten) hour tow sticker to the driver's side window.

An officer will after the 10 (ten) hour expiration period, check to see if the vehicle has been removed. Check again with LEADS /NCIC for wanted/stolen status.

After 10 hours, tow, complete a Vehicle Tow/Impound Report, without conducting a search and inventory, and forward all copies to the Watch Commander.

IN BARRINGTON ON OTHER PUBLIC PROPERTY:

In Barrington when a motor vehicle or other vehicle is abandoned on public property other than the roadway, for 7 (seven) days or more, its removal by a towing service is authorized providing the following procedures are followed.

Attempt to identify the owner of the vehicle if the Officer determines that the vehicle may potentially be abandoned, and if possible, obtain a disposition on the vehicle from the owner.

If step (1) meets with unsuccessful results, the Officer will affix a 7 (seven)-day tow sticker to the driver's side window. Complete a Vehicle Tow/Impound Report, without conducting a search and inventory, and forward all copies to the Property Officer for follow-up when he returns to duty.

The Property Officer will send a Pre-Tow notice via certified mail, return receipt requested, to the owner or person legally entitled to the possession of the vehicle, identifying the vehicle, its location and stating when it will be towed unless re-moved. For vehicles 7 (seven) years or newer, after the vehicle is towed, the owner will be given 30 days, to claim and remove the vehicle from storage. Vehicles more than 7 years old will only be stored for 10 days after towing.

The Property Officer will after the 7 (seven) day expiration period, check to see if the vehicle has been removed. The Property Officer will, upon determination that the vehicle has been removed, complete a supplemental report to close out the original Vehicle Tow/Impound Report.

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In the event the vehicle has not been removed, the Property Officer will:

Check again with LEADS /NCIC for wanted/stolen status. Advise the Communication Center to contact the next available towing company from the Department tow list and have the vehicle towed to their facility. Complete the original Vehicle Tow/Impound Report. Search the vehicle and inventory (see Section 61.4.5 of this General Order) the vehicle contents.

When the owner cannot be located, the Officer will request that the Communications Center make a LEADS entry for a Towed Vehicle, and record this number on the Vehicle Tow/Impound Report.

Upon expiration of the 30 day period, and at least 10 days before the sale of the vehicle, the Property Officer will send via certified mail, return receipt requested, notice that the vehicle will be sold if not claimed. The notice will include a complete description of the vehicle and the date, time, and place of the sale. The notice will also be posted in a conspicuous place saying where the vehicle has been impounded. In those instances where the certified notification specified herein has been returned by postal authorities to the Police Department due to the addressee having moved, or being unknown at the address obtained from the registration records of the Secretary of State, the sending of the second notice will not be required.

When the identity of the registered owner or the other person legally entitled to the possession of an abandoned, inoperable, lost or unclaimed vehicle of 7 (seven) years of age or newer cannot be determined by any means provided for by Village Ordinance, the vehicle may be sold as provided herein or disposed of in the manner authorized by this article without notice to the registered owner or other person legally entitled to the possession of the vehicle.

When an abandoned vehicle more than 7 (seven) years old is located on public property, the registered owner or the person legally entitled to possession of the vehicle will be sent via certified mail, return receipt requested, notice that the vehicle must be removed within 10 days or the vehicle may be sold as junk.

At the expiration of the 10 day period, without the benefit of disposition information being received from the owner, the Chief of Police will authorize the disposal of the vehicle as junk only.

Any time before a motor vehicle is sold at a public sale or disposed of as provided in Village Ordinance, the owner or other person legally entitled to its possession may reclaim the vehicle by presenting to the police department proof of ownership, or proof of the right to possession of the vehicle. No vehicle should be released to the owner or other person under this section until all towing and storage charges have been paid.

When the vehicle is reclaimed, sold, or otherwise disposed of, a report of the transaction will be made and maintained for at least one year by the police department.

510.8.1 BARRINGTON ON PRIVATE PROPERTY

When a report of an abandoned vehicle on private property is received it will generally be processed, as long it falls within the definition, as an Inoperable Vehicle.

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When a report of an Inoperable Vehicle on private property, is received or discovered by an Officer, the Officer will check with LEADS/NCIC for the wanted or stolen status. Attempt to determine the owner of the vehicle, and if possible obtain a disposition on the vehicle from the owner. Complete a General Case Report showing the date and time of the call and particular information regarding the vehicle.

The Shift Supervisor will forward a copy of the General Case report to the Property Officer. The Property Officer will send a teletype to the Secretary of State to obtain vehicle title and lien information.

The Administrative assistant in Investigations will send via certified mail, return receipt requested, or personally serve, a notice to the property owner, and occupant or lessee. The notice will inform them of the nature of the nuisance and give them ten (10) days to remove or abate the problem.

Request for a public hearing on the issue must be made within the ten (10) day period. The hearing will be held before a person designated by the Village. If the notice is returned undeliverable, official action will be continued until ten (10) days from receipt of the returned mail. A public hearing will be held before removal of the vehicle or part thereof.

Any order requiring removal of the vehicle must include the license number and identification number, if available. Officers are allowed to enter upon private property to; examine the vehicles or parts thereof, obtain information as to identity of vehicles or to remove the vehicle after it has been declared a nuisance.

If the inoperable vehicle is not abated, following the above procedure, the Property Officer will have the vehicle removed at the owner's expense. The vehicle or parts may be disposed of as scrap or salvage.

510.9 EVIDENCE TOW

When a vehicle is to be towed from a crime or accident scene to another location for evidence processing, the investigating Officer will notify the Communication Center to contact the next available towing company from the Department tow list. Determine from the Watch Commander where the vehicle is to be towed. Advise the tow truck driver of the location where it is to be towed, and that the vehicle is not to be tampered with due to its evidentiary nature. Follow the vehicle to the towed location and see that it is secured.

When the owner cannot be located, the Officer will request that the Communications Center make a LEADS entry for a Towed Vehicle, and record this number on the Vehicle Tow/ Impound Report.

When the vehicle is to be released, as determined by the investigating Officer or Watch Commander, the owner shall pay the tow company for the charges before its release, or the original towing company shall be contacted to remove the vehicle to their lot until the owner claims it. The vehicle owner is responsible for all tow and storage fees.

510.10 IMPOUNDMENT TOW

When a vehicle is to be impounded, the investigating Officer will:

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Obtain a Watch Commander's approval to impound the vehicle. Notify the Communications Center to contact the next available towing company on the Department tow list. Advise the towing company driver that the vehicle is not to be released without the investigating Officers approval. Note all pertinent tow or hold information on the Vehicle Tow /Impound Report.

When the owner cannot be located, the Officer will request that the Communications Center make a LEADS entry for a Towed Vehicle, and record this number on the Vehicle Tow/Impound Report.

510.11 SEIZURES/FORFEITURES

Seizures are authorized by Illinois law for any vehicle used with the knowledge and consent of the owner in the commission or attempted commission of a violation of the Controlled Substances Act, or felony section of the Cannabis Control Act.

The Criminal Investigations Division supervisor is in charge of all vehicle seizures within the Department.

510.12 STOLEN RECOVERY TOW (STOLEN FROM THIS JURISDICTION)

When a vehicle is recovered that was reported stolen in this jurisdiction, it is to be towed. The Officer will notify the Watch Commander and the on call Investigator to determine if he wishes to respond, and whether the vehicle should be secured for evidence processing. Complete a supplemental report for the recovery, and a Vehicle Tow/Impound Report. Notify the Communication Center to contact the next available towing company from the Department list.

If the vehicle is going to be processed as evidence, remain with the vehicle until the tow truck arrives and follow the vehicle to the location where it is to be secured to preserve chain of custody. If the vehicle is not going to be processed for evidence, the Officer need only remain with the vehicle until it is removed or relinquished to another.

510.13 STOLEN RECOVERY TOW (STOLEN FROM ANOTHER JURISDICTION)

When a vehicle reported as stolen by another agency, is recovered in Barrington Police Department jurisdiction, and is to be towed, the Officer will request the Communications Center to notify the originating agency via LEADS. Specify the location and condition of the vehicle. Request permission to have the vehicle towed, preference of towing company, and location to be towed to, from the originating agency.

The Officer will notify the Watch Commander. The Officer will note on the report the time that the Communication Center was requested to send the information.

Before towing, a response from the originating department is needed to find out if they wish to process the vehicle for evidence or have any other special requests such as towing, storing it until they can retrieve it. The Barrington Police Department may wish to retain custody of the vehicle if it is to be used as evidence of offenses in this jurisdiction.

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510.14 TOWING FOR SNOW REMOVAL OPERATIONS

Any vehicle parked violating the Village Ordinance regarding parking during snow removal operations, shall be issued a citation and towed if it impedes snow removal operations. A reasonable effort will be made to contact the owner/driver to have the vehicle removed immediately. If that effort is unsuccessful, advise the Communication Center to contact the next available towing company from the Department tow list and have the vehicle towed to their facility. Complete a Vehicle Tow/Impound Report. . If the owner/driver is not able to be contacted, have the Communication Center make a LEADS entry for Towed Vehicle and record this number on the Vehicle Tow/Impound Report. Vehicles towed will be returned to the owner or driver after payment of the expenses incurred in towing and storage of the vehicle.

510.15 REPORTING OF TOWED/REMOVED VEHICLES

Before the owner, or person entitled to possession of any impounded vehicle shall be allowed to remove the vehicle from custody of the Department or towing company, they shall furnish evidence of his identity and proof of ownership of the vehicle. They shall also sign a receipt for the vehicle and pay the fees incurred in towing and storage of the vehicle. If the owner, or person entitled to possession wishes to contest the validity of the tow, he may obtain a hearing before a person designated by the Village Manager. If the vehicle has been released, he may within 15 (fifteen) days of the release of the vehicle, or the mailing of the Post-Tow Notice, whichever occurs first, request a hearing by contacting the Village Manager at:

Village of Barrington

200 S. Hough Street

Barrington, IL 60010

(847) 304-3400

The right to a hearing will be considered waived after such 15 (fifteen)-day period. If the vehicle is still impounded, he may contact the above office and obtain a hearing within 48 (forty eight) hours after the request, excluding weekends and holidays.

The hearing shall be to determine the validity of the impounding of the vehicle and the imposition or refund of any towing or storage charges. The hearing will not be used to affect the disposition of any citations issued, nor release of vehicles impounded for evidence, seizure, forfeiture or recovered stolen.

If the hearing officer sustains the validity of the tow and storage, the owner or person legally entitled to possession will be required to pay all unpaid towing and storage fees before obtaining the release of the vehicle.

If the hearing officer determines that the vehicle was towed without cause, he will advise the towing agency to release the vehicle, if it has not already been, and authorize the Village to reimburse the owner for the normal costs of towing and storage billed by the towing agency.

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If the registered or legal owner, or person otherwise legally entitled to possession of the motor vehicle does not claim and take possession of the motor vehicle within 15 (fifteen) days of the date of the towing, the motor vehicle will be considered abandoned and will be processed pursuant to state statute.

510.16 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation system established by the Department for tow services should be followed (625 ILCS 5/4-203.5). The Barrington PD has chosen to have only one towing company on its list. D & R Towing is this towing service.

510.16.1 TOW ROTATION LIST

If a tow rotation list is in effect, the Patrol supervisor is responsible for ensuring that tow rotation lists to be used by department members when authorizing tows is established and maintained (625 ILCS 5/4-203.5). All complaints regarding the process for inclusion on a tow rotation list or the use of a tow rotation list shall be forwarded to the Chief of Police.

Members should only deviate from the rotation list in the following circumstances (625 ILCS 5/4-203.5):

(a) A safety emergency justifies deviation.

(b) The tow service next on the list is incapable of or not properly equipped for handling a specific task related to the tow that requires special skills or equipment.

Members should document the reason for any deviation.

Towing firms are prohibited from soliciting tows that have not been requested by a member or the owner or operator of a disabled vehicle. Members should tell any such tow operator who is present or arrives to leave the scene (625 ILCS 5/4-203.5).

510.17 VEHICLE INVENTORY

The contents of all vehicles towed at the request of department members shall be inventoried and listed on the inventory report. When reasonably practicable, photographs may be taken to assist in the inventory.

(a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

(b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.

(c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be

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inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.

(d) Closed containers located either within the vehicle or any of the vehicle's compartments will be opened for inventory purposes if the container can be opened without damaging it.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report.

When practicable and appropriate, cash, jewelry or other small valuables located during the inventory process should be removed from the vehicle and given to the owner, or booked into property for safekeeping in accordance with the Property and Evidence Office Policy. A copy of the property record should be given to the person in control of the vehicle or, if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

510.18 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

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Impaired Driving

514.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

514.2 POLICY

The Barrington Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Illinois's impaired driving laws.

514.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Deputy Chief of Police will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The field sobriety tests (FSTs) administered and the results.

(b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual's driving or subsequent actions.

(e) The location and time frame of the individual's vehicle operation and how this was determined.

(f) Any prior related convictions in Illinois or another jurisdiction.

514.4 FIELD TESTS

The Deputy Chief of Police should identify standardized FSTs and any approved alternate tests for officers to use when investigating violations of DUI laws.

514.4.1 MEDICAL CANNABIS CARDHOLDER

A person who is a medical cannabis card holder and is reasonably suspected of driving or in actual physical control of a motor vehicle while impaired by the use of cannabis is deemed to have consented to standardized field sobriety tests (625 ILCS 5/11-501.9(a)).

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514.5 CHEMICAL TESTS

A person implies consent under Illinois law to a chemical test or tests, and to providing the associated sample, under any of the following:

(a) The arresting officer has probable cause to believe that the person was driving or in actual physical control of a vehicle while under the influence of alcohol, drugs, intoxicating compounds or any combination thereof (625 ILCS 5/11-501.1).

(b) The person is arrested for driving a vehicle involved in a motor vehicle accident resulting in personal injury or death of any person (625 ILCS 5/11-401).

(c) The person was driving or in actual physical control of a vehicle and involved in a personal injury or fatality accident (625 ILCS 5/11-501.6).

(d) The person is under the age of 21, was driving or in actual physical control of a vehicle and the officer has probable cause to believe that the person has consumed any amount of an alcoholic beverage (625 ILCS 5/11-501.8).

Chemical tests shall be taken pursuant to the standards promulgated by the Department of State Police (625 ILCS 5/11-501.2(a)).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

514.5.1 BREATH SAMPLES

The Deputy Chief of Police should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Deputy Chief of Police.

514.5.2 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (625 ILCS 5/11-501.2(a)(2)). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

Officers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood test because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability

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to take a blood test shall not be treated as a refusal. However, that arrestee may be required to complete another available and viable test.

514.5.3 URINE SAMPLES

If a urine test will be performed, the person should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the person giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

514.5.4 STATUTORY NOTIFICATIONS

An officer requesting that a person submit to a chemical test, or to a field sobriety test during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis, shall provide the person with the mandatory statutory warning.

If the person refuses to acknowledge in writing receipt of the warning regarding failure to submit to a chemical test, the officer shall document on the warning that the person refused to sign (See generally, 625 ILCS 5/11-501.1; 625 ILCS 5/11-501.6; 625 ILCS 5/11-501.8; 625 ILCS 5/11-501.9).

514.6 REFUSALS

When an arrestee refuses to provide a chemical sample during a DUI investigation, or to submit to field sobriety tests during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis, officers should:

(a) Advise the arrestee of the requirement to provide a sample or submit to field sobriety tests (see generally, 625 ILCS 5/11-501.1; 625 ILCS 5/11-501.6; 625 ILCS 5/11-501.8; 625 ILCS 5/11-501.9).

(b) Audio- and/or video-record the admonishment and the response when it is practicable.

(c) Document the refusal in the appropriate report.

514.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test, or to submit to a field sobriety test during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis as required by law, officers shall personally serve the notice of statutory summary suspension or revocation upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person and issue the person a temporary driving permit (625 ILCS 5/11-501.1(f); 625 ILCS 5/11-501.9).

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514.6.2 BLOOD SAMPLE WITHOUT CONSENT
A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained.

514.6.3 FORCED BLOOD SAMPLE
If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should obtain a search warrant and:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance.

    1. This dialogue should be recorded on audio and/or video when practicable.

(d) Ensure that the blood sample is taken in a medically approved manner.

(e) Ensure the forced blood draw is recorded on audio and/or video when practicable.

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances.

    1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

    2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

    3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

514.7 ARREST AND INVESTIGATION

514.7.1 PRELIMINARY BREATH SCREENING TEST
An officer having reasonable suspicion to believe that a person is DUI may, prior to arrest, request that the person provide a sample of his/her breath for a preliminary breath screening (PBS) test

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using a portable device approved by the Department of State Police. The person may refuse the test, however, if a test is administered, the results may be used by the officer for the purpose of determining whether probable cause exists to require a chemical test as authorized by 625 ILCS 5/11-501.1 and 625 ILCS 5/11-501.2 (625 ILCS 5/11-501.5).

514.7.2 ADDITIONAL TESTING
A person submitting to a chemical test may have qualified medical personnel of his/her own choosing administer an additional chemical test (625 ILCS 5/11-501.2).

514.7.3 OFFICER RESPONSIBILITIES
If a person refuses to submit to a chemical test or submits to a test that discloses a prohibited alcohol or drug concentration, the officer shall immediately submit a sworn statement of such fact to the circuit court of venue and the Secretary of State (SOS) (625 ILCS 5/11-501.1(d)).

If a medical marijuana card holder refuses to submit to field sobriety tests or submits to a test that discloses impairment by the use of cannabis, the officer shall immediately submit a sworn statement of such fact to the circuit court of venue and the SOS (625 ILCS 5/11-501.9(e)).

514.7.4 COLLISIONS
An officer having probable cause to believe that a motor vehicle driven by or in actual physical control of a person under the influence of alcohol, other drugs, or intoxicating compounds or any combination thereof has caused the death or personal injury of another person, shall request that the person submit to a chemical test (625 ILCS 5/11-501.2(c)(2)).

514.7.5 REPORTING
The Deputy Chief of Police shall ensure that the Department complies with all state reporting requirements pursuant to 20 ILCS 2630/5.

514.7.6 IMPOUNDMENT
An officer making an arrest for DUI should impound the vehicle driven by the arrestee when no other person is available to take lawful control of the vehicle and the arrestee may be released and have access to the vehicle within 12 hours (625 ILCS 5/4–203).

514.8 RECORDS SECTION RESPONSIBILITIES
The Records Supervisor will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

514.8.1 WARNING NOTIFICATION
The Records Supervisor shall forward the warning notification and sworn report in accordance with 625 ILCS 5/11-501.1, 625 ILCS 5/11-501.6, 625 ILCS 5/11-501.8, and 625 ILCS 5/11-501.9.

514.9 ADMINISTRATIVE HEARINGS
The Records Supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the SOS.

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Any officer who receives notice of required attendance at an administrative license suspension hearing should promptly notify the prosecuting attorney.

An officer called to testify at an administrative hearing should document the hearing date and the SOS file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified. The Records Section should forward this to the prosecuting attorney as part of the case file.

514.10 TRAINING

The Training Coordinator should ensure that officers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Training Coordinator should confer with the prosecuting attorney's office and update training topics as needed.

514.11 UNDER 21- NON-DUI/ZERO TOLERANCE

When an officer stops a motor vehicle on the highway for a violation of the Illinois Vehicle Code or a similar provision of a local ordinance and has probable cause or firsthand knowledge that the driver is under 21 years of age and has consumed an alcoholic beverage, the following shall be the procedure to be followed unless extenuating circumstances exist.

A. Evaluate the driver and circumstances for a DUI violation. If the officer believes the driver is legally intoxicated (B.A.C. over 0.08%) the driver is to be arrested for that violation.

B. If the officer believes that the under 21 years of age driver has consumed an alcoholic beverage the driver will NOT be permitted to continue to drive. The driver will additionally be charged with the Barrington Ordinance violation of 3-3-16-B-1 Underage Consumption of Alcoholic Liquor.

1. If there is a passenger in the vehicle who has not consumed alcoholic beverage and who has a valid driver's license the passenger may be allowed to drive the vehicle with the permission of the driver or registered owner of the vehicle.

2. The driver will be brought to the police department where the ZERO TOLERANCE WARNING TO MOTORIST UNDER 21 will be read to the driver.

3. If the driver agrees to the test it will be administered.

a) If the test results show a blood alcohol concentration of 0.08% or over the officer will complete the ZERO TOLERANCE SWORN REPORT.

<u>NOTE: The decision to charge for DUI MUST be made prior to testing.</u>

b) If the test results show a blood alcohol concentration over 0.00% the officer will complete the ZERO TOLERANCE SWORN REPORT.

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c) If the test results show a blood alcohol concentration of 0.00%, and there is an indication that the driver is under the influence of drugs or a combination of alcohol and drugs, the driver should be taken to a local hospital where the officer will request a blood and urine sample.

4. If the driver refuses the test the officer will complete the ZERO TOLERANCE SWORN REPORT.

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Notice of Parking Violation Appeal Procedure

516.1 PURPOSE AND SCOPE

This policy outlines the procedure for processing the parking violation notice appeals. Disposition of notice of parking violation appeals is conducted pursuant to Illinois state law.

516.2 RESPONSIBILITIES

The Chief of Police shall be responsible for all parking violation notice appeals and hearings.

516.3 APPEAL STAGES

Appeals may be pursued sequentially at two different levels:

- Administrative reviews are conducted by the Chief of Police who will review written/ documentary data. Requests for administrative reviews are available at the front desk of the Barrington Police Department. These requests are informal written statements outlining why the notice of parking violation should be dismissed. Copies of documentation relating to the notice of parking violation and the request for dismissal must be mailed to the current mailing address of the processing agency.
- If the appellant wishes to pursue the matter beyond an administrative hearing, the Records Division will schedule a court date for the matter to be scheduled for trial.

516.4 TIME REQUIREMENTS

Administrative review or appearance before a hearing examiner will not be provided if the mandated time limits are not adhered to by the violator.

- Requests for an administrative review must be postmarked within 10 days of issuance of the notice of parking violation, or within ten days of the mailing of the Notice of Delinquent Parking Violation.
- Requests for administrative hearings must be postmarked within 10 days of the notification mailing of the results of the administrative review.
- Requests for appeal to the Curcuit Court must be made within 10 days of the mailing of the administrative hearing results.
- Registered owners of leased or rented vehicles may transfer responsibility for the violation to the lessee or renter of the vehicle at the time of the violation if the name, address, and driver's license number of the lessee/renter is provided to the processing agency within 10 days of the mail date of the delinquent notice.

516.5 COSTS

There is no cost for an administrative review.

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Appellants must pay the full amount due for the citation, or provide satisfactory proof of their inability to pay, before receiving an administrative hearing.

A request for a court date requires prior payment of filing costs including applicable court charges and fees. These costs will be reimbursed to the appellant in addition to any previously paid fines if appellant's liability is overruled by the Court.

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Disabled Vehicles

520.1 PURPOSE AND SCOPE

All law enforcement agencies having responsibility for traffic enforcement should develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

520.2 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the telecommunicator should be advised of the location of the disabled vehicle and the need for assistance. The telecommunicator should then assign another available officer to respond for assistance as soon as practical.

520.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

520.3.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. Police vehicles will not be utilized in any manner to "jump start" a disabled vehicle.

520.3.2 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person's consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

520.3.3 RELOCATION OF DISABLED VEHICLES & PUSH BAR USE

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle. Patrol Vehicles equipped with a "Push Bar" may move a disabled vehicle during exigent circumstances. Some examples of exigent circumstances would be a vehicle stalled or stuck on train tracks or a disabled vehicle in a dangerous location which may cause, if not moved immediately, a personal injury accident. If time allows, contact a supervisor before using a squad to move another vehicle and have the owner complete and sign the push bar release form. Officers utilizing a push bar equipped vehicle can only push a disabled vehicle in one direction (forward or backward). Pushing a disabled vehicle with a push bumper equipped patrol vehicle while turning will cause significant damage to the disabled vehicle. See attachment: Push Bar Release Form.pdf

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520.4 POLICY

It is the policy of the Barrington Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

520.5 SECTION TITLE

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Abandoned or Derelict Vehicle Violations

524.1 PURPOSE AND SCOPE

This policy provides procedures for the marking, recording, and storage of vehicles parked in violation of the Village of Barrington Village Ordinance or state laws regulating abandoned or derelict vehicles.

524.1.1 DEFINITIONS

Definitions related to this policy include:

Abandoned vehicle - Means any vehicle in a state of disrepair rendering the vehicle incapable of being driven in its condition or any vehicle that has been left unattended for any amount of time and is creating a traffic hazard because of its position in relation to the highway or its physical appearance is causing the impeding of traffic; or for 2 hours or more on a toll highway, interstate highway, or expressway or expressway; or on a highway in an urban district 10 hours or more; or outside of an urban district for 24 hours or more; or on private property for 7 consecutive days or more (625 ILCS 5/4-201; 625 ILCS 5/4-203).

Derelict vehicle - Means any inoperable, unregistered, discarded motor vehicle, regardless of title, that constitutes a danger, hazard, or blight (625 ILCS 5/4-301).

524.2 MARKING VEHICLES

Vehicles suspected of being in violation of the Village of Village of Barrington abandoned or derelict vehicle ordinance shall be marked and noted on the Barrington Police Department Marked Vehicle Card. No case number is required at this time.

A visible chalk mark should be placed on the left rear tire tread at the fender level unless missing tires or other vehicle conditions prevent marking. Any deviation in markings shall be noted on the Marked Vehicle Card.

All Marked Vehicle Cards shall be submitted to the Investigations Division for computer data entry.

If a marked vehicle has been moved or the markings have been removed during the period of observation, the vehicle shall be marked again for the 7-day abandonment period and a Marked Vehicle Card completed and forwarded to the Investigations Division.

Parking citations for the ordinance violation shall not be issued when the vehicle is towed and stored for the violation.

524.2.1 MARKED VEHICLE FILE

The Investigations Division shall be responsible for maintaining a file for all Marked Vehicle Cards.

The Abandoned Vehicle Officer assigned to the Investigations Division shall be responsible for the follow up investigation of all abandoned or derelict vehicle violations noted on the Marked Vehicle Cards.

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524.2.2 VEHICLE STORAGE

Any vehicle in violation shall be towed and stored by the authorized towing service and a vehicle storage report shall be completed by the officer authorizing the storage of the vehicle.

The storage report form shall be submitted to the Records Section immediately following the storage of the vehicle. It shall be the responsibility of the Records Section to immediately notify LEADS.

Within 48 hours of the storage of any such vehicle, excluding weekends and holidays, it shall be the responsibility of the Records Section to determine the names and addresses of any individuals having an interest in the vehicle Notice to all such individuals shall be sent first-class or certified mail.

524.2.3 PROCESSING DERELICT OR ABANDONED VEHICLES AS JUNK

If this department elects or is otherwise required to process a derelict or abandoned vehicle as a “junk#? vehicle the department shall, within 15 days complete the following (625 ILCS 5/3-117.1):

(a) Surrender the junk vehicle’s certificate of title, salvage certificate, certificate of purchase, or a similarly acceptable out of state document of ownership to the Secretary of State along with an application for a junking certificate.

(b) Dispose of the vehicle as junk upon receipt of the junking certificate.

Vehicles or vehicle parts that have had the manufacturer's identification number removed, altered, defaced or destroyed shall be identified in compliance with 625 ILCS 5/4-107(i) before processing as “junk#?.

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Chapter 6 - Investigation Operations

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Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Barrington Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:

1. An initial statement from any witnesses or complainants.
2. A cursory examination for evidence.

(b) If information indicates a crime has occurred, the officer shall:

1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
5. Collect any evidence.
6. Take any appropriate law enforcement action.
7. Complete and submit the appropriate reports and documentation.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 NON-SWORN MEMBER RESPONSIBILITIES

A non-sworn member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take

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any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies.

600.4.1 AUDIO/VIDEO RECORDINGS

All custodial interrogations at the Barrington Police Department of suspects in investigations of offenses as provided in 725 ILCS 5/103-2.1 shall be electronically recorded in their entirety (motion picture, audiotape or videotape, or digital recording) (725 ILCS 5/103-2.1; 705 ILCS 405/5-401.5). Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of an interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigation Division supervisor. Copies of recorded interrogations or interviews may be made in the same or different format provided they are true, accurate and complete copies and are made only for authorized and legitimate law enforcement purposes. Electronic recordings of a custodial interrogation in connection with an investigation for the offenses listed in 725 ILCS 5/103-2.1 shall be preserved until the conclusion of all criminal proceedings, including the exhaustion of habeas corpus appeals or the prosecution is barred by law (725 ILCS 5/103-2.1(c); 705 ILCS 405/5-401.5(c)).

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

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(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.6 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

600.7.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses,

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requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.8 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Deputy Chief or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

600.9 CELL SITE SIMULATOR USE

A member may only use a cell site simulator device for the purpose of locating, tracking or identifying a communications device and only after obtaining a warrant unless an exception exists as provided by 725 ILCS 168/15 (725 ILCS 137/10).

The member shall delete non-target data that is obtained no later than once every 24 hours if a cell site simulator device is used to locate or track a known communications device, and no later than within 72 hours of the time that the unknown communications device is identified if a cell site simulator device is used to identify an unknown communication device (725 ILCS 137/15).

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EYEWITNESS EVIDENCE

605.1 PURPOSE

The purpose of this Policy is to facilitate reliable identification testimony by eyewitnesses. Eyewitness evidence can be critical in identifying, charging, and ultimately convicting suspected criminals. It can also aid in eliminating innocent persons from an investigation. It is essential that members of the Barrington Police Department obtain accurate and reliable eyewitness evidence through sound protocols and practices. An identification achieved through procedures outlined in this policy should minimize the risk of misidentification and increase the evidentiary value of eyewitness identifications.

605.2 POLICY

It shall be the policy of the Barrington Police Department to carryout eyewitness identification procedures in a manner that is consistent with applicable rules of evidence, court rulings and state and federal laws.

605.3 DEFINITIONS

Eyewitness - A person viewing the line-up whose identification by sight of another person may be relevant in a criminal proceeding.

Fillers – A person or a photograph of a person who is not suspected of an offense and is included in a line-up.

Independent Administrator – A lineup administrator who is not participating in the investigation of the criminal offense and is unaware of which person in the line-up is the suspected perpetrator.

Lineup – Includes a photo lineup or physical lineup.

Lineup Administrator – The person who conducts a lineup.

Photo Lineup – A procedure in which photographs are displayed to an eyewitness for the purpose of determining if the eyewitness is capable of identifying the perpetrator of a crime.

Physical Lineup - A procedure in which a group of persons is displayed to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime, but does not include a show-up.

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Sequential Line-up – A physical or photo line-up in which each person or photograph is presented to an eyewitness separately, in a predetermined order, and removed from the eyewitnesses view before the next person or photograph is presented, in order to determine if the eyewitness is able to identify the perpetrator of a crime.

Showup – A procedure in which a suspected perpetrator is presented to an eyewitness at, or near, a crime scene for the purpose of obtaining an immediate identification.

Simultaneous Lineup– A physical or photo lineup in which a group of persons or array of photographs is presented simultaneously to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime.

605.4 PROCEDURE

A. Factors to Consider in Eyewitness Identification

(a) In order to determine whether an out-of-court identification gives rise to the likelihood of misidentification, the courts have considered the following factors:

1. The opportunity of the eyewitness to view the criminal at the time of the crime.
2. The eyewitness' degree of attention.
3. The accuracy of the eyewitness' prior description of the criminal.
4. The level of certainty demonstrated by the eyewitness at the identification.
5. The length of time between the crime and the identification.
6. Whether the eyewitness was a "casual observer" or the victim of the crime.
7. Compliance and non-compliance with legally required practices outlined in this policy.

Courts consider the totality of the circumstances when determining if the identification was suggestive or otherwise unreliable.

B. Composing Photo Lineups and Physical Lineups

The following procedures will be utilized for the development of photo lineups utilzing the E Lineup sofware or physical lineups.

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(a) Only one suspect shall be used in each identification procedure. If more than one suspect exists, then an individual lineup shall be created for each suspect, utilizing different fillers for each lineup.

(b) Fillers should generally fit the eyewitness description of the suspect. In the event that the eyewitness provides limited or inadequate descriptions of the suspect or when the description of the suspect differs significantly from the actual appearance of the suspect, fillers should be selected that resemble the actual suspect's features.

(c) A reasonable effort shall be made to "harmonize" lineups. A consistent appearance between the suspect and fillers should be created with respect to any unique or unusual features (i.e., race, sex, age, scars, tattoos, glasses, facial hair, hairstyle, and hair color) however; absolute uniformity of features is not required.

(d) A random pattern as to position of the suspect should be utilized. Suspects should be placed in different positions in each lineup, with regards to different cases and/or eyewitnesses in the same case.

(e) In the event that multiple photographs of the suspect are reasonably available to the investigator or officer, the most recent available photograph should be selected that resembles the suspect description or appearance at the time of the incident.

(f) If there are multiple suspects in a case and an eyewitness is being shown different lineups for purposes of identifying different perpetrators, each lineup must have different fillers.

(g) For all photo lineups, the E Lineup software developed by the Illinois Prosecutors Bar Association shall be used. In each photo lineup, a minimum of 5 fillers should be selected and displayed for each identification procedure. Any variance from this minimum shall be documented in the officer's report (example – the suspect has unique disfigurement or facial markings which can not be duplicated in a sufficient number of filler photos). The sources of photographs should be documented.

(h) For all physical lineups, when practical, 5 fillers should be selected and displayed for each identification procedure. In no event should less than 3 fillers be utilized. Any variance from this minimum shall be documented in the police officer's report (example – the suspect has unique disfigurement or facial markings which can not be duplicated in a sufficient number of filler photos).The identity of all persons utilized in a physical lineup should be documented.

(i) No personal, criminal history or identification numbers should be visible to eyewitnesses. In the event that suspect photos have such information imbedded in them, the information should be blacked out. All photos in such a lineup shall have the same "blackout" appearance as to not single out any one photo from another.

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(j) Individuals portrayed in photo lineups shall be identified solely by a number (i.e., 1, 2, 3, 4, 5, 6).

(k) Background should either be consistent in all photos or have an equally different amount of backgrounds as to not single out any one photo from another.

Participants in physical lineups shall be photographed and the physical lineup photographed or lineup procedure otherwise video recorded and preserved as evidence. Identifiers of all participants will be documented. Photo lineups shall be preserved in their presentation order and original condition.

C. Eyewitness Instructions and Identification Procedures

The following procedures shall be followed in the administration of viewing a photo or physical lineup.

(a) In instances involving multiple eyewitnesses, each shall be separated as soon as possible to prevent conferring with one another and instructed to avoid discussing details of a case or results of an identification with other eyewitnesses. If separation is not practical, the lineup administrator shall ensure that eyewitnesses are monitored and that they don't confer with each other while waiting to view the lineup or during the lineup.

(b) Eyewitness shall view all lineups separately to avoid any degree of improper suggestiveness by other eyewitnesses. To the extent it is possible; the suspected perpetrator shall be placed in a different position in the lineup or photo array for each different eyewitness.

(c) All lineups involving minors will be performed in accordance with 705ILCS405/5-410(2) (f).

(d) Unless it is impractical, all lineups must be conducted by an independent administrator. If such administration is impractical, the reasons why it is impractical shall be documented in the administrators report and one of the following methods utilized.

1. Using a procedure in which photographs are uploaded electronically onto a tablet utilizing the E Lineup software developed by the Illinois Prosecutors Association, randomly numbered, and shuffled and then presented to an eyewitness such that the lineup administrator cannot see or know which photograph(s) are being presented to the eyewitness until after the procedure is completed.

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2. By means of an automated computer program or other device which can automatically display a photo lineup to an eyewitness in a manner that prevents the lineup administrator from seeing which photograph(s) the eyewitness is viewing until after the lineup is completed.

3. Any other procedure which prevents the lineup administrator from knowing the identity of the suspected perpetrator or seeing or knowing the persons or photographs being presented to the eyewitness until after such procedure is completed.

(e) There should not be anyone else present during lineup administration except the eyewitness and the suspected perpetrator's legal counsel if required by law, and a parent or legal guardian if a juvenile.

(f) Prior to viewing any lineup, eyewitnesses shall be read instructions provided on the Barrington Independent Administrator or Non-Independent Administrator Lineup/ Photo-Spread Advisory Form **(See Attachments)**. The document shall be signed by the eyewitness and submitted with the officers reports. If the eyewitness refuses to sign the form, the refusal shall be documented by the administrator by writing "refused" on the signature line where the eyewitness is supposed to sign.

(g) For purposes of accurately documenting all statements made by the eyewitness and the procedures being followed, and whenever practical, the administration of any lineup will be audio and video recorded. Eyewitnesses will be instructed that an audio and video recording of the lineup procedure will be made. If the eyewitness refuses, said refusal will be documented in the Barrington Request Not to Record Lineup Form. **(See Attachment)** Any recordings under this section are exempt from FOIA (Freedom of Information Act).

(h) Simultaneous lineups shall be used where practical. If not practical, sequential lineups may be utilized for photo and physical lineups.

(i) If the sequential lineup format is utilized, all persons or photographs must be viewed by the eyewitness even if the eyewitness identifies a perpetrator before all persons or photographs are presented. The lineup administrator may present a person or photograph to the eyewitness an additional time, but only after the eyewitness has first viewed each person or photograph one time, AND only solely at the eyewitnesses request.

(j) Administering personnel shall not provide any verbal or non-verbal cues to any eyewitness that may influence the eyewitness' selection.

(k) In instances where an identification is made, personnel shall not report to the eyewitness any feedback regarding whether or not they have selected the individual suspected of the crime or otherwise "validate" their identification.

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(l) Any statements made by eyewitnesses related to the identification or non-identification during a lineup will be accurately documented in the Barrington Report of Lineup Form. **(See Attachment)**

(m) When a physical lineup is utilized, all participants must be out of view of eyewitnesses prior to the lineup. Following eyewitness instruction, eyewitnesses should be allowed to view all participants. Eyewitnesses should then be removed from the viewing area before participants are removed.

(n) In the event that a physical lineup is utilized, participants may be asked to perform actions such as speaking specified words/phrases or performing certain motions/ actions. In such instances, all such words/phrases and motions/actions should be performed by each individual in the physical lineup.

(o) When the sequential physical lineup format is utilized, all lineup participants should begin out of view of any potential eyewitnesses. Each individual should be presented separately in a previously determined random order. Even if an identification is made, all participants should be brought forth for viewing. Each subsequent participant should be removed entirely from view before the next participant is brought forward for viewing.

If any of the procedures are deemed impractical, then the reasons for such impracticality must be documented in the officer's reports.

D. Showup Procedures

In order to minimize potential suggestiveness, the following procedures shall be utilized in the administration of showup identifications.

(a) Consideration should be given regarding time factors. Generally, showups are useful in the identification or elimination of potential suspects at the early stages of an investigation or contemporaneous with the event (measured in minutes or hours and not days).

(b) Consideration should also be given as to location factors. Generally, potential suspects are located within close proximity or can be linked to the proximity of the crime scene.

(c) Courts have ruled that the least intrusive investigative technique reasonably available should be utilized for showups. Absent exigent circumstances or consent,

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eyewitnesses should be transported in a departmental vehicle to location of a detained person for identification or elimination as a suspect. Exigent circumstances may include instances such as; the eyewitness was injured or physically unable to be taken promptly to view a detained suspect or the eyewitness was otherwise incapacitated.

(d) Prior to performance of any showup, investigators and officers shall obtain and document a detailed description of the suspect.

(e) When multiple eyewitnesses are involved, consideration should be given as to how many eyewitnesses should be utilized to perform a showup identification. It may be beneficial to have additional eyewitnesses perform identification through use of photo or physical lineups on an individual basis as soon as practical. Eyewitnesses should be kept separated and instructed not to discuss details of the case or identification results with other eyewitnesses.

(f) Personnel shall not provide any verbal or non-verbal cues to any eyewitness that may influence the eyewitness' selection.

(g) In instances where an identification is made, personnel shall avoid reporting to the eyewitness any feedback regarding whether or not they have selected the individual suspected of the crime or otherwise "validate" their identification.

605.5 LINEUP / PHOTO SPREAD ADVISORY FORM & REPORT OF LINEUP FORM & REFUSAL TO RECORD FORM

See attachment: Lineup Advisement Form-Ind. Adm.pdf

See attachment: Report of Lineup.pdf

See attachment: Lineup Advisement Form-Non Ind. Adm.pdf

See attachment: Lineup Recording Refusal.pdf

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Asset Forfeiture

606.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Barrington Police Department seizes property for forfeiture or when the Barrington Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

Property subject to forfeiture -

(a) Profits, proceeds, property, etc. derived from or used for crimes set forth in 725 ILCS 5/124B-10 may be subject to forfeiture

(b) Receipts obtained, and any interests in, claims against, receipts from, or property or rights resulting from calculated and gang criminal drug conspiracies (720 ILCS 570/405; 720 ILCS 570/405.2)

(c) Profits, proceeds, property, etc. forfeitable through civil action under the Illinois Controlled Substances Act, the Cannabis Control Act, the Illinois Food, Drug and Cosmetic Act, or the Methamphetamine Control and Community Protection Act

(d) Counterfeit trademark items and instrumentalities used for a violation of the Counterfeit Trademark Act (765 ILCS 1040/9)

(e) Vehicles, vessels, or aircraft used with the knowledge and consent of the owner in the commission of, or in the attempt to commit any of the offenses identified in 720 ILCS 5/36-1

(f) Illegal gambling devices or funds (720 ILCS 5/28-5)

(g) Profits, proceeds, property, etc. derived or used to launder money or conduct unlawful financial transactions (720 ILCS 5/17-10.6; 720 ILCS 5/29B-5)

(h) Any interest in any enterprise, real property, or personal property including money in violation of the Illinois Street Gang and Racketeer Influenced and Corrupt Organizations Law (720 ILCS 5/33G-6)

(i) Any profits, proceeds and property derived or used or intended for use in any manner to facilitate street gang related activity (740 ILCS 147/40)

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Seizure - The act of law enforcement officials taking property, cash,or assets that have been used in connection with or acquired by specified illegal activities.

606.2 POLICY

The Barrington Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Barrington Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

606.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

606.3.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

(a) Property that is subject to forfeiture because it constitutes evidence of a crime and may be legally seized as part of a criminal investigation, search warrant or by other court order.

(b) Property seized without a court order when there is probable cause to believe that the property is subject to forfeiture, the property is seized under circumstances in which a warrantless seizure or arrest would be reasonable (i.e., property would be lost without immediate seizure), and the seizure is authorized by statute, as in:

1. Seizure of vessels, vehicles, and aircraft under the Criminal Code of 2012 (720 ILCS 5/36-1.1).
2. Money laundering (720 ILCS 5/29B–6).
3. The Illinois Controlled Substances Act (725 ILCS 150/3.1).
4. The Cannabis Control Act (725 ILCS 150/3.1).
5. The Illinois Food, Drug and Cosmetic Act (410 § 620/3.23; 725 ILCS 150/3.1).
6. The Methamphetamine Control and Community Protection Act (725 ILCS 150/3.1).

Officers may request the Attorney General or any state attorney seek a court order to seize property when there is probable cause to believe that it may be subject to forfeiture upon a successful criminal prosecution (725 ILCS 5/124B-805; 725 ILCS 5/124B-150).

Whenever practicable, a court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

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606.3.2 SEIZED CURRENCY

Currency seized subject to forfeiture will be counted by the seizing officer and a supervisor. The currency will be placed in a envelope with the denomination of the currency, totals of each denomination and total amount of currency enclosed noted on the money envelope. The officer counting and supervisor verifying money will initial and sign the envelope when sealed. If the currency will not fit into a standard envelope, place the currency in a larger envelope or bag, sealing and affixing a completed envelope to the outside of the larger envelope or bag which contains the currency.

Currency seized will be given to and retained by a supervisor, for booking into evidence. If there is a need to book the currency into evidence/property, the currency will be booked on a single property form notating "subject to asset forfeiture" in the comments section of the property form. The seizing officer shall notify the Deputy Chief of the booked currency and the circumstances of the seizure as soon as possible.

606.3.3 SEIZED VEHICLES

Vehicles seized subject to forfeiture will be taken to a designated secure storage facility. A seized vehicle should not be impounded. The officer seizing the vehicle shall notify the detective supervisor of the seizure of the vehicle and circumstances of the seizure as soon as possible.

If the vehicle cannot be driven, a tow truck will be used to tow the vehicle to the storage facility.

Personal property located in a seized vehicle shall be removed and booked into Property as either evidence or for safekeeping.

606.3.4 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the statutory or state attorney's current minimum forfeiture thresholds.

(b) If reasonably known to the officer, property held by a person known as an "innocent owner" or a "lender" who did not have knowledge or intent that would reasonably justify a seizure (720 ILCS 5/29B-17; 725 ILCS 5/124B-130; 725 ILCS 150/8)

(c) Property that the officer reasonably believes would be excessive as it relates to the offense in question (720 ILCS 5/36-3.1; 725 ILCS 150/9.5)

606.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following (720 ILCS 5/36-1.2; 725 ILCS 150/3.2):

(a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.

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(b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

(c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.” Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry, and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

606.5 MAINTAINING SEIZED PROPERTY

The Property and Evidence Office supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition (720 ILCS 5/36-1.3; 725 ILCS 150/3.3).

(b) All property received for forfeiture is checked to determine if the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

606.6 FORFEITURE REVIEWER

The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a department-approved course on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly the Seizure and Forfeiture Reporting Act, the Drug asset Forfeiture Procedure Act, and the forfeiture policies of the state attorney and the Illinois State Police (5 ILCS 810/10 et seq.).

(b) Serving as the liaison between the Department, the state attorney, and the Illinois State Police and ensuring prompt legal review of all seizures.

1. Presentation for review should generally be accomplished as soon as practicable but within seven days of a seizure (720 ILCS 5/29B-8; 720 ILCS

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5/29B-9; 720 ILCS 5/36–1.4; 720 ILCS 5/36-1.5; 725 ILCS 150/3.5; 725 ILCS 150/5).

2. Presentation for review shall include a form 4–64 when required.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.

(d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form, and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.

2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).

3. The signature of the person from whom cash or property is being seized.

4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized (720 ILCS 5/36-–1.2; 725 ILCS 150/3.2).

5. Any other information that may be required for reporting under 5 ILCS 810/10.

(g) Ensuring that those who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs), or Special Order. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.

2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.

3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property (720 ILCS 5/36-2.1; 720 ILCS 5/29B-10; 725 ILCS 150/4).

4. Property is promptly released to those entitled to its return (720 ILCS 5/29B-25; 720 ILCS 5/36-2; 720 ILCS 5/36-6; 725 ILCS 150/9; 725 ILCS 150/13.1).

5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.

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6. Any cash received is deposited with the fiscal agent.
7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to officers.
9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
10. Inventories of seized property and their estimated value are forwarded to the Illinois State Police as appropriate (720 ILCS 5/29B-7; 720 ILCS 5/36–-1.3; 725 ILCS 150/3.3).

(i) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to the department's regular inventory is in accordance with all applicable laws and consistent with the department's use and disposition of similar property.

(k) Upon completion of any forfeiture process, ensuring that no property is retained by the Barrington Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.

(l) Ensuring compliance with the requirement that a probable cause determination be sought within 14 days of the seizure (725 ILCS 150/3.5).

(m) When the property seized for forfeiture is a vehicle, notifying the Secretary of State immediately that forfeiture proceedings are pending against the vehicle (720 ILCS 5/29B-8; 720 ILCS 5/36-1.4; 725 ILCS 150/5).

(n) Completing the required seizure reporting under 5 ILCS 810/10

(o) Assisting the Auditor General when required (5 ILCS 810/15).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and Village financial directives.

606.7 DISPOSITION OF FORFEITED PROPERTY

Distribution and use of forfeited assets related to the Food, Drug and Cosmetic Act, Illinois Cannabis Control Act, Illinois Controlled Substance Act, and Methamphetamine Control and Community Protection Act should be conducted in accordance to the procedures set forth in the Drug Asset Forfeiture Procedure Act (410 ILCS 620/3.23; 720 ILCS 550/12; 720 ILCS 570/505; 720 ILCS 646/85; 725 ILCS 150/13.2)

Distribution and use of forfeited assets related to obscenity offenses should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-420.

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Distribution and use of forfeited assets related to child pornography should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-505.

Distribution and use of forfeited assets related to computer and financial crimes should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-605.

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

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Informants

607.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

607.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Barrington Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Barrington Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

607.2 POLICY

The Barrington Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

607.3 USE OF INFORMANTS

607.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

607.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians

(b) The juvenile’s attorney, if any

(c) The court in which the juvenile’s case is being handled, if applicable

(d) The Chief of Police or the authorized designee

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607.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

607.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Deputy Chief, Investigation Bureau supervisor or their authorized designees.

1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Criminal activity by informants shall not be condoned.

(c) Informants shall be told they are not acting as police officers, employees or agents of the Barrington Police Department, and that they shall not represent themselves as such.

(d) The relationship between department members and informants shall always be ethical and professional.

1. Members shall not become intimately involved with an informant.
2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Investigation Bureau supervisor.
3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Investigation Bureau supervisor.

1. Officers may meet informants alone in an occupied public place, such as a restaurant.

(f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

(g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

607.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be

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unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of an officer.

(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this department to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.

607.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Investigation Bureau. The Investigation Bureau supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Deputy Chief, Investigation Bureau supervisor or their authorized designees.

The Investigation Deputy Chief should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Investigation Bureau supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

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607.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases

(b) Date of birth

(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

(d) Photograph

(e) Current home address and telephone numbers

(f) Current employers, positions, addresses and telephone numbers

(g) Vehicles owned and registration information

(h) Places frequented

(i) Briefs of information provided by the informant and his/her subsequent reliability

1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.

(j) Name of the officer initiating use of the informant

(k) Signed informant agreement

(l) Update on active or inactive status of informant

607.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity
- The level of risk taken by the informant

The Investigation Bureau supervisor will discuss the above factors with the Patrol Deputy Chief and recommend the type and level of payment subject to approval by the Chief of Police.

607.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

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(a) Payments of $500 and under may be paid in cash from a Investigation Bureau buy/ expense fund.

1. The Investigation Bureau supervisor shall sign the voucher for cash payouts from the buy/expense fund.

(b) Payments exceeding $500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.

1. The check shall list the case numbers related to and supporting the payment.
2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
3. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
4. Authorization signatures from the Chief of Police and the Village Manager are required for disbursement of the funds.

(c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.

1. The cash transfer form shall include the following:
   (a) Date
   (b) Payment amount
   (c) Barrington Police Department case number
   (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
2. The cash transfer form shall be signed by the informant.
3. The cash transfer form will be kept in the informant's file.

607.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as other income and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

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607.6.3 AUDIT OF PAYMENTS

The Investigation Bureau supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

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Liquor and Tobacco Enforcement Procedure

607.1 PURPOSE AND SCOPE

The purpose of this policy is to define procedures for routinely monitoring licensed establishments that sell alcoholic beverages and tobacco products. It is the policy of the Barrington Police Department to uniformly enforce the Village liquor and tobacco codes by conducting controlled buy operations on a continuous basis.

OFFICIAL IL IDENTIFICATION: Picture identification issued by the State of Illinois in the form of a driver's license or state ID card.

SUPERVISING OFFICER: An officer assigned to the controlled buy operation to oversee the special agent(s). This will usually be the Investigations Sergeant, but may also be an officer designated by him.

SPECIAL AGENT: A Special Agent is a volunteer under the legal age to purchase alcohol or tobacco products who assists the Police Department with the controlled buy operations. A special agent can work alone or together with other agents as a group.

LICENSEE: A licensee is the holder of a license to sell alcoholic beverages or tobacco or both.

607.1.1 PRE-OPERATION ACTIVITIES

The Investigations Sergeant will be responsible for establishing a twelve (12) month schedule for monitoring all liquor and tobacco licensees in the village which are open to the public. The Investigations Sergeant shall submit the schedule to the Chief of Police for review prior to implementation. Operations will be conducted at least two (2) times a year or as otherwise directed by the Chief of Police.

Not more than one week prior to a scheduled operation, the Investigations Sergeant will notify the Chief of Police. The Chief will provide the Investigations Sergeant with a list of licensees from the Village Clerk.

Operations may also be conducted, with the approval of the Chief of Police in response to documented citizen complaints of underage purchases. The reason for this special operation should be explained, by the Investigations Sergeant, in writing, to the Chief of police.

The Investigations Sergeant will assist in obtaining the Special Agent to be utilized during the buys. Special Agents will be approved prior to the operation date by the Chief of Police. A certified copy of the agent's Illinois driver's license and/or Illinois ID card shall be furnished to the supervising officer prior to the operation. Tobacco enforcement agents will be between sixteen and twenty years of age. Liquor enforcement agents will be between eighteen and twenty years of age.

All agents should be of good character. They will have no record of liquor or tobacco related violations, nor will they have made any prior attempts to unlawfully purchase these items. Agents should have the appearance, demeanor and mannerisms appropriate to their age. Agents will dress appropriately for their age group, and will not have facial hair or wear any type of heavy

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make-up or excessive jewelry. Agents under the age of eighteen will have a parent complete a Parental Consent Form prior to the operation date. Agents over the age of eighteen will complete a Special Agent Consent Form. Agents will be available for testimony at hearings and court proceedings at the request of the Village Prosecutor or the State's Attorney. If possible, the same clothing will be worn for these proceedings as was worn during the operation.

A briefing will be held prior to the operation by the Investigations Sergeant or the Supervising Officer. The Supervising Officer will approve the agent's appearance and a photo will be taken of the agent. The Supervising Officer will verify that the agent has proper official identification showing, his/her true date of birth. This will be the only identification carried or presented throughout the course of the operation.

The agents will be instructed to go directly to the targeted merchandise and then directly to the checkout. That at no time should they try to persuade the licensee/clerk to complete the sale and (s)he should speak only as necessary. If asked about his/her age, (s)he is to reply with his/her correct age and if asked for identification, (s)he is to present his/her previously approved Illinois ID.

If a transaction is completed, (s)he should try to obtain a receipt. That the success of the operation and/or their continued use as an agent is not dependent on making successful purchases. The operation will not be conducted during extremely busy times (e.g. rush hour) at the licensee's location, and the Supervising Officer will also have the authority to terminate the operation at any time for safety reasons.

607.1.2 OPERATIONAL INSTRUCTIONS

Tobacco Dealers. If practical, the Supervising Officer should attempt to station himself either inside the store or at a point from which he can observe the sale. He should not appear to be with the agent.

Package Liquor Stores. If practical, the Supervising Officer should attempt to station himself either inside the store or at a point from which he can view any transaction between the agent and any representative of the establishment. (S)he should not appear to be with the agent. The agent will enter the store alone, pick up a specified item, and attempt to make the purchase.

Restaurants. If practical, the Supervising Officer should attempt to station himself inside the establishment where (s)he can view any transaction between the agent and any representative of the establishment. The agent(s) will take a seat, order a beer for him/herself or purchase cigarettes from the counter or machine. Food will not be ordered.

Bars. The agent(s) will enter the bar and order for him/herself. If practical, the Supervising Officer should attempt to station him/herself either inside the bar or in an area from which (s)he can observe the sale. (S)he should not appear to be accompanying the agent.

607.1.3 COMPLETED TRANSACTIONS

Tobacco Dealers

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If the transaction occurs, the agent will exit the store and immediately turn the purchased item over to the Supervising Officer along with any receipts.

The Supervising Officer will re-enter the store with the agent and have the agent verify the identity of the seller as soon as practical.

The Supervising Officer will identify him/herself and ask to see the on-duty manager. The Supervising Officer will explain the violation to the manager, with the agent present, and answer any questions pertaining to the transaction.

The Supervising officer will issue a Local Ordinance ("LO") or Administrative Adjudication ("AA") citation, for delivery of tobacco to a minor to the clerk/seller and/or licensee, as soon as practical.

The tobacco items, and any other evidence, will be preserved per the procedures governing evidence preservation.

Package Liquor Dealers

If the transaction occurs, the agent will exit the store and immediately turn the purchased item over to the Supervising Officer along with any receipts. The Supervising Officer will re-enter the store with the agent and have the agent verify the identity of the seller, as soon as practical.

The Supervising Officer will identify him/herself and ask to see the on-duty manager. The Supervising Officer will explain the violation to the manager, with the agent present, and answer any questions pertaining to the transaction.

The Supervising Officer will issue an LO or Administrative Adjudication (AA) citation for delivery of alcohol to a minor to the clerk/seller and/or licensee. The alcoholic beverage, unopened, and any other evidence will be preserved per the procedures governing evidence preservation.

Restaurants and Bars

When served, the agent will NOT consume any alcoholic beverage, but smell the drink served for alcohol content. If the drink appears to be alcoholic, the agent shall signal the Supervising Officer. The Supervising Officer will verify the alcohol content as soon as practical. If necessary, the agent will verify the identity of the seller to the Supervising Officer.

The Supervising Officer will identify him/herself and ask to see the on-duty manager. The Supervising Officer will explain the violation to the manager, with the agent present, and answer any questions pertaining to the transaction.

The Supervising Officer will issue an LO or Administrative Adjudication (AA) citation for delivery of alcohol to a minor to the clerk/seller and/or licensee. If possible, a small amount of the beverage will be preserved for evidence purposes per procedures on evidence preservation. General Case Reports will be completed on all violations/citations per occurrence. The Supervising Officer will verify the display of current license and other required notices on all establishments checked.

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607.1.4 REPORTING

Prior to the end of his/her shift, the Investigations Sergeant or Supervising Officer will prepare an informational memorandum to the Chief of Police on the operation. In it (s)he will indicate all licensees checked, regardless of whether or not a violation occurred. If any licensees are not checked, this memorandum should include the reasons why.

The Investigations Sergeant shall submit copies of all completed case reports, within twenty-four hours, to the Chief of Police. Copies of all case reports and the memorandum will be forwarded to the Village Prosecutor, the Village Attorney, the Village Clerk and the Liquor/Control Commissioner by the Chief's office.

607.1.5 CONSENT FORMS: CONSENT FORM FOR PARENT OR LEGAL GUARDIAN OF A MINOR SPECIAL AGENT AND CONSENT FORM FOR A ADULT SPECIAL AGENT (NOT A MINOR)

BARRINGTON POLICE DEPARTMENT

ALCOHOL AND TOBACCO ENFORCEMENT

Release and Hold Harmless Agreement

I, _____, parent/guardian of

_____, a minor child under 18 years of age, do hereby give permission for such minor child to participate as a special agent in a Barrington Police Department Alcohol/Tobacco Compliance Check and Ordinance Enforcement Controlled Buy Operation. I understand that my minor child, acting on behalf of, and as an agent for, the Barrington Police Department, will be attempting to purchase items which normally cannot otherwise be legally sold to minors.

In consideration of the foregoing, the undersigned, on my behalf and that of my minor child, to the greatest extent permitted by law, hereby releases and holds the Village of Barrington, its Police Department, its officers and employees harmless from any and all liability, causes of action, suits, injuries, damages or demands of whatsoever nature arising out of the operation of the Barrington Police Department. In addition, the undersigned intends, by executing this Release and Hold Harmless Agreement, hereby waives all claims the undersigned and/or my minor child has, or may in the future have whatsoever against the Village of Barrington, its Police Department, its officers and employees.

I understand that my minor child may be requested to appear in administrative hearings before the Village of Barrington Administrative Hearing Officer or in the Circuit Court of Cook County. I will cooperate in making my minor child available for these appearances.

Printed Name_____

Signature_____

Witness_____

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Date_____

CONSENT FORM FOR AN ADULT SPECIAL AGENT (NOT A MINOR)

BARRINGTON POLICE DEPARTMENT

ALCOHOL AND TOBACCO ENFORCEMENT

Release and Hold Harmless Agreement

I, _____, a person at least 18 years of age but not yet 21 years of age, do hereby give my consent to participate as a special agent in a Barrington Police Department Alcohol/Tobacco Compliance Check and Ordinance Enforcement Controlled Buy Operation. I understand that I will be acting on behalf of, and as an agent for, the Barrington Police Department, and will be attempting to purchase items which normally cannot otherwise be legally sold to persons of my age.

In consideration of the foregoing, the undersigned, to the greatest extent permitted by law, hereby releases and holds the Village of Barrington, its Police Department, its officers and employees harmless from any and all liability, causes of action, suits, injuries, damages or demands of whatsoever nature arising out of the operation of the Barrington Police Department. In addition, the undersigned, by executing this Release and Hold Harmless Agreement, hereby waives all claims the undersigned has, or may in the future have whatsoever against the Village of Barrington, its Police Department, its officers and employees.

I understand that I may be requested to appear in administrative hearings before a Village of Barrington Administrative Hearing Officer or in the Circuit Court of Cook County. I will cooperate in making myself available for these appearances.

Printed Name _____

Signature _____

Witness _____

Date _____

607.1.6 PERSONAL HISTORY FORM
BARRINGTON POLICE DEPARTMENT

Tobacco, Alcohol Compliance Team

Decoy/Special Agent/Investigative Aide

Personal History Form

Name: _____

Address: _____ City, State: _____

Date of Birth: _____ Age: _____ Height: _____ Weight: _____

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Hair Color: _____ Eye color: _____

Home telephone: _____ Work telephone: _____

Drivers License Number: _____ Date of Issue: _____

Traffic Violation History: _____

Employer: _____

School: _____ Year: _____

Vehicle (Make, model, year): _____

License number: _____ State: _____

Have you ever been arrested or been given a notice to appear in court for a violation of criminal law or ordinance violation? _____ If yes, please explain:

Have you ever used false Identification? _____

Have you ever attempted to purchase alcohol or cigarettes while under age, other than when you were acting as a special agent for a law enforcement agency? _____

I swear the above information is true and correct under penalty of perjury.

Signed: _____ Date: _____

Witness: _____ Date: _____

607.2 REQUIRED ENFORCEMENT FOLLOW-UP NOTIFICATION

The results of any tobacco and/or alcohol compliance check and/or enforcement action operations (or “sting operation”) by the Barrington Police Department, including the name of the employee/ sales clerk or employee/server, shall be provided to the retail licensee within seven (7) business days. [720 ILCS 675/1(e)]

A licensee who is the subject of a liquor and/or alcohol compliance check and/or enforcement action operation (or “sting operation”) and is found, pursuant to the enforcement action, to be in compliance shall be sent written notification by the Barrington Police Department that no violation was found within 30 days after the finding. [235 ILCS 5/6-16.1]

607.3

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Deceptive Practice (Bank Drafts)

608.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a guideline for the reporting and investigation of Deceptive Practices with regards to bank drafts, or checks.

608.1.1 COOK COUNTY STATE'S ATTORNEY'S BAD CHECK RESTITUTION PROGRAM

Any individual wishing to make a report regarding a check problem that meets the criteria set forth in "B" below should call the Victim Hotline at 800-365-2960 and if required, fill out a Bad Check Crime Report. A report is not required to be made at the Police Department and the individual providing that information may be supplied with a copy of the form either by a police officer or a records clerk.

No report is required to be completed by Department personnel and no number needs to be assigned. Victims may also be referred to the Check Program website at

www.checkprogram.com/cookcountyil

- A check is eligible for the Cook County State's Attorney's Bad Check Restitution Program if it meets the following criteria:
- The amount is no more than $5,000.00 (or multiple checks not exceeding the limit). There are no minimum dollar restrictions
- The check was received in Cook County, deposited in a bank in exchange for goods or services and was presumed "good" at the time of acceptance
- A "Courtesy Notice" was sent to check writer allowing 10 days to make the check good
- It is submitted to the program within 90 days from the date on the check
- A photo I.D. (driver's license or state identification card) was recorded at the time of the transaction.

A check is ineligible if:

- It is post-dated
- Both parties knew there were insufficient funds at the time of transaction
- Is a two-party, government, stop payment, or payroll check
- The identity of the check writer is unknown
- There is no amount, date, or signature on the check
- The bank has not processed the check twice with at least seven days between each processing
- The numeric and written amounts on the check do not match
- The check involves an "extension of credit" or payment on an account.

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608.1.2 GUIDELINES FOR REPORTING A DECEPTIVE PRACTICE CASE

If the check is not eligible under the Cook County State's Attorney's Bad Check Restitution Program, the department shall initiate a Deceptive Practice report/investigation under the following circumstances:

The check must fall within a Non-sufficient fund (NSF), Account Closed, or Stop Payment category. The check must have been received within the department's police jurisdiction. In the case of an NSF check, it must have been presented two times, with the second presentation having occurred no sooner than seven days after the first presentation. In the case of an Account Closed or Stop Payment check, the check needs only to have been presented one time. In all cases, the check must bear the stamp of the issuing bank, and the reason for non-payment. Check(s) must be submitted with a Deceptive Practice Form. This form shall be used in place of the General Case Report. The complainant will complete a separate form for each individual check.

Documentary evidence required. The original check should be turned over to the Department when a report is taken. If the original check cannot be located, a photocopy may be accepted. A report should not be taken unless the original check or a copy of the check has been turned over to the Department.

A deceptive Practice Report should not be accepted when partial payment has been accepted by the complainant. The check has been post-dated. The complainant agrees to hold the check for a period of time prior to presentment to the bank.

608.1.3 RECORDS RESPONSIBILITIES

Upon receiving a complaint of Deceptive Practice, the records clerk should instruct the complainant to complete a Deceptive Practice Complaint form. This form can be obtained at the office of the Barrington Chamber of Commerce or the Barrington Police Department. Contact Cencomm to assign an officer to review and sign the form. Have an officer review and sign the form. Process the Deceptive Practice Complaint form as a General Case Report.

608.1.4 INVESTIGATOR'S RESPONSIBILITY

The Investigator assigned shall read and review the report to determine if the offense is able to be prosecuted. In the event that the case is determined to be non-prosecutable, the investigator shall so notify the complainant and close the case. If it is determined that the investigation should go forward, the Investigator shall proceed as follows:

The Investigator shall attempt to contact the suspect in an effort to have the matter resolved short of criminal prosecution. If warranted, a Department form letter requesting restitution shall be sent to the suspect via Certified U. S. mail. The receipt of certification should be kept with the Investigator's file.

In the event that the letter is unanswered, or the suspect is otherwise uncooperative, the Investigator shall contact the appropriate State's Attorney's Office to initiate prosecution. If the suspect chooses to make restitution, the Investigator shall instruct the suspect in an appropriate manner of payment.

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608.1.5 PATROL OFFICER RESPONSIBILITY

Review the facts and circumstances of the case with the complaint to determine if the case meets the reporting guidelines as set forth in this order. If it is determined that a report should be taken, the officer shall verify that the report has been completed and signed by the complainant. Sign the report, indicating the date and time it is received. Submit the report with photocopies of both sides of the check to the shift supervisor. Receive and process available documentary evidence, (check, bank slips, etc.) and place it in a temporary evidence storage locker.

608.1.6 COOK COUNTY BAD CHECK CRIME REPORT

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Felony Investigation Discovery

609.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for proper management of discovery issues in homicide and “non-homicide felony” investigations as mandated by 725 ILCS 5/114-13.

609.2 INVESTIGATIVE MATERIALS

In every homicide investigation and “non-homicide felony” investigation conducted by the department, or when the Department participates in an investigation of a homicide or “non-homicide felony,” the Department shall exercise due diligence to provide to the State’s Attorney's Office all investigative materials that have been generated or come into the possession of the department concerning the homicide or “non-homicide felony.”

Investigative materials include, but are not limited to, reports and memoranda. In homicide investigations, investigative materials also include field notes.

609.3 COMPLIANCE

The Investigation Deputy Chief shall implement appropriate procedures, including the periodic review of all homicide and “non-homicide felony” case files to ensure that all investigative materials and exculpatory evidence has been provided to the State’s Attorney's Office.

All department personnel shall document in writing the tendering of investigative materials to the State’s Attorney's Office and include the date, description of materials transmitted and to whom the materials were tendered.

The Department shall cooperate with all requests for investigative materials made by the State’s Attorney in a timely and efficient manner.

609.4 CONTINUING OBLIGATIONS

The duty to disclose exculpatory information under this policy continues throughout the course of the prosecution of the case, remains after a defendant’s conviction and until the fact finding proceedings, or the possibility of further proceedings, have ended.

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Peer Jury Program

610.1 PURPOSE AND SCOPE

The Village of Barrington Peer Jury Program was designed to provide another useful tool for the village to better address the youthful offenders of the community. The Peer Jury Program provides a positive alternative for first time non-serious/non-violent offenders. The Peer Jury Program will acquaint the first time offender with the law and judicial system and provide a non-threatening atmosphere where the offenders can interact with jurors consisting of their peers, instead of another authority figure.

610.1.1 CONCEPT

This policy will help the arresting officer and juvenile officers determine if the juvenile offender will benefit from the Peer Jury Program. It will also explain when to present this option to the parents/guardians of the juvenile. The Village of Barrington Peer Jury Manual, page 9, lists the kind of incidents or offenses that may be referred to the Peer Jury Program.

When an officer arrests an alleged juvenile offender, and the juvenile offender admits guilt, the officer may fill out a Juvenile Disposition Report, or at this point the officer may issue an "LO" citation and release the juvenile to the parent(s)/guardian(s). A juvenile offender, that the arresting officer believes is a first time offender and admits to committing the offense, is a viable referral to the Peer Jury Program. For the offender to attend the Peer Jury Program, parent or guardian permission must be obtained and a confidentiality waiver signed. When the officer has first hand knowledge of the offender's background and parental support, the officer may then present the parent/guardian with a bi-fold Village of Barrington Peer Jury pamphlet explaining the procedure.

On the Juvenile Disposition Report, box 86, "Further police action necessary," may be checked, "yes," with the letters "PJ" or "Peer Jury" noted in this section. Consequently, if this section is marked, "no," by the officer, further investigation by the juvenile officer may warrant the Peer Jury Program unless a notation of "No PJ" or "No Peer Jury" is also noted in this section. The "LO" citation may also be marked as noted above in the empty box to the right of the "R.D." box.

Patrol officers who find it necessary to issue a juvenile offender a notice to appear, ("LO") can, in court, ask the village prosecutor to request the presiding judge to refer the pending case to the Barrington Peer Jury Program if the offender and parent(s)/guardian(s) agree. If the juvenile offender has admitted guilt and the parent or guardian has agreed to the Peer Jury Program alternative, prior to the court date, the offender need not appear in court. The Rolling Meadows Court has agreed to refer the "LO" citation to the Village of Barrington's Peer Jury Program without the juveniles appearance. Upon completion of his/her Peer Jury consequence and a 30 day status extension, the village prosecutor will SOL the case without the offender's appearance.

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Home Again Program

610.1 PURPOSE AND SCOPE

The Home Again program is a community effort designed to assist with the identification of citizens who are cognitively impaired and become injured, lost and/or separated from their family or caregiver due to a disoriented state.

Cognitive impairment in this context refers to individuals who have diminishing memory retrieval capabilities which result in an inability to provide basic identifying information, i.e., those diagnosed with Alzheimer's disease, Dementia, or developmental delay.

In order to assist the families and caregivers with successful and expeditious return of cognitively impaired persons, the Barrington Police Department is implementing the Home Again program.

610.1.1 PROCEDURE

An identification binder will be placed at the front desk of the Barrington Police Department. The binder will contain blank forms as well as completed forms containing voluntary personal information provided by family members and caregivers of persons with cognitive impairment who either live in or are visiting the Barrington area. This binder is confidential and may be accessed only by police personnel for the purpose of assisting impaired persons or for additional entries. A flyer containing information about the program and a blank personal identification form shall be available for distribution by Records personnel and disseminated to organizations for public information.

The Home Again program is also available for parents of Autistic or other special needs children who may not have the ability to communicate their needs to responding police officers or others attempting to assist them. Because the majority of contacts with cognitively impaired persons occur in the course of patrol activities, the following responsibilities and procedures should be followed by patrol personnel. The primary responsibility of a patrol officer assigned to or coming into contact with a cognitively impaired person is to facilitate the safe and prompt return of the individual to the family or caregiver.

If the impaired person is unable to assist with his or her orientation the officer shall check or have Records personnel check the identification binder located at the police department front desk. If the individual's information is not located in the binder an investigation process shall be initiated by the officer and the Barrington Area Council On Aging shall be contacted when available. (847-381-5030)

When the family or caregiver of the impaired individual is located the reporting officer shall explain the Home Again program and offer a form for inclusion in the identification binder, emphasizing that the program is voluntary and confidential and a photograph of the impaired individual is crucial for expeditious recovery. A photograph of the individual may be taken by the officer if no photograph is available.

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Brady Material Disclosure

611.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information#?) to a prosecuting attorney.

611.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** -Information known or possessed by the Barrington Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

611.2 POLICY

The Barrington Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Barrington Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

611.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or protected personnel files), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

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611.4 DISCLOSURE OF PERSONNEL INFORMATION

If a member of this department is a material witness in a criminal case, a person or persons designated by the Chief of Police shall examine the personnel file and/or internal affairs file of the officer to determine whether they contain *Brady* information. If *Brady* information is located, the following procedure shall apply:

(a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member shall be notified of the potential presence of *Brady* material in the member's personnel file.

(b) The prosecuting attorney or department counsel should be requested to file a motion in order to initiate an in camera review by the court.

1. If no motion is filed, the supervisor should work with counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in camera inspection to address any issues or questions raised by the court.

(d) If the court determines that there is relevant *Brady* material contained in the files, only that material ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant *Brady* information is contained in the member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

The person or persons designated by the Chief of Police should periodically examine the personnel files and/or internal affairs files of all officers who may be material witnesses in criminal cases to determine whether they contain *Brady* information. The obligation to provide *Brady* information is ongoing. If any new *Brady* information is identified, the prosecuting attorney should be notified.

611.5 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

611.6 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

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Sexual Assault Investigations

613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims (725 ILCS 203/15).

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

613.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any of the following (725 ILCS 203/10):

(a) Any crime or attempted crime defined in 720 ILCS 5/11-1.20 through 720 ILCS 5/11-1.60 of the Criminal Code of 2012

(b) Any crime or attempted crime defined in sections 720 ILCS 5/12-13 through 720 ILCS 5/12-16 of the Criminal Code of 1961

(c) Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/11-0.1 of the Criminal Code of 2012

(d) Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/12-12 of the Criminal Code of 1961

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

613.2 POLICY

It is the policy of the Barrington Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

613.2.1 WRITTEN GUIDELINES

The Investigation Division supervisor should ensure that written procedures are in place for members responding to reports of sexual assaults or assigned to these investigations. These procedures shall be consistent with the Illinois Attorney General guidelines on response to, and investigation of, sexual assaults (725 ILCS 203/15).

613.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

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(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations (50 ILCS 705/10.21).

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

(f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

613.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

613.4.1 REPORTING REQUIREMENTS

Written reports shall include to the extent reasonably known to the reporting member the following (725 ILCS 203/20):

(a) The victim's name or other identifier

(b) The victim's contact information

(c) The time, date and location of the offense

(d) Information provided by the victim

(e) The suspect's description and name, if known

(f) The names of persons with information relevant to the time before, during or after the offense, and their contact information

(g) The names of medical professionals who conducted a medical forensic examination of the victim, and any information provided about the offense

(h) Whether an Illinois State Police Sexual Assault Evidence Collection Kit was completed, the name and contact information for the hospital, and whether the victim consented to testing of the Evidence Collection Kit by law enforcement

(i) Whether a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen by law enforcement

(j) Information the victim related to medical professionals during a medical forensic examination and which the victim consented to disclose to law enforcement

(k) Other relevant information

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613.4.2 THIRD-PARTY COMPLAINTS

A written report shall be completed even if the information regarding a sexual assault or sexual abuse is reported by a third party, unless the third party fails to provide the following (725 ILCS 203/22):

(a) His/her name and contact information

(b) Affirmation that the victim of the sexual assault or sexual abuse gave consent to the third party to provide information about the sexual assault or sexual abuse

613.4.3 JURISDICTIONAL ISSUES

If the sexual assault investigation determines that the sexual assault occurred outside the jurisdiction of Barrington, the Watch Commander should ensure that the report is forwarded to the appropriate agency within 24 hours by fax or email (725 ILCS 203/20).

Within 24 hours of receiving a report from a law enforcement agency in another jurisdiction regarding a sexual assault that occurred in our jurisdiction, the Watch Commander should ensure that a written confirmation or receipt is sent by fax or email or delivered in person. The written confirmation shall contain the name and identifier of the officer who is confirming receipt of the report and a name and contact phone number that will be given to the victim (725 ILCS 203/20).

In all reported or suspected cases of sexual assault that may have occurred in another jurisdiction, a report should still be written and forwarded to the appropriate law enforcement agency within 24 hours unless the other agency promptly responds to the location of the initiating interview and takes responsibility for the investigation (725 ILCS 203/20). If an agency from the other jurisdiction responds to take responsibility for the investigation, the Barrington member who initially responded should report any statements obtained up until that point, relevant observations and the name and contact information of the member of the agency that is taking responsibility for the investigation.

613.5 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigation Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

613.6 TRAINING

Training will be provided to (725 ILCS 203/20; 50 ILCS 705/10.21):

(a) Members who are first responders. This includes:

1. Initial response to sexual assaults.
2. Legal issues.
3. Victim advocacy.
4. Victim’s response to trauma.

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(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:

1. Interviewing sexual assault victims.
2. SART.
3. Medical and legal aspects of sexual assault investigations.
4. Serial crimes investigations.
5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
6. Techniques for communication with victims to minimize trauma.

613.7 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to the Dispatch Center, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

No victim shall be compelled or required to submit to an interview (725 ILCS 203/20).

Victims shall not be asked or required to take a polygraph examination or any form of a mechanical or electrical lie detector test (34 USC § 10451; 725 ILCS 200/1).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

613.8 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim. Victims should be permitted to have an advocate present during the medical evidentiary and physical examination whenever reasonably practicable. Victims may also have an additional person present for support during the examination (725 ILCS 120/4.6).

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

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Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be collected.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should still be collected and stored appropriately.

613.8.1 MEMBER RESPONSIBILITIES

Members investigating sexual assaults or handling related evidence are further required to do the following (725 ILCS 203/30; 725 ILCS 202/10):

(a) Take custody of sexual assault evidence as soon as practicable. Sexual assault evidence collected from a forensic examination shall be collected within five days after the completion of the exam.

(b) Document the date and time the sexual assault evidence is picked up from a hospital and the date and time the sexual assault evidence was sent to a lab.

(c) Prior to submitting forensic examination evidence for testing, obtain the appropriate written consent from the victim or authorized representative (410 ILCS 70/6.5(a)).

(d) Document the date when consent was given by a victim to have his/her forensic examination evidence tested.

(e) Submit any sexual assault evidence for testing within 10 business days of the consent of the victim or authorized representative.

(f) Not be present in the examination room during a medical examination, unless summoned in an emergency (77 Ill. Adm. Code 545.60).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Office Policy.

613.8.2 RELEASE PROTOCOL

The Investigation Division supervisor shall ensure that a procedure is in place for responding to a victim who wants to sign a consent form for the release of sexual assault evidence for testing (725 ILCS 203/30).

613.8.3 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of the status and results of any DNA test (725 ILCS 203/35).

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

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Members investigating sexual assault cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

613.9 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Investigation Division supervisor.

Classification of a sexual assault case as unfounded requires the Investigation Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

613.10 CASE REVIEW

The Investigation Division supervisor should ensure case dispositions are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

613.10.1 INVENTORY REPORT

The Investigation Division supervisor or the authorized designee is responsible for ensuring an annual inventory is conducted of all sexual assault cases in the custody of the Barrington Police Department and that a written report of the findings is submitted to the local State's Attorney's office (725 ILCS 202/20).

613.11 CRIMINAL INVESTIGATION OF AN OFFICER

Any member uncovering or receiving a complaint of a criminal sexual assault involving an officer of the Barrington Police Department should as soon as practicable notify his/her supervisor, who should immediately notify his/her chain of command so that the Chief of Police can contact an outside agency to conduct the criminal investigation (5 ILCS 815/10).

The Chief of Police or the authorized designee may pursue an intergovernmental or interagency agreement to facilitate such an investigation should it be needed (5 ILCS 815/20).

An administrative investigation of the involved officer may be conducted pursuant to the Personnel Complaints Policy and will be conducted in a manner that does not interfere with the criminal investigation (5 ILCS 815/15).

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Warrant Service

614.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

614.2 POLICY

It is the policy of the Barrington Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

614.3 OPERATIONS DIRECTOR

The operations director (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The operations director will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

614.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

614.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the operations director. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence

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to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

614.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.

(b) A clear explanation of the affiant's training, experience and relevant education.

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched (numerical address, location relative to other buildings, color, unique identifying features, etc.), including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).

614.7 HIGH-RISK WARRANT SERVICE

The operations director or the authorized designee (which might be NIPAS) shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

(a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

(b) The warrant service is video-recorded when practicable and legal to do so under 720 ILCS 5/26-4. The warrant service may be audio-recorded if done in an open and conspicuous manner or with the consent of all parties (720 ILCS 5/14-2).

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(c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

(d) Reasonable efforts are made during the search to maintain or restore the condition of the location.

(e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).

(g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(h) A copy of the search warrant is left at the location.

(i) The condition of the property is documented with video recording or photographs after the search.

614.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

614.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

614.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members

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- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the Barrington Police Department are utilized appropriately. Any concerns regarding the requested use of Barrington Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations director is unavailable, the Watch Commander should assume this role.

If officers intend to serve a warrant outside Barrington Police Department jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Barrington Police Department when assisting outside agencies or serving a warrant outside Barrington Police Department jurisdiction.

614.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

614.12 TRAINING

The Training Coordinator should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

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Operations Planning and Deconfliction

615.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

615.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

615.2 POLICY

It is the policy of the Barrington Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

615.3 OPERATIONS DIRECTOR

The Chief of Police will designate a member of this department to be the operations director.

The operations director will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations director will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The director will also have the responsibility for coordinating operations that are categorized as high risk.

615.4 RISK ASSESSMENT

615.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form. **(SEE WARRANT PLANNING CHECKLIST ATTACHMENT)**

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

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(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

See attachment: NIPAS EST Warrant Planning Checklist.pdf

615.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations director.

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

615.4.3 HIGH-RISK OPERATIONS

If the operations director, after consultation with the involved supervisor, determines that the operation is high risk, the operations director should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:

1. NIPAS
2. Additional personnel
3. Outside agency assistance
4. Special equipment
5. Medical personnel
6. Persons trained in negotiation

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7. Additional surveillance
8. Canines
9. Property and Evidence Office or analytical personnel to assist with cataloguing seizures
10. Forensic specialists
11. Specialized mapping for larger or complex locations

(b) Contact the appropriate department members or other agencies as warranted to begin preparation.

(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.

(d) Coordinate the actual operation.

615.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

615.6 OPERATIONS PLAN

The operations director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present,

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information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

(c) Information from the risk assessment form by attaching a completed copy in the operational plan.

1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

(d) Participants and their roles.

1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.

(k) Communications plan

(l) Responsibilities for writing, collecting, reviewing and approving reports.

615.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

615.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and

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responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

(b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.

(c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.

1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

1. It is the responsibility of the operations director to ensure that the Dispatch Center is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.

2. If the radio channel needs to be monitored by the Dispatch Center, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.

3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

615.8 NIPAS PARTICIPATION

If the operations director determines that NIPAS participation is appropriate, the director and the NIPAS supervisor shall work together to develop a written plan. The NIPAS supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the NIPAS supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

615.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

615.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any CRU debriefing.

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615.11 TRAINING

The Training Coordinator should ensure officers and NIPAS team members who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

615.12 DECOY AND UNDERCOVER OPERATIONS

Decoy operations may be initiated in response to identified repetitious criminal incidents. A decoy operation will only be initiated by the Investigation's Supervisor with the approval of the Assistant Chief of Police or the Chief of Police. Prior to starting a decoy operation, investigating Officers will develop an operations plan to insure the safety of all persons involved, designate methods of communication, identify all personnel involved and notify the on-duty watch commander. The Investigation's Supervisor will supervise the operation.

Undercover operations will only be initiated by the Investigation's Supervisor with the approval of the Assistant Chief of Police or the Chief of Police. Prior to any undercover operation, every effort should be made to fully identify the target and to contact other law enforcement agencies to ensure no other agency has an active case on the same target. (See Section 616.5 Deconfliction for Details) Furthermore, the first option for all undercover operations will be for the Investigation's Supervisor to utilize a specialized unit(s) to work as the undercover Officer(s). An operations plan should be developed by the Investigation's Supervisor and or the specialized unit Supervisor to ensure the safety off all Officers involved. In addition to the operations plan, methods of communication will be identified and understood by all personnel invloved. The Investigation's Supervisor will be in charge of the operation and he/she will advise the on-duty Watch Commander of the details of the operation.

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Chapter 7 - Equipment

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Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

- Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.
- The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.
- Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo to the Deputy Chief, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

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The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

700.3.1 REPORTING REQUIREMENT
A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER
Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

- A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY
If employees of another jurisdiction cause damage to real or personal property belonging to the Village, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the Deputy Chief.

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Personal Communication Devices

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

702.2 POLICY

The Barrington Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

702.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCDs issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

702.4 DEPARTMENT-ISSUED OR FUNDED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

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Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

702.5 PERSONALLY OWNED PCD

Employees may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Carrying a personally owned PCD is a privilege, not a right.

(b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.

(c) Employees shall promptly notify the Department in the event the PCD is lost or stolen.

(d) The PCD and any associated services shall be purchased, used and maintained solely at the employee's expense.

(e) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Employees will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.

(f) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.

(g) Use of a personally owned PCD constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, employees will provide the Department with all telephone access numbers of the device.

Except with prior express authorization from their supervisor, employees are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If an employee is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the employee has prior express authorization from his/her supervisor, the employee may engage in business-related communications. Should employees engage in such approved off-duty communications or work, employees entitled to compensation shall promptly document the time worked and communicate the information to their supervisor to ensure appropriate compensation. Employees who independently document off-duty department-related business activities in any

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manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

702.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(b) All PCDs in the workplace shall be set to silent or vibrate mode.

(c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(d) Members may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.

(e) Members are prohibited from taking pictures, making audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.

(f) Members will not access social networking sites for any purpose that is not official department business.

(g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

702.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.

2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

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702.8 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles while performing official duties should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (625 ILCS 5/12-610.2). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

702.9 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

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Vehicle Maintenance

704.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

704.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

704.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

704.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

704.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

704.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles.

704.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is in the vehicle:

- Emergency road flares
- 1 roll crime scene barricade tape
- 1 first-aid kit and CPR mask
- 1 blanket
- 1 fire extinguisher
- 1 bloodborne pathogen kit, including protective gloves and a National Institute for Occupational Safety and Health (NIOSH) particulate respirator mask
- 1 high-visibility vest

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- 1 hazardous materials emergency response handbook
- 1 water resue device
- 1 vehicle lock-out wedge and rod
- 1 tactical response vest

704.3.2 UNMARKED VEHICLES
Members driving unmarked department vehicles shall ensure that the minimum following equipment, at a minimum, is in the vehicle:

- Emergency road flares
- 1 roll crime scene barricade tape
- 1 first-aid kit and CPR mask
- 1 bloodborne pathogen kit, including protective gloves and NIOSH particulate respirator mask
- 1 hazardous materials emergency response handbook
- Spare tire, jack and lug wrench
- 1 tactical response vest

704.4 VEHICLE REFUELING
Absent emergency conditions or supervisor approval, patrol vehicles shall not placed into service with less than one-quarter tank of fuel. Patrol vehicles shall only be refueled at the authorized location.

704.5 WASHING OF VEHICLES
Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the department.

Patrol officers shall obtain clearance from the before going to the car wash. Only one patrol vehicle should be at the car wash at a time unless otherwise approved by a supervisor.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle provided for shredding this material.

704.6 POLICY
The Barrington Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

704.7 GENERAL DUTIES
Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

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Vehicle Use

706.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the Village of Barrington to provide assigned take-home vehicles.

706.2 POLICY

The Barrington Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations.

706.3 USE OF VEHICLES

706.3.1 SHIFT ASSIGNED VEHICLES

The Watch Commander shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

706.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Watch Commander. A notation will be made on the shift roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash.

706.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

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All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

706.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

706.3.5 MOBILE DIGITAL COMPUTER

Members assigned to vehicles equipped with a Mobile Digital Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify the Dispatch Center. Use of the MDC is governed by the Mobile Digital Computer Use Policy.

706.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require Deputy Chief approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

706.3.7 INSPECTIONS

The interior of any vehicle that has been used to transport any person other than a member should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee the transporting officer shall search all areas of the vehicle that are accessible by the person before and after the person is transported.

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706.3.8 PRIVACY
All Village-owned vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

706.3.9 ALCOHOL
Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

706.3.10 PARKING
Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

706.3.11 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

706.3.12 NON-SWORN MEMBER USE
Non-sworn members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Non-sworn members shall prominently display the "out of service" placards or light bar covers at all times. Non-sworn members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

706.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

706.4.1 ON-DUTY USE
Vehicle assignments shall be based on the nature of the member’s duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

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706.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

(a) The circumstances are unplanned and were created by the needs of the Department.

(b) Other reasonable transportation options are not available.

(c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Barrington Village limits.

(d) Off-street parking will be available at the member's residence.

(e) Vehicles will be locked when not attended.

(f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

706.4.3 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Barrington Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

706.5 ENFORCEMENT ACTIONS

When driving an assigned vehicle to and from work outside of the jurisdiction of the Barrington Police Department, an officer shall not become involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists.

Officers driving marked vehicles shall be armed at all times.

Officers may render public assistance, e.g. to a stranded motorist, when deemed prudent.

706.6 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see the Traffic Crash Reporting Policy).

Damage to any department vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Watch Commander. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

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706.7 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles.

Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage. It is the assigned member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with policy.

706.7.1 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or removal of any equipment or accessories shall be made to the vehicle without written permission from the Deputy Chief.

706.8 TOLL ROAD USAGE

Law enforcement vehicles while performing emergency services or duties are not required to pay toll road charges (605 ILCS 10/19).

Members operating department vehicles for any reason other than in the discharge of their official duties shall pay the appropriate toll charge or utilize the appropriate toll way transponder.

Members may submit a request for reimbursement from the Village for any toll fees incurred in the course of official business.

706.9 TRAVEL TO TRAINING AND COURT

The Department maintains a limited number of pool cars for the personal convenience of employees use to travel to training and court. Employees should take a pool car for their travel to required activities such as training or court attendance.

Access to pool cars is subject to availability and prior reservation. Pool cars should be reserved in advance if at all possible. For multi-day training situations, pool cars may be taken home by employees with the approval of the Deputy Chief, or his designee. A pool car may be picked up the night before training if available (after 1700 hrs) and approved by the Deputy Chief, or his designee. It shall be returned the day the training class ends.

Generally only one pool car may be reserved per event. If multiple employees request a pool car to attend the same court appearance or training event, those employees wishing to utilize a pool car will have to make arrangements to car pool.

When a pool car or department owned car is not available for travel to training or court, employees shall drive their personal vehicle. Expenses for travel by personal vehicle are reimbursable at the IRS authorized rate in effect at the time of travel. The mileage reimbursement allowance covers all automobile related costs; gasoline, insurance, maintenance etc. Toll charges and parking fees when supported by receipts, are reimbursable in addition to mileage allowance.

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To be eligible for excess liability coverage through the Village's insurer, employees using personal vehicles on Village business must comply with and execute the Excess Auto Liability Acknowledgement form attached as Appendix A to the Village Personnel Manual. Meals not provided during training will be compensated according to the Village of Barrington Purchasing Policy (Village of Barrington Purchasing Policy, section Travel Policy, revised August 2009).

Unless use of a Village vehicle is specifically required, or a supervisor requires an employee to report to the police department either before and/or after attending the training class or court, employees shall not be compensated for travel time to/from the class or court. If a Village vehicle is specifically required for the training or court, or a supervisor requires an employee to report to the police department either before and/or after attending the training class, the employee shall be compensated only for the travel time he was required to take between the police department and the training class or court.

In those cases where the training or court appearance requires the employee to travel to a distant site, an adjustment may be made in the employee's schedule to compensate for the time in transit. Travel over 35 miles one way from the police department or the employee's home, whichever is closer, will be compensated by adjusting the employees regular work period to allow for the travel.

Distance will be determined by using MapQuest to calculate the distance to the training site from either the police department or employee's home, whichever is closer.

When required for training, marked police vehicles may generally not be taken home overnight.

Employees, who regularly work at an offsite location and drive their own personal vehicle there, shall be reimbursed for mileage for any required use of their personal vehicle during the work shift. For example, the School Liaison Officer drives his personal vehicle from home to work at the school. During his shift, he needs to drive his personal vehicle from the school to the department to process an arrestee. He shall be reimbursed for travel from the school to the department and back.

Training generally includes schools, seminars, conferences and meetings. When returning from training or other event, pool cars shall be returned clean and the gas tank should be filled if there is less than 3/4 of a tank of gas remaining.

See also:

Village of Barrington Purchasing Policy, section Travel Policy revised August 2009

VOB Personnel Manual, Appendix A. EXCESS AUTO LIABILITY ACKNOWLEDGEMENT

706.10 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

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Protective Respirator Program

707.1 PURPOSE AND SCOPE

The purpose of this order is to provide officers with guidelines for the use and care of full-face respirators made available to them by the Department. This equipment is to enable officers to escape from a contaminated area during a weapon of mass destruction event.

It is the policy of the Barrington Police Department to provide for the protection of members in an incident involving nuclear, biological or chemical weapons. All sworn personnel personnel assigned to patrol duties, shall be issued an APR respirator and filtering canister, for use in any incident where it is suspected that a biological or chemical weapon has been used.

It is the responsibility of the recipient of this equipment to maintain it in a clean and good working order and to report, to their immediate supervisor, any problems with the equipment or personal conditions that may affect their ability to use such equipment safely.

707.1.1 DEFINITIONS

Air purifying respirator (APR) - A respirator to be used in toxic environments where the breathable level of oxygen is known to be sufficient. Air-purifying respirators are designed to protect the wearer for short periods ONLY.

Escape-only respirator- means a respirator intended to be used only for emergency exit.

Fit test- A test to ensure that an issued respirator is the proper size for the wearer and that an air tight seal is achieved between their face and the respirator in order to determine a correct respirator size and fit.

Licensed Health Care Professional (LHCP)- includes medical doctor, registered nurse, paramedic, or EMT.

Program administrator - Staff member appointed by the Chief of Police to administer the Respiratory Protection Program.

Qualitative fit test (QLFT) - a pass/fail test to assess the adequacy of respirator fit that relies on the individual's response to a test agent.

Quantitative fit test (QNFT) - an assessment of respirator fit by numerically measuring the amount of leakage into the respirator.

3M Online Respirator Program - 3M facilitates an online method for employers to obtain medical evaluations of respirator wearers as required by the OSHA Respiratory Protection Standard (29 CFR 1910.134**). The Online Respirator Medical Evaluation has a web-based interactive questionnaire, which gives you immediate notification of results.

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707.1.2 MEDICAL EVALUATIONS

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee.

Prior to the issuing of an APR respirator, to any employee, a medical evaluation questionnaire will be completed by the employee. The questionnaire can be located online under the title, 3M Online Respirator Medical Evaluation, as required by the Illinois Department of Labor and OSHA.

If 3M, acting as our Licensed Health Care Provider for this program, needs to clarify any question an employee from 3M will contact the employee directly. If 3M feels a medical condition of the employee may restrict their ability to safely wear and use a respirator the employee will be referred to a physician (LHCP) in the Barrington area for follow-up.

After consulting with the employee, the physician will then be requested to communicate their findings with the Assistant Chief of Police regarding the employee's ability to safely wear and use the respirator.

The medical evaluation questionnaire certificate will be maintained, on file, with the program director or the Assistant Chief of Police. .

707.1.3 FIT TESTING PROCEDURES

At the time of initial issuance and thereafter on an annual basis, a respirator fit testing shall be used to determine the ability of each member to obtain a satisfactory fit with the issued APR, as required by OSHA Regulation 29 CFR 1410.134 (f) (1) through (f) (8) (iii) and Appendix A of the same. Fit testing will be conducted by a trained employee from the fire department. Fit testing will be conducted using either a qualitative or quantitative method.

A written record of the fit testing will be completed and maintained by the Administrator of the Respiratory Protection Program or the Assistant Chief of Police.

Any facial hair, which may interfere with a clean seal between the user's face and the respirator's face piece is prohibited.

707.1.4 EQUIPMENT

Each sworn officer, and civilian assigned to patrol duties, will be issued the following equipment:

- One respirator (Avon PC50)
- One Filter canister (Avon Filter CBRNCF50)
- One carrying case

707.1.5 USE OF PRESCRITION EYEWEAR

Use of prescription eyeglasses is not recommended for use with an APR respirator. Personnel who wear prescription eyeglasses, to correct their normal vision, will be provided with monocle inserts

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for the respirator that have been made to the individual's eyewear prescription by an optometrist of the department's choosing, at no cost to the individual.

Personnel who need monocle inserts for their respirators will make arrangements with the program administrator for production of the inserts to their prescription.

707.1.6 LIMITATIONS OF RESPIRATOR USE

The respirator is intended primarily for use as a means of emergency escape in an incident involving nuclear, biological or chemical hazards. Since it is impossible to know when an incident may occur, where the respirator will be needed, it is imperative that this equipment is carried with the officer, in their vehicle, during their regular tour of duty.

The respirator shall not be used for fire fighting or other oxygen deficient environments.

707.1.7 USING THE RESPIRATOR

Whenever an employee reasonably believes that an imminent threat of a nuclear, biological, or chemical nature exists they should put on the respirator along with the canister that was provided with it.

Canisters are to remain in their sealed bag until needed. The normal shelf life of a canister in a sealed bag is 5 years. Once the canister has been removed from the sealed bag the shelf life is reduced to approximately 1 year.

After putting the respirator on, the employee should ensure that it has a proper seal by performing a negative pressure test as demonstrated in training, as required by OSHA Regulation 29 CFR 1910.134 (g) (1) (iii) and Appendix B-1 of same, or procedures recommended by the respirator manufacturer that the employer demonstrates are as effective as those in Appendix B-1. If possible, employees should remove themselves from the area of the threat before taking off the respirator. If the employee is unable to be removed from the threat area, for example, engaging an active shooter, it is imperative that the respirator remains intact and properly seals the face throughout the duration of the incident.

707.1.8 MAINTENANCE AND INSPECTION

Employees shall be responsible for cleaning the respirator after each use and replacing the filters when necessary. Cleaning will be done according to the procedures set forth in the training conducted for the Respiratory Protection Program.

For documentation, the program administrator will certify each Officer's respirator by documenting the date of inspection, findings, remedial action, and a serial number or other means of identification of the inspected respirator. Each Officer's respirator will have a label attached with the Officer's name and star number.

707.1.9 TRAINING

All sworn personnel, and civilian personnel assigned to patrol duties, shall be trained prior to using a respirator. Training shall cover the proper use of the respirators, including:

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- Putting the respirator on
- Putting the canister on the respirator
- Taking off the respirator
- Storage of the respirator
- Proper care and cleaning

Refresher training shall be conducted on an annual basis.

707.1.10 PROGRAM EVALUATION
The Respiratory Protection Program will be evaluated on an annual basis. The purpose of the evaluation will be to determine the effectiveness of the program. The program administrator will be responsible for conducting the evaluation and making any changes to the program based on feedback from the evaluation.

707.2 RECORDKEEPING

- Retain records of medical evaluations and fit testing results (required by OSHA Regulations 29 CFR 1910.134 and 29 CFR 1910.1020) for at least 5 years.
- Retain a written copy of the current respiratory protection program and all previous respiratory protection programs covering the previous 5 years.
- Make all retained written materials available upon written request to affected employees and to the Illinois Department of Labor (IDOL), Division of Safety and Health, for examination and copying according to HIPAA.

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Cash Handling, Security and Management

708.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence Office and Informants policies.

708.2 POLICY

It is the policy of the Barrington Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

708.3 PETTY CASH FUNDS

The Chief of Police shall designate a person as the fund manager responsible for maintaining and managing the petty cash fund.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

708.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

708.5 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Chief of Police, review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief of Police.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year by the Chief of Police or the Village.

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708.6 ROUTINE CASH HANDLING

Those who handle cash as part of their property or Investigation Bureau supervisor duties shall discharge those duties in accordance with the Property and Evidence Office and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

708.7 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Office Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

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Building Security

709.1 PURPOSE:

To establish procedures that maintains control of keys and restricts access to the building.

709.2 POLICY:

All Barrington Police Department personnel shall perform their duties in a manner, which will ensure the highest level of security at the police building as well as the safety for personnel therein.

709.3 PROCEDURE:

Sign In:

- All visitors entering the secure area of the Barrington Police Department are required to sign in and out on the Building Sign-In/Out log.

Required Wearing of Visitors Identification:

- All visitors are required to wear Barrington Police visitor identification whenever inside the secure area of the Barrington Police Building.
- All visitors who are required to wear the Barrington Police Identification shall wear it whenever inside the secure area of the Barrington Police Building.

Exemptions:

- Uniformed personnel from other departments/agencies do not have to wear the visitor identification.
- Civilians involved in a group tour of the Barrington Police Department shall not be issued individual visitor identification cards and are the responsibility of the employee conducting the tour.
- Village employees on official business do not have to wear the visitor identification.
- Cleaning company personnel do not have to wear the visitor identification as long as they are wearing some form of identification from the cleaning company.

Issuing Visitor Identification:

- The Records Supervisor or his/her designee shall be responsible for the maintenance of the visitor identification and logs for proper distribution and record of visitors.
- The front desk receptionist shall be responsible to log-in, issue, and retrieve the proper visitor identification to visitors.

Restrictions:

- Non-Police personnel shall not be permitted in the lock-up areas when prisoners are incarcerated therein.
- Visitors not wearing visitor identification in the secure area of the Police Building will be questioned by Department personnel.

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- Non-police personnel are not permitted to enter the locker rooms unescorted.

Visitor Identification Cards:

- The visitor identification cards are designed for instant recognition by Department personnel.
- The visitor identification shall bear date of the visit.
- It is the responsibility of all Department personnel to see that visitors in their care receive and return the visitor identification provided.

Electronic Access/Key Access:

- All exterior doors to the Barrington Police Department and any interior doors on the electronic access control system shall remain closed to prevent unauthorized entry and to maintain the integrity of the electronic access control system.
- The Assistant Chief shall issue an access code and a building key to all employees and is responsible for the employee information and access controls entered into the electronic access control system.
- Every employee will have their own access code that is unique to them.
- Electronic access to the Barrington Police Department shall be given to Village of Barrington employees who regularly need access to the Barrington Police Department, upon approval by the Chief of Police.
- Vendors/cleaning personnel shall have limited electronic access to the Barrington Police Department.
- The access code and building key shall allow employees to gain access to all Barrington Police Department doors for which they are authorized, and which are secured by the electronic access system.
- The electronic control system's records all access code entries, as well as detecting attempts to gain entry into unauthorized areas.
- The employee to whom the access code and building key is issued is responsible for all uses of that access code and key. Employees shall not borrow access codes/keys nor shall they give or loan their access/keys to any other person.
- Employees who forget their access code must notify the on-duty Shift Supervisor and the Assistant Chief immediately.
- Employees who lose their building key must notify the on-duty Shift Supervisor and the Assistant Chief immediately.
- All employees shall use their access code to gain access to Department doors secured by the electronic access system.
- If the system is not working properly then an employee may use their building key.
- When an employee gains entry into the Department, that employee is responsible for ensuring the door they accessed is closed after their entry.

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- To replace a lost key, a memorandum shall be submitted to the Assistant Chief, via the Chain of Command, within 48 hours.
- When an employee leaves the employment of the Barrington Police Department, they must return their key to the Assistant Chief for equipment accountability. The Assistant Chief will then deactivate the former employee's access code.

Video Security:

- Records personnel shall monitor the video security cameras which cover certain exterior and interior areas of the police department.
- Records personnel shall report any suspicious activity they observe to the Shift Supervisor, as well as contacting CENCOM.

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Personal Protective Equipment

710.1 SECTION TITLE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

710.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

710.2 POLICY

The Barrington Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

710.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

710.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 29 CFR 1910.95, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

710.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the

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prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Rangemaster shall ensure eye protection meets or exceeds the requirements provided in 29 CFR 1910.133, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.

710.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg and groin protection should be provided as required by any collective bargaining agreement.

710.7 RESPIRATORY PROTECTION

The Administration Deputy Chief is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

710.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall

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reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

710.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

710.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

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(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

710.7.4 SELF-CONTAINED BREATHING APPARATUS
Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

(a) Entering the hot zone of a hazardous materials incident.

(b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.

(c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

710.7.5 RESPIRATOR FIT TESTING
No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

(a) At least once every 12 months.

(b) Whenever there are changes in the type of SCBA or facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

710.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE
No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

710.8 RECORDS
The Training Coordinator is responsible for maintaining records of all:

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(a) PPE training.

(b) Initial fit testing for respiratory protection equipment.

(c) Annual fit testing.

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule, 29 CFR 1910.1020, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

710.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

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Chapter 8 - Support Services

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Property and Evidence Office

800.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

800.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping, lost or found property and abandoned property.

Evidence- Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law

Lost or Found Property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

Abandoned Property - Includes property found by an employee or citizen that appears to be intentionally left or discarded by the owner.

800.3 PROPERTY HANDLING

Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with the property form. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The property form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the item(s).

800.3.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property shall observe the following guidelines:

(a) Complete the property form describing each item of property separately, listing all serial numbers, owner’s name, finder's name, and other identifying information or markings.

(b) Mark each item of evidence with the booking employee’s initials and the date booked using the appropriate method so as not to deface or damage the value of the property.

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(c) Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.

(d) Place the case number in the upper right-hand corner of the bag, or in the appropriate space on packaging.

(e) The original property form shall be submitted with the case report. A copy shall be placed with the property in the temporary property locker or with the property if property is stored somewhere other than a property locker.

(f) When the property is too large to be placed in a locker, the item may be retained in the supply room. Submit the completed property record into a numbered locker indicating the location of the property.

800.3.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be separately entered into the Beast evidence system.

The officer seizing the narcotics and dangerous drugs shall place them in the temporary evidence locker.

1. Proper PPE equipment should be utilized when handling any suspected narcotics to include nitrile gloves and N95 facemask.

2. If field testing narcotics, rather than opening any baggies to access the drug, an alternative method should be considered to include puncturing the baggie with a paperclip or pin to access the suspected drug and immediately sealing the opening with evidence tape.This will limit the exposure and should provide enough of the substance for field testing purposes.

3. In the event the officer has reason to believe Fentanyl may be present, consideration should be given to sending the narcotic to the lab for determination rather than field testing the substance.A warrant may be obtained at a later time should it test positive for narcotics.OFFICER SAFETY SHOULD BE THE FIRST PRIORITY.

4. Field testing should be done with a partner present and Naloxone should be readily available in the event an overdose is experienced.

800.3.3 EXPLOSIVES

Officers who encounter a suspected explosive device shall promptly notify their immediate supervisor or the Watch Commander. The bomb squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Explosives will not be retained in the police facility. Only fireworks that are considered stable and safe may be booked into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials. The property officer is responsible for transporting to the Fire Department, on a regular basis, any fireworks that are not retained as evidence.

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800.3.4 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

(a) Bodily fluids such as blood or semen stains shall be air dried prior to booking.

(b) License plates found not to be stolen or connected with a known crime, should be released directly to the property officer, or placed in the designated container for return to the Illinois Secretary of State. No formal property booking process is required.

(c) All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame. The property may be released directly to the property officer, or placed in the bicycle storage area until a property officer can log the property.

(d) All cash shall be counted in the presence of a supervisor and the envelope initialed by the booking officer and the supervisor. The Watch Commander shall be contacted for cash in excess of $1,000 for special handling procedures.

Village property, unless connected to a known criminal case, should be released directly to the appropriate Village department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

800.4 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

(a) Narcotics, dangerous drugs and drug paraphernalia.

(b) Firearms (ensure they are unloaded and made temporarily inoperable by placing a zip-tie or other item through the barrel and breech). Firearms shall be booked separately from ammunition).

(c) Property with more than one known owner.

(d) Fireworks, explosives or flammable liquids/gases shall be photographed and taken to the Fire Department.

(e) Contraband.

800.4.1 PACKAGING CONTAINER

Employees shall package all property, except narcotics and dangerous drugs in a suitable container available for its size. Knife boxes should be used to package knives, and syringe tubes should be used to package syringes and needles.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

800.4.2 PACKAGING NARCOTICS

The officer seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, tagged, and placed in the temporary evidence locker. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected

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narcotics. If conducted, the results of this test shall be included in the officer's report. Presumptive test kits contain acids and should be handled carefully. Test kits will not be submitted to the lab. If the test kits are to be held as evidence place them seperately in a plastic sealed bag from other evidence.

Narcotics and dangerous drugs shall be packaged in an envelope/bag/container of appropriate size. The booking officer shall initial the heat sealed edges or evidence tape with their initials. Narcotics and dangerous drugs shall not be packaged with other property.

A completed Beast evidence label shall be attached to the outside evidence packaging.

800.5 RECORDING OF PROPERTY

The booking officer will request a report number for items submitted to the property room. The Beast evidence system will assign a sequential number to the items submitted by the booking officer.

The property officer receiving custody of evidence or property shall use the Beast evidence system to log the date and time the property was received and where the property will be stored in the property room.

Any changes in the location of property held by the Barrington Police Department shall be noted in the Beast evidence system by the property officer.

800.6 PROPERTY CONTROL

Each time the property officer receives property or releases property to another person, he/she shall enter this information in the Beast evidence system. Officers desiring property for court shall contact the property officer at least one day prior to the court day. More notice to the property officer is always desirable.

800.6.1 RESPONSIBILITY OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry in the Beast evidence system shall be completed to maintain the chain of possession. No property or evidence is to be released without first receiving written authorization from a supervisor or detective.

Request for analysis for items shall be completed in the appropriate area on the Beast evidence system and submitted to the property officer. This request may be filled out, in the submission area of the Beast, any time after booking of the property or evidence.

800.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The property officer releasing the evidence for the lab must use the Beast evidence system to indicate who is transporting the evidence and for what purpose. The Beast submission form prepared by the booking officer will be transported with the property to the examining laboratory. Upon delivering the item involved, the transporting officer (typically a PSO) will scan the location the items were taken to and the item, using the Beast palm pilot. The palm pilot records the date and time the property was dropped off at the lab. The lab also provides a physical sign off sheet

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for the transporting officer to sign. The transporting officer gets a copy of this form to return to the property officer. The original submission form prepared by the booking officer will remain with the evidence at the lab.

The Property and Evidence Office Supervisor and Sergeant of Investigations will ensure that Illinois State Police Sexual Assault Evidence Kits are submitted to an approved laboratory in conformance with the rules set forth in 20 Illinois Administrative Code 1255.10 et seq.

The transporting officer may be required to transport property back from the lab to the property room. The lab will have the officer sign off on their control sheet that property was turned over to the transporting officer. This officer will sign the sheet showing the date and time the items were transfered from the lab. The lab will make a copy of the sign off sheet and the transporting officer will return it and the property to the property room officer. The transporting officer will hand over all items and paperwork from the lab to the property room officer. The property room officer will check the items against the lab sheets for correctness. The property room officer will then use the Beast evidence system to log in the returned item(s), and the location the item(s) will be placed in the property room.

800.6.3 STATUS OF PROPERTY

Temporary release of property to officers for investigative purposes, or for court, shall be noted in the Beast evidence system. This will show the date, time and to whom released.

The property officer shall obtain the signature of the person to whom property is released, and the reason for release. This transfer is typically done using the Beast palm pilot. A hard copy signature for transfer may also be used if appropriate. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity.

The return of the property should be completed by the property officer using the Beast evidence system. This will indicate date, time, and the person who returned the property.

800.6.4 AUTHORITY TO RELEASE PROPERTY

The Investigation Division shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department.

800.6.5 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon reasonable and satisfactory proof of ownership or right to possession. Release shall be granted upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed by the authorizing supervisor or detective and must conform to the items listed on the property form or must specify the specific item(s) to be released. Release of all property shall be

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documented on the property form. The Department may require reimbursement for all reasonable expenses of such custody (765 ILCS 1030/2(a)).

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 6 months. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 6 months after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, the Chief of Police may donate property valued at less than $100, and the donation is approved by the Department governing body, to a registered Illinois charitable organization. It may also be transferred to the government of which the law enforcement agency is a branch. If such property is not sold at auction or otherwise lawfully claimed, it may be offered or sold at a subsequent public auction without notice. The final disposition of all such property shall be fully documented in related reports (765 ILCS 1030/3).

Proceeds of the sale of the property at public auction, less reimbursement of the reasonable expenses of custody thereof, shall be deposited in the city/county treasury (765 ILCS 1030/4).

A property officer shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on a Beast property form and via Beast palm pilot if possible. A copy of the release form will be forwarded to the Records Section for filing with the case. Upon release, the proper entry shall be documented in the Beast evidence system.

800.6.6 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an Interpleader in court to resolve the disputed claim (735 ILCS 5/2-409).

800.6.7 CONTROL OF NARCOTICS AND DANGEROUS DRUGS

The property room officer in conjunction with the Investigation Division will be responsible for the storage, control, and destruction of all narcotics, dangerous drugs and drug paraphernalia coming into the custody of this department. This includes forwarding the property to the Bureau of Narcotics and Dangerous Drugs, U.S. Department of Justice, or its successor agency, for disposition if required (720 ILCS 600/5(e)).

800.6.8 RELEASE OF FIREARMS

Any firearm held for safekeeping shall be returned to the person from whom it was obtained or to the lawful owner upon presentation of a valid Illinois Firearm Owners Identification card (FOID) or concealed carry license, provided he/she is lawfully entitled to possess the firearm. Firearms

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seized as evidence shall only be returned when approved by the Investigation supervisor and the prosecutor's office or as otherwise ordered by the court. Seized firearms shall only be released to the lawful owner and only upon presentation of a valid FOID or concealed carry license, provided he/she is lawfully entitled to possess the firearm.

If the firearm or other weapon has not been retained as evidence, the Department is not required to retain the firearm any longer than 180 days after notice has been provided to the owner that it is available for return. At the expiration of such period, the firearm or other weapon may be processed for disposal in accordance with applicable law.

800.6.9 DOMESTIC VIOLENCE AND CONCEALED CARRY MATTERS
Any weapon seized in a domestic violence or concealed carry investigation shall be returned to the person from whom it was seized when it is no longer needed for evidentiary purposes, unless the court orders otherwise or the weapon was reported stolen. Weapons not returned shall be disposed of as provided in 720 ILCS 5/24-6 (750 ILCS 60/304(c)).

800.6.10 RELEASE OF FIREARMS IN MENTAL HEALTH COMMITMENT MATTERS
The Department shall maintain possession of any firearm received from a mental hospital that admitted a patient pursuant to any of the provisions of the Mental Health and Developmental Disabilities Code for a minimum of 90 days. After that time, the firearm may be disposed of pursuant to 720 ILCS 5/24-6(b).

800.6.11 OTHER MATTERS
A weapon seized and confiscated pursuant to court order under 720 ILCS 5/24-6 shall be retained for at least 90 days. At the expiration of such period, the firearm or other weapon may be processed for disposal in accordance with applicable law.

800.6.12 FIREARMS RESTRAINING ORDERS
Any firearm seized pursuant to a firearms restraining order shall be returned to the person from whom it was seized upon the expiration of the period of safekeeping, unless the court orders otherwise. Firearms not returned shall be disposed of as provided in 430 ILCS 67/35 or 430 ILCS 67/40.

800.7 DISPOSITION OF PROPERTY

All property not held for evidence in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The property officer shall request a disposition or status on all property which has been held in excess of 180 days, and for which no disposition has been received from a supervisor or detective.

800.7.1 EXCEPTIONAL DISPOSITIONS
The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

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- Upon conviction, weapons used or possessed by an offender during the offense (720 ILCS 5/24-6)
- Weapons possessed by an individual admitted into a mental hospital (720 ILCS 5/24-6)
- Weapons declared by a court for safekeeping, not to exceed one year (725 ILCS 165/2)
- Confiscated property or evidence obtained for violation of the Wildlife Code (520 ILCS 5/1.25)
- Confiscated property or evidence obtained for violation of the Fish and Aquatic Life Code (515 ILCS 5/1-215)
- Gambling devices (720 ILCS 5/28-5)
- Vehicles, vessels, aircraft, or component parts (625 ILCS 5/4-107)
- Narcotics and drugs (720 ILCS 646/85; 720 ILCS 570/505; 720 ILCS 550/12; 210 ILCS 150/18)
- Drug paraphernalia (720 ILCS 600/5)
- Property seized for money laundering (720 ILCS 5/29B-1)
- Abandoned, lost, stolen, or unclaimed property (765 ILCS 1030/1; 765 ILCS 1030/2)
- Counterfeiting equipment
- Destructive devices

800.7.2 UNCLAIMED MONEY

Money found or seized under circumstances supporting a reasonable belief that such property was abandoned, lost or stolen or otherwise illegally possessed that remains in the Department's possession for over 6 months may be deposited in the treasury of the Village of Barrington. The Department shall make reasonable inquiry and efforts to identify and notify the owner or other person entitled to possession, prior to the conversion of money to the Village (765 ILCS 1030/0.01 et seq.).

800.7.3 DISPOSITION OF COURT SEIZED PROPERTY

Evidence seized upon service of a search warrant or other court order shall be retained until final disposition of the investigation or upon further directions of the court.

800.7.4 UNUSED MEDICATIONS

Unused prescription medications of a deceased individual collected at the scene of a death investigation should be disposed of in compliance with 210 ILCS 150/17 or other state- or federally-approved drug disposal program (210 ILCS 150/18).

If an autopsy is performed as part of the death investigation, no medication shall be disposed of until after receipt of the toxicology report (210 ILCS 150/18(h)).

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800.8 INSPECTIONS OF THE EVIDENCE ROOM

(a) On a semi-annual basis, the supervisor of the evidence custodian shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

(b) Random/Unannounced inspections of evidence storage areas and equipment shall be conducted annually as directed by the Chief of Police.

(c) An annual audit of evidence held by the department shall be conducted by a Deputy Chief (as appointed by the Chief of Police) not routinely or directly connected with evidence control.

(d) Whenever a change is made in personnel who have access to the evidence room, an inventory of all evidence/property shall be made by an individual(s) not associated to the property room or function to ensure that records are correct and all evidence property is accounted for.

800.9 DISPOSITION OF BIOLOGICAL EVIDENCE

The Property and Evidence Office supervisor shall preserve, subject to a continuous chain of custody, any physical evidence in his/her possession or control that is reasonably likely to contain forensic evidence, including biological material secured in relation to a trial, and with sufficient documentation to locate that evidence (725 ILCS 5/116-4(a)).

800.9.1 RETENTION PERIODS

Biological evidence shall be retained for the following periods (725 ILCS 5/116-4):

(a) Permanently if a death sentence is imposed

(b) Until the completion of the sentence for a homicide offense as set forth in 720 ILCS 5/9

(c) Until the completion of the sentence, including any period of supervised release, for any conviction for an offense set forth in:

1. 720 ILCS 5/11-1.20 (Criminal Sexual Assault)
2. 720 ILCS 5/11-1.30 (Aggravated Criminal Sexual Assault)
3. 720 ILCS 5/11-1.40 (Predatory Criminal Sexual Assault of a Child)
4. 720 ILCS 5/11-1.50 (Criminal Sexual Abuse)
5. 720 ILCS 5/11-1.60 (Aggravated Criminal Sexual Abuse)

(d) Seven years following any conviction for any felony for which the defendant's genetic profile may be taken and submitted for comparison in a forensic DNA database (725 ILCS 5/116-4(b)).

(e) All other biological evidence shall be retained for the minimum period established by law, the minimum period established by the Property and Evidence Office supervisor or the expiration of any sentence imposed related to the evidence, whichever time period is greater.

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800.9.2 REQUEST FOR DESTRUCTION OF EVIDENCE PRIOR TO END OF RETENTION PERIOD

After a judgment of conviction is entered but prior to the end of the statutory retention period, the Department may petition the court to allow destruction of evidence when the evidence:

(a) Has no significant value for forensic analysis and should be returned to its rightful owner.

(b) Has no significant value for forensic analysis and is of a size, bulk, or physical character not usually retained by the Department and cannot practically be retained.

(c) Is no longer needed because of the death of the defendant (does not apply if a sentence of death was imposed).

(d) The court allows the defendant the opportunity to take reasonable measures to remove or preserve portions of the evidence for future testing (725 ILCS 5/116-4(c)).

The Department shall give notice of any such petition to the defendant or his/her estate and the defendant's attorney of record.

No evidence shall be disposed of until 30 days after the entry of a court order granting the petition and until the time period for any appeal has lapsed, or any appeal has concluded, whichever is longer.

800.9.3 NOTIFICATION BEFORE DESTRUCTION

Absent any court order arising from the process set forth herein, the Property and Evidence Office supervisor will ensure that no biological evidence is destroyed without adequate notification to the following persons, when applicable:

(a) The defendant or the defendant's estate

(b) The defendant's attorney

(c) The appropriate prosecutor

(d) Any sexual assault victim (725 ILCS 203/30)

(e) The Investigation Division supervisor

Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after the date specified in the notice unless a motion seeking an order to retain the sample is served on the Department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the case file as well and forwarded to the Investigation Division supervisor for appropriate disposition.

Even after the retention period, biological evidence related to a homicide may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

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All records associated with the possession, control, storage and destruction of biological evidence shall be retained for as long as the evidence exists and may not be destroyed without the approval of the local records commission (725 ILCS 5/116-4(d-10)).

800.10 PACKAGING AND EVIDENCE TIPS

Please package items using properly sized bags, envelopes or containers. The package should be large enough
that lab personnel would be able to open and re-seal four times.

Initial all heat sealed edges and tape. This is especially important if you want something sent to the lab.

Place the item in an appropriate sized evidence locker.

If for some reason the Beast is not working you can do old style evidence sheets or just put in locker with
some info and the property officer will fix the issue and have you do the Beast on another day.

The only paperwork needed in the evidence locker with the property is the Beast lab submission form.

Do the pink property disposition form for all evidence, it will follow the case or arrest report. If the item is not wanted
or to be destroyed you can put this sheet with the property in the locker. This would typically be for weapons or ammunition.

If a citizen lives in town we will accept things for destruction. Please do the Citizen Disposal request form found in Records.
The citizen is automatically saying and signing off on the form that he/she doesn't want the item(s). No waiting
time then for the property room to get rid/destroy things.

Make sure that prisoners sign off on the Property Safekeeping form in lockup if they are being taken to a bond call.
This gives them thirty days to retrieve their property. Put this in the locker with their property.

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Field Training-Police Service Officer

801.1 PURPOSE AND SCOPE

The purpose of this Policy is to establish a Field Training Program for newly hired Public Service Officers (P.S.O.). This Policy will help establish and define duties, objectives and responsibilities of the Public Service Officer. The Public Service Officer is a non-sworn employee of the Barrington Police Department and is designated as a civilian position.

801.2 POLICY

It shall be the policy of the Barrington Police Department to maintain a Field Training Program where a new P.S.O. having been hired, will be required to successfully pass an 8 week/160 hour (dependent on experience) training program. Training will be conducted by selected Officers and P.S.O.'s appointed by the Chief of Police or designee, and may be extended or shortened based on the recommendations of the F.T.O. and order of the Chief of Police. This training which will be on going will be commensurate with their responsibilities.

801.3 DUTIES

Duties

(a) Regular patrols and inspects the Village of Barrington to identify and resolve violations of village codes and regulations.

(b) Responds to complaints of potential violations relating to noise, dumping, animals, water conservation, nuisances, and other related matters.

(c) Conducts field investigations of potential violations, gathers evidence, question complaints, compares facts to current code requirements, makes findings, issues warnings and citations.

(d) Meets with residents, owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations and secures compliance.

(e) Maintains a variety of logs and records related to inspection and enforcement activities, prepares recommendations for amendments and additions to code or regulations which relate to the position.

(f) Coordinates and trains with the police, the prosecuting attorney, and other staff or agencies, as needed.

(g) Perform animal control duties, participates in the apprehension and confinement of stray domestic animal and wildlife, prepare reports on such activities.

(h) Complete found property reports, which include proper storage of such items into temporary evidence lockers.

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(i) Complete lost property reports.

(j) P.S.O's will be trained in the proper use of two-way radios.

(k) P.S.O.'s will be trained in report writing, Department Policy & Procedures, Village Ordinances and vehicle equipment operations.

(l) Assist in vehicle maintenance activities as needed.

(m) If certified, install car seats, and educate the public with such knowledge.

(n) Conduct vacation house watch checks.

(o) Citizen and business applicant fingerprints.

(p) Assist in traffic control or school crossing if needed.

(q) Assist in motor vehicle/residence lock outs.

(r) And other related duties.

801.4 INVESTIGATIONS

Investigations

A. The P.S.O. will be instructed on evidence techniques, photography, and proper evidence storage.

B. Will assist the property custodian as needed; such as taking evidence to and from the Illinois State Police Crime Lab/Northern Illinois Crime Lab while maintaining the chain of custody.

C. The P.S.O. will also be shown how to prepare for courtroom testimony and prepare for trials.

801.5 OBSERVATIONS AND EVALUATIONS

Observations and Evaluations

A. F.T.O.'s or other officers as designated will complete a P.S.O. Daily Observation Report covering all activities on that shift.

B. P.S.O.'s will complete a weekly self-evaluation report.

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C. An end of training evaluation will be submitted by the primary trainer noting strengths and weaknesses.

801.6 PSO LIMITATIONS

Limitations

A. Public Service Officers are specially limited and prevented from participating in various aspects of law enforcement duties as follows:

1. Crimes in progress.
2. Fights in progress.
3. Alarms.
4. Traffic stops.
5. Domestic Disturbances.
6. Noisy parties.
7. Suspicious persons, vehicles, and noises.
8. Any other call which would constitute a hazard for an unarmed officer.

B. The P.S.O. shall immediately call for a sworn officer to take over an assignment he/she is handling, if circumstances indicate a sworn officer is needed.

C. The P.S.O. shall obey all traffic laws while on duty, and shall not drive with emergency equipment operating on department vehicles unless directly authorized by a supervisor. The emergency lights will be used to give warning when assisting in traffic control.

D. The P.S.O. shall not be assigned to or become involved in any assignment which requires the use of force.

E. The P.S.O. shall assume no police powers except where assignments call for traffic direction, or the issuing of parking and village ordinance violations.

801.7 SPECIAL REQUIREMENTS

Special Requirements

(a) Must posses a valid state driver's license or have the ability to obtain one prior to employment.

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(b) Be prepared to work flexible hours, weekends, holidays, and evenings as needed. These hours are essential to the job and are considered part of the normal work week.

(c) The ability to become L.E.A.D.S. certified.

801.8 PHYSICAL DEMANDS

Physical Demands

(a) While performing the duties of a P.S.O., one is regularly required to see, stand, sit, walk, talk, hear, use hands, and operate objects or controls during a daily activity for long periods of time.

801.9 EQUIPMENT/DUTY GEAR TO BE WORN/USED

Equipment/Duty Gear to be Worn/Used

(a) Portable radio, cell phone (if assigned). P.S.O. ‘s may carry handcuffs, O.C. spray, and an ASP only after completing instructions by BPD personnel and completion of a certification course. The O.C. and ASP must be department approved.). Handcuffs, O.C., and ASP will only be used as means of self defense if involved in situations that escalates to an assault of a P.S.O. prior to arrival of a sworn officer or to assist a sworn officer if requested. (All Barrington Police Department Use of Force policies (Policy 300) should be strictly adhered to and followed). P.S.O.’s shall not be assigned to or become involved in any assignment which requires the use of any force.

(b) P.S.O.‘s do not have powers of arrest, only that of a citizen.

(c) Uniforms will be provided to and worn by P.S.O. while on duty.

(d) All equipment issued to the P.S.O. will be used in a lawful manner and kept in good working condition.

801.10 TRAINING AND CAREER DEVELOPMENT

Training and Career Development

A. The Public Service Officer (P.S.O.) shall be subject to all policies and procedures regarding training and career development set forth by the Barrington Police Department.

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801.11 RULES AND REGULATIONS

Rules and Regulations

A. Public Service Officers shall be subject to the rules and regulations of the Barrington Police Department in the same manner as a sworn Police Officer.

B. If a Public Service Officer is out of service, **NO CALLS WILL BE STACKED.** The appropriate zone car will be assigned the call by communications. All assignments will be monitored by the Shift Supervisor.

801.12 ATTACHMENTS AND COMPLIANCE

Attachments and Compliance

See P.S.O. manual for all attachments

It is the responsibility of all Officers, Supervisors and Administrative Personnel to comply with all sections of this policy.

See attachment: PSO Field Training Manual.pdf

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Records Section

802.1 PURPOSE AND SCOPE

The Records Supervisor shall maintain the Department Records Section Procedures Manual on a current basis to reflect the procedures being followed within the Records Section. Policies and procedures that apply to all employees of this department are contained in this chapter.

802.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically within the Records Division by Records Division personnel.

Reports are numbered commencing with the last two digits of the current year, followed by the current month, and ending in a sequential number beginning with 0001 starting at midnight on the first day of January of each year. As an example, case number 0901-0001 would be the first new case beginning January 1, 2009.

802.2 FILE ACCESS AND SECURITY

All reports including, but not limited to, initial, supplemental, follow-up, evidence, and all reports critical to a case shall be maintained in a secure area within the Records Section accessible only to authorized personnel. Access to report files after hours or when records personnel are otherwise not available may be obtained through the Watch Commander.

Barrington Police Department employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

802.2.1 REQUESTING ORIGINAL REPORTS

Generally, original reports shall not be removed from the Records Section. Should an original report be needed for any reason the requesting employee shall first obtain authorization from the Records Supervisor. All original reports removed from the Records Section shall be recorded on the Report Check-Out Log which shall constitute the only authorized manner by which an original report may be removed from the Records Section. In such cases original reports shall only be removed after the Records Supervisor has ensured that an accurate and complete copy of the report has been made to take its place in the Records Section.

802.2.2 COURT FILES

The Records Section shall be responsible for preparing files with all necessary documents for court appearances. In no case should original documents be sent to court unless specifically required by subpoena. If a subpoena is issued for an original document, a copy of the subpoena shall be placed in the appropriate Records Section file and the requirements of the Requesting Original Reports section of this policy shall also be followed.

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802.2.3 RELEASE OF DEPARTMENT RECORDS

External requests for the release of Department records are made in writing and released in accordance with directions outlined in the Village of Barrington Freedom of Information Act manual.

Request Initiation Process.

External requests for reports require completion of the Village of Barrington Freedom of Information Act Request form. Record Section personnel shall compile all the requested documents into a file and shall forward it to the Records Supervisor for review. Only documents approved for release shall be released. The records personnel shall notify the requesting party of the availability of their requested documents. All FOI requests will be forwarded to the Village Hall and kept on file there.

802.2.4 GUIDELINES FOR JUVENILE RECORDS

Compliance with the legal requirements and confidentiality of juvenile records requires that the following guidelines and statutes be adhered to:

All arrest and identification records (including photographs and fingerprints) pertaining to juveniles shall be maintained separate from adult records. Expungement or sealing of juvenile arrest records shall only be completed after a valid court order is received, and pursuant to 705 ILCS 405/1-9. The disposal of all juvenile records shall be accomplished in accordance with guidelines set by the State of Illinois. The confidentiality of law enforcement records is strictly governed by 705 ILCS 405/7.

The Investigations Division is responsible for the collection, dissemination, and retention of juvenile records. Public requests for access to juvenile records shall be forwarded to the Investigations supervisor, or to whom the supervisor has delegated this authority. The appropriate statutes shall be adhered to in determining the collection, dissemination, and retention of fingerprints, photos, and other forms of identification relating to juveniles.

802.2.5 INCIDENT REPORTS

The Records Section shall be the central repository for records and statistical information maintained by the Department. Functions and responsibilities of the Records Section include, but are not limited to:

- Ensuring compliance with the various Department directives relating to the records function.
- Conducting records checks for the Department, other government agencies and individual citizens.
- Routing reports to various components of the Department and other agencies.
- Maintaining copies of all original reports, supplemental reports and attachments.

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- Retrieving and disseminating statistical information.
- Completing court transmittals and related work.
- Processing warrants and parking tickets.
- Answering non-emergency telephone lines for the Village.
- Maintaining all xerographic equipment and supplies.
- Operating the central supply ordering.
- Handling records of legal process.

Every incident in one or more of the following categories, if occurring within the jurisdiction of the Barrington Police Department is to be reported:

Citizens reports of crimes,

Citizens complaints,

Citizen requests for services when:

- An employee is dispatched.
- An employee is assigned to investigate.
- An employee is assigned to take action at a later date.

Criminal and non-criminal cases initiated by Officers.

Incidents involving arrest, citations, or summons.

Appropriate reporting methods for the incidents described in paragraph A of this section shall be determined by the nature of the incident, the action taken, and the results realized. All reports of incidents forwarded to the Records Section, shall be recorded and maintained according to a numbering system that provides the assignment of a unique identification number to each report regardless of the number of persons reporting the incident.

The disposal of all official Barrington Police documents including but not limited to general case reports, supplemental reports, arrest reports, LEADS information and rap sheets shall be accomplished in accordance with the guidlines set forth by the State of Illinois.

802.2.6 REPORT AND RECORD DISTRIBUTION

Approved reports will be forwarded to the Records Section for processing. The Records Section shall be responsible for the release and distribution of all police reports and records. No report or record shall be released without the knowledge of the Records Clerk.

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The Records Section Clerk will ensure that police reports will be separated and distributed properly.

Accidents: With the exception of fatal accidents, accident reports can be released at any time, according to the Freedom of Information Act. Fatal accidents are only to be released with the approval of the Records and Services Supervisor, Deputy Chief, or the Chief of Police.

All Records Clerks have authorization to release reports to Department personnel, other law enforcement agencies upon verification, the state's attorney's office and the Village prosecutor's office. Release of case reports and dispositions to the public and/or any other agency must be authorized by the Records and Services Supervisor or designee. Authorized personnel will respond to the requester and advise if the report can be released.

Determination for the release of a report by authorized personnel will be based on the Illinois Freedom of Information Act and the Village of Barrington freedom of information Act manual. Unclaimed copies of reports should be removed for shredding after 14 working days.

All telephone requests for reports will be granted after receiving written requests (unless from another law enforcement agency, after verification). Walk-in requests for reports are to be completed on the Freedom of Information Act forms and processed as soon as possible.

802.2.7 REPORT STATUS

All original copies of reports will be maintained in the Records Section. The only time these reports will be removed from the Records Section is if they are needed for court. In that event, a copy of the report will be made and the original report will be included in the court file. The Investigations Division Supervisor may authorize that an original report be stored in the Investigations Division.

If a report requires a follow-up investigation by the reporting officer, the officer will attempt to complete the investigation in a timely manner. In any event, this follow-up should be completed in three days. The report should be kept in the report bin that is marked "incomplete reports" until it is completed and forwarded to the Records Section.

All patrol, investigative and court related supplemental reports will contain the same incident report number as the original investigation and shall receive the same review process as the preliminary case report.

The Supervisor of the employee responsible for the completion of a supplementary report shall ensure that it is completed, reviewed and forwarded to the Records Section in a timely manner. The Investigations Division Supervisor is responsible for assigning cases for investigative case status control.

802.2.8 SECURITY OF RECORED COMPUTER SYSTEMS

A Records personnel have access to the following computer systems:

COMPUTER AIDED DISPATCH SYSTEM (CAD) - The computerized incident tracking system utilized by the department to capture incident data, monitor the safety and progress of members in

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the field, and provide incident audit and report capabilities, to aid the efficiency and effectiveness of the department.

LAW ENFORCEMENT AGENCY DATA SYSTEM (LEADS) - LEADS is the statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the State of Illinois.

NATIONAL CRIME INFORMATION CENTER (NCIC) - The NCIC is operated by the Federal Bureau of Investigation. The NCIC Computer, located in Washington, DC, is connected directly to the LEADS computer by two high-speed lines. The NCIC is also connected to law enforcement computers or terminals in all other states.

VILLAGE COMPUTER NETWORK - A series of computers throughout the Village of Barrington, owned and administered by the Village, and connected to a server(s) allowing data to be exchanged to and from each machine within the network.

Computer files that reside on the Villages system are backed up daily by the Information Services (IS) Coordinator. All backup computer files are secured and stored off-site at the Barrington Village Hall. Tapes used to back up computer files are recycled until such time as the mechanical systems designate them as unsafe. Tapes are disposed of according to guidelines established by the Villages Information Systems Policy. Computerized record access is controlled through the use of passwords and related technology. Records personnel passwords are changed monthly.

802.2.9 RECORDS CASH MANAGEMENT
Records personnel handle the cash transaction for the following:

- Fines collected for ordinance violations
- Bonds processed on behalf of the circuit court
- Fingerprinting fees(Liquor Licenses)
- Solicitor's fees
- Petty Cash
- Commuter Lot Parking Fees

Procedures for handling the above funds, which include designation of persons permitted to receive money, receipt procedures, accountability, security and audits are identified in the Records Manual under each of the categories listed above. The Records Manual is located in the Records Section.

802.3 REQUISITION OF SUPPLIES

All personnel who are in need of any supplies under the control of the Records Section shall complete a Requisition of Supplies form available in the Records Section. The form shall be approved by a supervisor and submitted to the Supply Clerk in the Records Section.

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Records Section

Only Records Section personnel shall issue supplies from the supply room, and no supplies will be provided without a Requisition of Supplies form.

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Information Technology Security (Incident Response Protocol)

803.1 PURPOSE

The Purpose of the Information Technology Security Incident Response Protocol is to establish a set of procedures to follow in the event a suspected incident has occurred.

803.2 SCOPE

This policy applies to all members of the Barrington Police Department organization including employees, contractors, temporary\seasonal workers etc...

803.3 DEFINITIONS

(a) (a) Security Incident - Any real or suspected event that may adversely affect the security of the Barrington Police Department or the Village of Barrington information or the systems that process, store or transmit that information.

(b) Personally Identifiable Information are pieces of information that can be related back to a person and reveal some personal or financial information including but not limited to a person's Social Security Number or Credit Card Information.

803.4 ROLES AND RESPONSIBILITIES

(a) 1. Incident manager - person responsible for managing the response to a security incident.

2. Executive Incident Management Team - team which oversees that handling of security incidents involving confidential data. This team has authority to make decisions related to the incident and to notify appropriate parties. The team consists of:

(a) Senior administrator of the affected area

(b) IS Coordinator

(c) IS Technician

(d) Representative from Office of General Counsel

(e) Public Information Officer

(f) Others as needed

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803.5 PROCEDURES

(a) 1. Reporting Security Incidents

(a) All suspected high severity events as defined below in this section, including those involving possible breaches of personal identity information, must be reported directory to either the IS Coordinator, as quickly as possible by phone (preferred), email, or in person. If the IS Coordinator cannot be reached, contact the IS Technician.

(b) All other suspected incidents (regardless of severity) must also be reported to the IS Coordinator. These incidents may be first be reported to IS support personnel. Reports should be made by phone (preferred), email or in person.

(a) (a) Responding to Security Incidents

(a) Incident response will be managed based on the level of severity of the incident. The level of severity is a measure of its impact on or threat to the operation or integrity of the organization and its information. It determines the priority for handling the incident, who manages the incident, and the timing and extent of the response. Four (4) levels of incident severity will be used to guide incident response: High, medium, low and NA (not applicable).

(a) High - The severity of a security incident will be considered "high" if any of the following conditions exist:

- Threatens to have a significant adverse impact on a large number of systems and/or people (for example, the entire organization is affected).
- Poses a potential large financial risk or legal liability to the Village.
- Threatens confidential data (for example, the compromise of a server that contains or names with social security numbers or credit card information).
- Adversely impacts an enterprise system or service critical to the operation of a major portion of the Village (for example, email, financial information system, human resources information system, Internet service, or a major portion of the Village network).
- Poses a significant and immediate threat to human safety, such as a death-threat to an individual or group.
- Has a high probability of propagating to many other systems and causing significant damage or disruption.

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(b) Medium - The severity of a security incident will be considered "medium" if any of the following conditions exist:

- Adversely impacts a moderate number of systems and/or people, such as an individual department, unit, or building.
- Adversely impacts a non-critical enterprise system or service.
- Adversely impacts a departmental system or service, such as a departmental file server.
- Disrupts a building or departmental network.
- Has a moderate probability of propagating to other systems and causing moderate damage or disruption.

(c) Low - The severity of a security incident will be considered "low" if any of the following conditions exist:

- Adversely impacts a very small number of systems or individuals.
- Disrupts a very small number of network devices or segments.
- Has little or no risk of propagation or causes only minimal disruption or damage in their attempt to propagate.

(d) NA (Not Applicable) This is used for events reported as a suspected IT security incident but upon investigation of the suspicious activity, no evidence of a security incident is found.

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Records Maintenance and Release

806.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

806.2 POLICY

The Barrington Police Department is committed to providing public access to records in a manner that is consistent with the Freedom of Information Act (5 ILCS 140/1 et seq.).

806.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records and Freedom of Information Officer who may be, but are not required to be, the same person. The responsibilities of the Custodian of Records include but are not limited to (5 ILCS 140/3.5; 5 ILCS 140/4; 5 ILCS 140/5; 5 ILCS 179/35):

(a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.

(b) Maintaining and updating the department records retention schedule, including:

1. Identifying the minimum length of time the Department must keep records.
2. Identifying the division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring a current schedule of fees for public records as allowed by law is available.

1. No fees shall be charged for the first 50 pages of copies as per 5 ILCS 140/6(b).
2. Fees charged for copying public records shall be limited to the actual cost of duplication or publication.
3. The cost of search, examination, review, and the redaction and separation of exempt from non-exempt information will not be assessed.

(g) Ensuring the prominent display at the department's headquarters of information that conveys the department's mission, budget, office locations, number of employees, and an organizational chart that depicts the department structure and the relationship of the Department to Village government. This information also needs to be available on the Department or Village website.

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(h) Ensuring information identifying the department's Freedom of Information Officer, the categories of available records and the process for requesting public records, including the address for submitting requests, will also be displayed.

(i) Working with the Freedom of Information Officer to develop a list of documents or categories of records that the Department shall immediately disclose upon request.

(j) Promptly remediating any deficiencies in the department's Freedom of Information Officer's public records management activities.

(k) Expeditiously advising the Chief of Police of any denials of public records requests, issues associated with the processing of records requests and requests that may involve potentially sensitive or newsworthy matters.

(l) Consulting with the Chief of Police in the event further information is needed regarding the appropriate response to a records request.

(m) Submitting monthly reports to the Illinois State Police (ISP) regarding arrest-related deaths, firearm discharges by members, hate crimes, domestic crimes, index crimes, and school incidents pursuant to the Uniform Crime Reporting Act (50 ILCS 709/5-12).

(n) Submitting a quarterly report to the ISP that includes incident-based information on any criminal homicide pursuant to 50 ILCS 709/5-15.

(o) Establishing a procedure for an individual to access, review, and confirm the expungement of civil law citations issued to him/her for violations of 720 ILCS 550/4(a) or 720 ILCS 600/3.5(c) (20 ILCS 2630/5.2).

(p) Establishing procedures for the protection of Social Security information pursuant to the Identity Protection Act and proper filing and posting of appropriate policy and procedures (5 ILCS 179/35).

1. The procedures should include proper collection, handling, dissemination, and access restrictions of information that contains Social Security numbers.

806.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Freedom of Information Officer or the authorized designee. All department records are presumed to be open to inspection or copying (5 ILCS 140/1.2).

806.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following:

(a) The Department is not required to create records that do not exist or maintain records that it does not maintain (5 ILCS 140/1).

(b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (5 ILCS 140/7).

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/

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video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(c) The Freedom of Information Officer shall:

1. Document the date the request was received.
2. Compute the date that the time to respond expires and note the information on the request.
3. Maintain an electronic or hard copy of the request.
4. Create a retention file for the request and promptly determine if the record is available or subject to any exemption.

(d) The Freedom of Information Officer shall ensure that requests are processed within five business days after receipt, with up to an additional five days permitted for certain exceptions. When seeking additional time, written notice shall be provided to the requesting party (5 ILCS 140/3).

1. These time frames may be extended for recurrent requesters (5 ILCS 140/3.2).
2. Voluminous requests are to be addressed under 5 ILCS 140/3.6.

(e) Requests for records to be used for commercial purposes shall be processed within 21 working days after receipt (5 ILCS 140/3.1).

(f) If a record is requested in electronic format, the record shall be provided in electronic format, if reasonably feasible. If not reasonably feasible, the record shall be furnished in the format in which it is maintained. If furnishing an electronic copy, the Department may charge for the actual cost of the recording medium (5 ILCS 140/6(a)).

806.4.2 DENIALS

The denial of a request for records is subject to the following:

(a) Denial of a request by the Freedom of Information Officer shall be in writing and identify the specific exemptions being claimed under 5 ILCS 140/9. Failure to respond in a timely manner to a request under the Illinois Freedom of Information Act constitutes a denial (5 ILCS 140/3(d)). Because the Department bears the burden of proof in a denial, the Freedom of Information Officer shall consult with the Administration Deputy Chief prior to issuing a denial.

(b) A detailed factual basis for any claimed exemption, and the names and titles of each person responsible for the denial, will be provided (5 ILCS 140/9). Each written denial shall also inform the requesting party of the right to appeal to the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9(a)).

806.4.3 FEES

Fees shall be collected prior to the release of records. Fees may be waived by the Administration Deputy Chief if it is determined by the supervisor that the issuance of the record is in the public interest (5 ILCS 140/6).

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806.4.4 PUBLIC ACCESS COUNSELOR

Any requestor who believes that a violation of the Illinois Freedom of Information Act has occurred may file a request for review with the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9.5).

If the Public Access Counselor determines that an alleged violation is unfounded, no further action will be taken (5 ILCS 140/9.5). In all other cases, the Public Access Counselor will, within seven working days of receipt, forward a request to the Department accompanied by a specific list of documents for the Department to furnish to the Public Access Counselor. The department's Freedom of Information Officer will furnish the requested records or documents within seven working days of receipt, will fully cooperate with the Public Access Counselor and will advise the Administration Deputy Chief of all such communications (5 ILCS 140/9.5).

Any communication with the Department by the Public Access Counselor shall be promptly brought to the attention of the Chief of Police.

806.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

(a) Personal identifying information, including an individual's photograph, Social Security and driver identification number, name, address, and telephone number, and medical or disability information that is contained in any driver's license record, motor vehicle record or any department record, including traffic crash reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).

(b) Private information including but not limited to unique identifiers such as Social Security numbers, driver's license numbers, employee identification numbers, biometric identifiers, personal financial information, passwords or access codes, medical records, home or personal telephone numbers, home address, personal email addresses, or personal license plates (5 ILCS 140/7(1)(b); 5 ILCS 140/2(c-5)).

(c) Confidential information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of an investigation (5 ILCS 140/7; 5 ILCS 140/2.15(b)).

    1. Analysis and conclusions of investigating officers (5 ILCS 140/7(1)(f)).

(d) The identity of child victims of criminal sexual offenses (725 ILCS 190/3) and reports of elder abuse and neglect (320 ILCS 20/8).

(e) Records regarding juveniles under 18 years of age (705 ILCS 405/1-7; 705 ILCS 405/5-905).

(f) Department records that would obstruct an ongoing investigation or pending administrative enforcement proceeding (5 ILCS 140/7).

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(g) Information contained in personnel and other public records that would constitute an unwarranted invasion of personal privacy, in which the individual's right to privacy outweighs any legitimate interest in obtaining the information.

  (a) The disclosure of personal information that bears on the public duties of employees of this department shall not be considered an invasion of personal privacy (5 ILCS 140/7(1)(c)).

  (b) The disclosure of employee performance evaluations is prohibited (820 ILCS 40/11).

(h) Records that were created exclusively in anticipation of potential litigation, which would not be subject to discovery or which may be subject to an attorney-client privilege involving this department (5 ILCS 140/7(1)(m)). Any record relating to vulnerability assessments, security measures, and response policies or plans (5 ILCS 140/7(1)(v)).

(i) Body-worn camera recordings as provided in the Law Enforcement Officer-Worn Body Camera Act (5 ILCS 140/7.5).

(j) Certain records requested by a person committed to the Department of Corrections or a county jail (5 ILCS 140/7).

(k) Information prohibited from disclosure under the Seizure and Forfeiture Reporting Act (5 ILCS 140/7.5).

(l) Information including but not limited to evidence and records in the state-wide tracking system pursuant to the Sexual Assault Evidence Submission Act (5 ILCS 140/7.5).

(m) Names and all identifying information relating to an employee, communications, notes, records, and reports arising out of a peer support counseling session under the First Responders Suicide Prevention Act (5 ILCS 140/7.5).

806.6 ARREST RECORDS

Arrest report information that identifies an individual, any charges, time and location of arrest, name of the investigating department, incarceration or bond information shall be furnished as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 140/2.15(a)).

Information concerning an arrest must be made available to the news media for inspection and copying absent specific exceptions. The information shall be made available as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 160/4a; 50 ILCS 205/3b).

If the request is made by a criminal defendant or an authorized representative (including attorneys), then the Illinois State's Attorney, Village Attorney, Illinois Attorney General, local prosecutor or the courts, as applicable, should be promptly notified.

Persons requesting conviction information should be directed to the ISP.

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806.6.1 REQUESTS TO RETRACT OR DELETE ARREST RECORDS
Requests from a Chief of Police, county Sheriff or State's Attorney to delete or retract arrest records of individuals mistakenly identified should be forwarded to the Custodian of Records for handling (5 ILCS 160/17; 50 ILCS 205/4).

806.7 RELEASED RECORDS TO BE MARKED
Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

806.8 EXPUNGEMENT AND SEALING
Expungement and sealing orders received by the Department shall be reviewed for appropriate action by the Custodian of Records or Freedom of Information Officer. The Custodian of Records or Freedom of Information Officer shall expunge such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction (705 ILCS 405/1-3). Once expunged, members shall respond to any inquiry as though the record did not exist (20 ILCS 2630/5.2).

806.8.1 ARREST RECORDS
When a request is made for arrest records of an individual whose records were retracted or deleted in the case of mistaken identity in accordance with 5 ILCS 160/17 and 50 ILCS 205/4, members should respond that no such records exist.

806.8.2 AUTOMATIC EXPUNGEMENTS FOR CANNABIS OFFENSES
The Custodian of Records should make all automatic expungements within the time frames set in 20 ILCS 2630/5.2.

The Custodian of Records should provide a certificate of disposition or certification of expungement upon inquiry by any individual whose record was expunged (20 ILCS 2630/5.2).

806.8.3 JUVENILE RECORDS
On or before January 1 of each year, the Custodian of Records or Freedom of Information Officer shall expunge juvenile records as required by 705 ILCS 405/5-915.

If the Chief of Police or the authorized designee certifies in writing that certain information is necessary for a pending investigation involving the commission of a felony or with respect to an internal investigation of any law enforcement office, that information and information identifying the juvenile may be retained as provided in 705 ILCS 405/5-915. However, the remaining portion of any records not retained shall be expunged.

If juvenile records might be necessary for use in civil litigation against the department, the government entity that created, maintained, or used the records is not required to expunge the records until two years following the subject's arrest (705 ILCS 405/5-915). However, these

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records shall be considered expunged for all other purposes during this period and the offense that is the subject of the records shall be treated as if it never occurred, as required under 705 ILCS 405/5-923.

In the event a civil lawsuit is filed against the department, the government entity that created, maintained, or used the juvenile records may not expunge the records until two years after the conclusion of the lawsuit, including any appeal (705 ILCS 405/5-915).

Body-worn camera recordings of juveniles shall not be subject to automatic expungement except as otherwise provided in the Portable Audio/Video Recorders Policy.

Within 60 days after receipt of a court expungement order or date of automatic expungement, the Custodian of Records or the authorized designee shall send a written notice of expungement to the subject of the expungement (705 ILCS 405/5-915).

806.9 TRAINING

Prior to assuming the Freedom of Information Officer duties, but within 30 days after being so designated, the Freedom of Information Officer will undergo and successfully complete the electronic training curriculum as developed by the Public Access Counselor. The Freedom of Information Officer shall thereafter be recertified on an annual basis (5 ILCS 140/3.5).

All members who have access to Social Security numbers, from the time of collection to the time of destruction of the records, shall receive training on the protection of such information, pursuant to the Identity Protection Act (5 ILCS 179/35).

806.10 SECURITY BREACHES

Members who become aware that any Barrington Police Department system containing personal information may have been breached should notify the Custodian of Records as soon as practicable.

The Custodian of Records shall (815 ILCS 530/10):

(a) Ensure notice of any breach of the security of personal information is given to the appropriate individuals/entities any time there is a reasonable belief that an unauthorized person has acquired personal information, as defined in 815 ILCS 530/5, stored in any department information system.

(b) Cooperate with the appropriate individuals/entities by providing the date or approximate date of the breach and identifying any steps taken or that will be taken relating to the breach.

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Protected Information

808.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Barrington Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

808.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Barrington Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

808.2 POLICY

Members of the Barrington Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

808.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to (20 Ill. Adm. Code 1240.90):

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Illinois Secretary of State records and the Illinois Law Enforcement Agencies Data Systems (LEADS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

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(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

808.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Barrington Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access (20 Ill. Adm. Code 1240.50).

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution (20 ILCS 2630/7; 20 Ill. Adm. Code 1240.50).

808.4.1 PENALTIES FOR NON-COMPLIANCE OR MISUSE OF RECORDS

The Department of State Police may suspend all or any portion of LEADS service without prior notification as the result of an agency's non-compliance with laws, rules, regulations, or procedures. The Director of State Police may suspend all or part of LEADS service for agency for violations of LEADS laws, rules regulations, or procedures (20 Ill. Adm. Code 1240.110).

It is a Class A misdemeanor to furnish, buy, receive, or possess LEADS information without authorization by a court, statute, or case law (20 ILCS 2630/7).

808.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know (20 Ill. Adm. Code 1240.50; 20 Ill. Adm. Code 1240.80).

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

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808.5.1 AUTHORIZED LEADS RECIPIENTS
Access to LEADS requires qualification under the criteria set forth in 20 Illinois Administrative Code 1240.30. LEADS operators shall use the terminal only for those purposes for which they are authorized. The individual receiving a request for criminal justice information must ensure the person requesting the information is authorized to receive the data (20 Illinois Administrative Code 1240.50).

808.5.2 BACKGROUND AND TRAINING PROGRAM
All personnel authorized to process or release LEADS data shall be required to complete a background and training program prescribed by the Records Supervisor. The Training Bureau shall coordinate the course to provide training in the proper use, control, and dissemination of LEADS data (20 Illinois Administrative Code 1240.50).

808.5.3 RELEASE OF LEADS DATA

(a) The LEADS network and LEADS data shall not be used for personal purposes.

(b) Personal or unofficial messages shall not be transmitted.

(c) LEADS data shall not be sold.

(d) LEADS data shall not be disseminated to any individual or organization that is not legally authorized to have access to the information (20 Ill. Adm. Code 1240.80).

(e) LEADS data shall not be included on the violator's copy of any citation not delivered hand-to-hand to the violator. This specifically includes citation copies left on an unattended vehicle, a building or other place where the violator is not present to receive the citation. LEADS data will continue to be included on other copies of the citation that are kept by the employee and/or the Department (18 USC § 2721 through 18 USC § 2725).

808.5.4 COMPUTER TERMINAL SECURITY
Each LEADS agency must ensure that all LEADS computer devices are placed in a location under the direct control and supervision of authorized criminal justice personnel and are inaccessible to the public or persons not qualified to either operate, view, or possess LEADS and/or NCIC transmitted or received data. The computer site and/or terminal area must have adequate physical security to protect against any unauthorized personnel gaining access to the computer equipment or to any of the stored data (20 Illinois Administrative Code 1240.50).

808.6 SECURITY OF PROTECTED INFORMATION
The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

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(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems (20 Ill. Adm. Code 1240.50).

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

808.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it (20 Ill. Adm. Code 1240.80). This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal) (20 Ill. Adm. Code 1240.50).

808.6.2 MAINTENANCE AND TECHNICAL SERVICES

The personnel security requirement for a LEADS agency requires conformance with 20 Ill. Adm. Code 1240.50. Generally, no person may provide maintenance or technical services at or near LEADS equipment unless they are of good character and have not been convicted of a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction. Any person may have his/her authority to provide maintenance or technical services at or near LEADS equipment denied if he/she is charged with a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction (20 Ill. Adm. Code 1240.50(3)).

808.6.3 PROTECTION OF LEADS DATA

LEADS data shall not be included on the violator's copy of any citation that is not delivered by hand to the violator. This specifically includes citation copies left on an unattended vehicle, a building or any other place where the violator is not present to receive the citation. LEADS data will continue to be included on other copies of the citation that are kept by the employee and/or the Department (18 USC § 2721 through 18 USC § 2725).

808.7 PENALTIES FOR NON-COMPLIANCE OR MISUSE OF RECORDS

The Department of State Police may suspend all or any portion of LEADS service without prior notification as the result of an agency's non-compliance with laws, rules, regulations, or procedures (20 Illinois Administrative Code 1240.110). The Director of State Police may suspend all or part of LEADS service for agency for violations of LEADS laws, rules regulations, or procedures (20 Illinois Administrative Code 1240.110).

It is a Class A misdemeanor to furnish, buy, receive, or possess LEADS information without authorization by a court, statute, or case law (20 ILCS 2630/7).

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Employees who divulge the content of any criminal record to anyone other than authorized personnel, or obtain, or attempt to obtain, information from LEADS files other than that to which they are entitled in accordance with their official duties, or violate any LEADS laws, rules regulations or procedures is a violation of Policy Manual § 340.3.7(a) and subject to discipline (20 Illinois Administrative Code 1240.50).

808.8 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

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Animal Control

816.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

816.2 [ANIMAL CONTROL] RESPONSIBILITIES

Animal control services are generally the primary responsibility of [Animal Control] and include the following:

(a) Animal-related matters during periods when [Animal Control] is available.

(b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that [Animal Control] is available for investigation and resolution.

(c) Follow-up on animal-related calls, such as locating owners of injured animals.

816.3 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture and pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to the public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

(c) An animal is creating a traffic hazard.

(d) An animal is seriously injured.

(e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.

(f) This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.

(g) With the owner’s consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.

(h) If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

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816.4 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact the owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

816.4.1 INJURED WILDLIFE

(a) Injured wildlife should be referred to one of several locations as applicable and depending upon available resources and type of animal:

1. A local Rehabilitator, preserve or wildlife care center
2. A shelter by the Anti-Cruelty Society, Illinois Society for the Prevention of Cruelty to Animals (SPCA), or the Illinois Department of Natural Resources

(b) Injured wildlife may be briefly held and transported to wildlife Rehabilitators licensed by the State of Illinois. In addition, migratory birds may be taken only to Rehabilitators who are in possession of appropriate Federal permits issued by the United States Fish and Wildlife Service (USFWS).

(c) The driver involved in a deer accident may take possession of the dead animal. If the driver does not want the deer, any Illinois resident may claim it (17 Ill. Adm. Code 750.10).

816.5 POLICY

It is the policy of the Barrington Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

816.6 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced including but not limited to cruel treatment of animals, aggravated cruelty to animals, animal torture, animal fighting, and animals confined in vehicles (510 ILCS 70/3.01; 510 ILCS 70/3.02; 510 ILCS 70/3.03; 510 ILCS 70/4.01; 720 ILCS 5/48-1; 510 ILCS 70/7.1):

(a) An investigation should be conducted on all reports of animal cruelty.

(b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.

(c) Members may enter during normal business hours on a premise where the animal is housed or kept for the purpose of conducting an investigation except such entry shall not be made into a person’s residence without a search warrant or court order (510 ILCS 70/10).

(d) Members who lawfully seize an animal shall comply with impound and notice requirements (510 ILCS 70/3.04; 510 ILCS 70/4.02).

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816.7 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

816.8 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

816.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), because such calls may involve significant quality-of-life issues.

816.10 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

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Matron Duty

817.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedure for using Matrons.

Female personnel assigned as Matrons will be supervised by the Watch Commander. A police officer will be available to assist the Matron when handling prisoners. If there is a female police officer on-duty, and shift coverage permits the Watch Commander will authorize the use of the female police officer as the Matron. If there is a Records Clerk/Police Assistant on duty, the Records Clerk/Police Assistant will be utilized as a Matron. The female police officer will be available for other assignments.

The Records Clerk/Police Assistant that is acting as a Matron will conduct the mandatory periodic prisoner checks. If the prisoner requires constant care, the Records Clerk/Police Assistant will be required to fulfill that need. If there is not a Records Clerk/Police Assistant on duty, the female Police Officer will assume the duty and will not be required to take other assignments.

At the conclusion of the female Police Officer or Records Clerk/Police Assistant regular shift, the oncoming female Police Officer or Records Clerk/Police Assistant will assume the Matron duties. If there is not a female Police Officer or Records Clerk/Police Assistant working the relief shift, a matron will be called (according to the callback by seniority) to continue matron duties. Matrons will be trained in the proper search techniques for female prisoners and the procedures for custody situations.

817.1.1 MATRON QUALIFICATIONS

Matrons must be at least 18 years of age. Matrons must be trained in proper search techniques, Matron procedures and responsibilities as this and other General Orders specify. Matrons must be physically able to perform the required duties. Matrons must be available to work varying hours.

817.1.2 DUTIES AND RESPONSIBILITIES

Matrons must complete a thorough search before incarcerating a prisoner and when releasing a prisoner. This is to include temporary (2 hours or less) prisoners that are held in the Holding Cell only. (If the Watch Commander reasonably believes that the prisoner will be released on bond before a Matron arrives, the decision to not call in a Matron is acceptable, unless safety is an issue). Any strip search must be approved by the Watch Commander.

Items to be removed from custody (i.e., belt, shoes, stockings, etc.,) will be approved by the arresting officer. Matrons must make visual checks of prisoners every 30 minutes. Juveniles must be checked every 15 minutes. If it is determined that a prisoner is potentially suicidal, or there are other unusual circumstances, the Watch Commander may require constant direct monitoring.

Update the jail log noting the time/date and Matrons initials for each prisoner check. Any related or unusual circumstances should be noted on the jail log. Ensure that the prisoner is fed in the event the prisoner is in custody for a period that normally would require a meal.

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Special services (i.e., phone calls, medication, etc.,) will be granted only with the permission of the arresting officer or the on-duty Watch Commander. All of the prisoner's belongings at the time of arrest will be inventoried and logged. At the time of release, the items will be returned to the prisoner and notations made on the jail sheet.

817.1.3 MATRON ASSIGNMENT

On-duty

A Matron will be assigned, utilizing the following on-duty personnel in order:

- Police Officers
- PSO

Records Clerk/Police Assistant

Off-duty

If there is no on-duty personnel with Matron training, the assignment will be made by seniority from the list of Matrons maintained in the Records office. A minimum of two (2) hours overtime will be paid. Including if the prisoner is released prior to the Matron's arrival.

If the Matron responsibility continues into the next shift and that shift has a qualified Matron on duty, then the regular on-duty Matron will take over the Matron duties, replacing the off-going Matron.

All Matron Employees can work for no more than 16 continuous hours without at least six hours off duty. An emergency declaration by the Chief of Police can extend the 16-hour limitation. The Matron may take a break between prisoner checks, (i.e., step outside) but must remain at the department for meals. In the event that a Matron is on overtime status and her regular shift begins, she will remain as the Matron, as long as she is within the time limitations stated above.

One Matron may be assigned to monitor up to 3 female prisoners. At the Watch Commander's discretion, an additional Matron may be called in if it becomes necessary to have a Matron escort the prisoner to a bond hearing, hospital, etc. The second Matron should monitor the prisoner(s) remaining at the police department.

817.1.4 MATRON COMPENSATION

Matron services provided during the employee's normal duty hours will be paid at their normal duty rate. Matron services provided during other than the employee's normal duty hours will be paid at their overtime rate. Compensatory time may be earned in lieu of the overtime rate of pay. Female police officers will not receive additional compensation for acting as the matron during on-duty time.

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CAD Dispatch Procedures

819.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines in which police calls are dispatched in conjunction with the mobile data terminal in a safe, proper, and professional manner.

DEFINITIONS

CAD (Computer Aided Dispatch): Computer aided dispatch is a computer based system which will automate much of the dispatch activity currently performed by the telecommunicator. This includes automatic assignment of units based on address or location, recording of dispatch response times without the need for time stamp cards, and automatic coverage for units which are currently on assignment or otherwise out of service.

MDT (Mobile Data Terminal): The radio and video display equipment installed in a police vehicle that allows for the transfer of data using digital radio signals.

819.1.1 CALL PRIORITY

The priority of a call ranging from 1 through 9 and is assigned by the CAD system and modified as necessary by the telecommunicator. The priority code indicates the urgency of a call. The priority of calls is defined as follows:

- Priority
- Emergency
- Immediate
- Routine
- Delayed Report
- Undefined
- Low Priority

819.1.2 IMPLEMENTATION

Unless the MDT system is not in operation, the telecommunicator shall dispatch police calls for service in the following manner.

Emergency calls

Immediately assign a primary unit and backup unit to the incident in the CAD system according to the recommendations by the CAD system. If the telecommunicator has personal knowledge of circumstances that affect the CAD recommendations, the telecommunicator may override.

Announce the primary unit number, backup unit number and the nature and location of the call. Primary unit responds first, followed by the backup unit responding. When the primary officer advises to go ahead with the call, the telecommunicator will then say the primary unit number again

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along with the backup unit(s) number and proceed with the call. It is the officer's responsibility to advise CenCom if the primary unit changes.

Non-emergency calls

Immediately assign a primary and backup unit (as needed) to the incident in the CAD system according to recommendations by the CAD system. Announce the primary unit number, the nature and location of the call. When the primary officer advises to go ahead with the call, the telecommunicator will then say the primary unit number again along with the backup unit(s) number and proceed with the call. It is the officer's responsibility to advise CenCom if the primary unit changes.

Modified dispatch

In cases where call information is of a sensitive or confidential nature, the telecommunicator shall use this dispatch procedure where the nature and location of the call are not broadcast. Immediately assign a primary and backup unit to the incident in the CAD system according to recommendations by the CAD system.

If the telecommunicator has personal knowledge of circumstances which affect the CAD recommendations, the telecommunicator may override. Announce the unit number of the assigned unit and advise of call. Upon acknowledgment, inform the assigned unit to "monitor the MDT for a call." Notify the shift supervisor, if available, in person, by phone, or by MDT message of the nature and location of the call.

Send overnight parking information to appropriate officer/OIC for approval. They will be closed out by the officer/OIC via the MDT by - Approved 9991 / Denied 9992. For noise complaints, assign to primary unit (backup if needed) and then send to appropriate officer/OIC to advise where the officers are going to be.

Calls that qualify for modified dispatch include, but are not limited to:

- Sexual assault reports
- Child abuse reports
- Death notifications
- Narcotics trafficking complaints
- In-progress calls where offender may have access to a scanner
- Any other call of a sensitive or confidential nature

819.1.3 OFFICER RESPONSIBILITY

Officers are to initiate all elements of the incident into the CAD once it is dispatched to them by voice unless it is an emergency hot call, then the officers will advise by radio. i.e. en route, on scene and back in service. CenCom is not to close out calls except when officers are not equipped with MDT's. Officers are responsible for closing their own calls.

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All information to include: 10-27's, 10-28's, CQH inquiries, warrant checks and any other information relevant to the call should be attached to the incident as soon as available.

819.1.4 CAD DISPATCH PROCEDURE
EXAMPLES OF RADIO CALLS

Emergency Call

"7511, 7521 domestic in progress at 215 East Main Street"

"7511, Go Ahead; 7521, Go Ahead"

"7511, 7521 domestic in progress, 215 East Main Street."

Any additional information will be given to the officers over the air to include weapons, intoxication, number of people involved, etc.

Non-Emergency Calls

"7507, lock out at 616 West Main Street"

"7507, Go ahead"

"7507, lock out, 616 West Main Street"

Modified Dispatch

"7532, 7542 call"

"7532, 7542, go ahead"

"7532, 7542, monitor your MDT for a call"

Notify shift supervisor

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CAD Emergency Traffic Only Status

821.1 PURPOSE AND SCOPE

The purpose of this policy is to explain the function of the dispatch center and the responsibility of the effected police, fire and public works departments when the dispatch center goes to emergency traffic only status.

It shall be the policy of CenCom to handle all radio and telephone traffic in a timely and efficient manner. In the case of an emergency situation or other significant incident where the personnel on duty are not able to handle all radio and telephone traffic in a reasonable period of time, CenCom shall declare itself available for priority or emergency traffic only.

821.1.1 IMPLEMENTATION

When radio and/or telephone traffic handled by CenCom becomes overwhelming due to an emergency situation or other significant incident, CenCom personnel shall follow these guidelines:

Telecommunicators shall attempt to prioritize radio and telephone traffic in order of urgency. In no instance shall the dispatch of emergency personnel to a life-threatening or potentially life-threatening incident be delayed by non-emergency radio or telephone traffic.

Communications personnel faced with such an emergency situation shall notify all units on police, fire, and public works channels that CenCom is available for priority traffic only. This notification shall be broadcast to all units on the police, fire, and public works radio channels subsequent to the transmission of the broadcast alert tone.

Once CenCom has declared itself available for priority traffic only, no police, fire, or public works unit shall initiate radio traffic with CenCom unless such radio traffic is of an emergency nature. Fire and police units arriving at the scene of dispatched calls may transmit their location and size-up information for the purpose of recording that information on the tape log.

For the purposes of this policy, priority traffic is defined as any radio traffic which communicates information essential to the operation or safe handling of a dispatched incident, or any radio traffic which is necessary due to a life-threatening, potentially life-threatening, or other potentially harmful incident. This does not include registration checks, routine traffic stops, requests for the gas pumps, or other similar traffic.

Officers making traffic stops shall communicate their traffic stop information to another officer for officer safety purposes. Registration and drivers license information may be run through an officer driving an MDT/laptop equipped squad.

CenCom personnel shall ensure that any such incident be mitigated as soon as possible and return to normal operating status. In the event that CenCom becomes unavailable for a protracted period of time, the Patrol Supervisor and Communications Supervisor shall be notified of the situation and a CAD incident shall be initiated. The notes of the incident shall include reasoning for emergency traffic.

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CAD Emergency Traffic Only Status

Upon the return to normal operating status, CenCom personnel shall notify all units on the police, fire, and public works channels using the broadcast alert tone.

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Emergency Key Activation

823.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use and testing of the MDT Emergency Key.

823.1.1 IMPLEMENTATION

The MDT Emergency Key provides a method of notifying dispatch when a police officer is under duress. These guidelines ensure that there is a prompt response to an actual emergency key activation.

823.1.2 COMMUNICATION RESPONSIBILITIES

The telecommunicator shall immediately act on the receipt of an emergency key activation using the following procedure. Check the status of the unit and advise that the emergency key has been activated. The telecommunicator shall wait for a "10-2" response from that unit.

If there is no "10-2" response from the unit, the telecommunicator shall initiate an emergency incident with the last known location of the distressed unit in the CAD system and send the incident to all other units via MDT.

If a unit is distressed and is being forced to answer the radio, the unit will advise CenCom by using his/her body number and advise 10-12.

Example: "131, 10-12"

If there is a "10-12" response from the distressed unit, the telecommunicator shall dispatch the closest available unit to visually observe the distressed unit and confirm that there is no problem if the officer is at a location for an incident or traffic stop.

823.1.3 EMERGENCY BUTTON TESTING

Testing of the Emergency button will begin by first notifying dispatch that you wish to test the Emergency button. When acknowledged by dispatch, and not before, the Emergency button may be tested. After testing the button, advise dispatch that the test is complete.

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Police CAD Procedure

825.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines for the safe, proper, and professional use of the police MDC equipment.

DEFINITIONS

MDC: The radio and video display equipment installed in a police vehicle which allows for the transfer of data using digital radio signals.

MDC SYSTEM: The radio system, computer system, and all hardware and software necessary for the operation of the MDC.

825.1.1 IMPLEMENTATION

When assigned to any vehicles equipped with an MDC, officers shall conform to the following guidelines:

Any correspondence using CAD messaging or electronic mail system is subject to review by appropriate Department staff. Personnel using these systems have no reasonable expectation of privacy.

Personnel assigned to vehicles equipped with Mobile Data Computers are expected to optimize their use. Personnel assigned to a vehicle not equipped with a MDC or Laptop must transact all information using voice radio. Department members will adhere to all applicable Policies and Procedures established by the CAD User Group Committee.

Officers shall log in on the MDC system when performing regular patrol duties in an MDC equipped vehicle using their assigned unit number. Officers are expressly prohibited from logging into the MDC system using another officer's unit number. Officers shall not operate an MDC assigned and logged in by another unit, unless requested by the officer assigned to that unit. This does not apply to officers that are in the FTO Program that are training with another officer. When an FTO has an officer training, they will contact dispatch to have both officers logged into the CAD System.

Officers shall ensure the physical security of the MDC by keeping the patrol unit locked if possible, whenever the unit is not in that officer's view. Priority calls and officer safety issues shall take precedence over this policy as circumstances warrant. Officers will make every attempt to secure the MDC information from prisoners, citizens, etc. Officers shall not divulge any information obtained from the MDC system, except as expressly required in the performance of their duties.

825.1.2 USE OF CAD SYSTEM

Officers shall report malfunctions, damage, or problems with MDC equipment in a timely manner to their supervisor.

Officers will advise CenCom via radio or telephone of 10-41's and 10-42's. All officers will be responsible to advise CenCom by voice as well as CAD that they are en route, on the scene and in service. It is important for the officers to press the appropriate keys so that CAD records accurate

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times. It is appropriate for the Telecommunicator to remind the officer to press the proper buttons. Telecommunicators are not to do it for the officers.

Telecommunicators are not to put units en route, at the scene (unless an emergency hot call) or to close out the call. One exception to this is if the officer requests CenCom to close out the call for them. It is important to note that until the officer closes out the report, the CAD System continues to hold the unit not available for another call.

When entering routine On Scene at incidents, the officer should wait for the MDC acknowledgment to verify entry of the call and notify the telecommunicator of the On Scene incident.

Example: "7542, out at 123 W. Main St. for an ordinance violation."

Officers should request dispatch to assign report numbers and validate addresses on self-initiated calls. Officers assigned to MDC equipped patrol vehicles shall ensure that all their assigned calls have been closed and shall log off the MDC system at the end of their shift. The officer must advise the Telecommunicator verbally, via radio, that they are logged off so that CenCom can take the unit off the CAD System.

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Vacation Home Watch

827.1 PURPOSE AND SCOPE

The Vacation Home Watch program is a service provided by the Barrington Police Department to the residents in this police jurisdiction. The purpose of this program is to ensure that they will periodically inspect the resident's home to ensure that the home is secure. Also, in the event a problem does occur, e.g., criminal damage to property, fire, an unlocked door, a burglary, etc., that the problem can be referred to someone and corrected as soon as possible. Regardless whether this policy is followed neither the Village of Barrington or its police department will not be held liable for any problem that may occur during this vacation watch period.

DEFINITIONS

VACATION HOME WATCH: Where the homeowner will be gone for two or more days and the homeowner requests that the department be notified of that fact. Normally, the homes must be unoccupied during this time, however if there are unsupervised minor children (under 21) left at home, a vacation watch will be accepted. The homeowner should have a reliable keyholder or telephone number where contact may be made if necessary. The keyholder should be aware by the homeowner of his or her responsibility, and will be responsible for securing the home if requested to do so. When vacation home watches are made for extended periods of time, more than 30 days, the homes will be checked at least once per week. This would apply to extended vacations, vacant homes, those under construction, or for homes shown by Realtors.

827.1.1 RECORDS/COMMUNICATION RESPONSIBILITIES

All requests for vacation home watches will be received by Records personnel. The homeowner must be told to contact the Department upon their return. Upon notification, an inspection form will be fully completed and forwarded to Communications. Upon receiving a vacation home watch, records personnel will assign the appropriate number series. Numbers series are Barrington 100 Series. Reassignment of these numbers will be done as the vacation home watches are canceled, therefore the numbering system will continually revolve.

Upon receiving a vacation home watch, Records personnel will place the duplicate copy in the appropriate Village binder. Retain the original in the records department. Originals will be kept in numerical order.

Upon expiration of a vacation home watch, the homeowner should be contacted by Records personnel if they have not already called, to verify their return. If the homeowner has returned, the patrol copy should be pulled and forwarded to Records. The copy of the vacation home watch with the inspection entries will be kept by the Records Division for one (1) year.

827.1.2 PATROL RESPONSIBILITIES

The "A & B" day shift Watch Commanders will be responsible for making the vacation home watch assignments. The vacation home watches shall be assigned to the district patrol officer. Inspections should be done at least every third day, and alternated between the "A & B" day

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shifts (days and afternoons if 8 hour shifts). When the home is checked, it should be noted on the vacation home watch inspection form.

827.1.3 VACATION WATCH AND INSPECTION FORM

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Community Notification System

829.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures for the request of information to and from the general public utilizing the Community Notification System.

829.1.1 DEFINITIONS

Community Notification System:

A system for calling a list of phone numbers and sending e-mail notifications within a specified geographic area or the entire Village of Barrington, in order to provide a pre-recorded message to citizens or businesses within that area. The database or the system currently consists of published residential and business telephone numbers, along with e-mail addresses added by residents and businesses, within the Village of Barrington.

829.1.2 SYSTEM USAGE

Uses of the Community Notification System include, but are not limited to alerting an area to the presence of a fleeing felon, providing evacuation information to a specific geographical area, and informing selected community groups, organizations, or businesses about criminal activity. The system will also be used to provide information on significant traffic problems, lost children and provide urgent information concerning public safety with the intent of protecting life and or property.

Topics not suited for transmission include the advertising or promotion of products or individuals, profit making messages for any group, or political messages.

829.1.3 RESPOSIBILITY AND AUTHORIZATION

The Village of Barrington will designate a system administrator. The system administrator will be the point of contact for the system provider. The system administrator or his designee will test the system provider.

Residents and businesses can request cell phone numbers, unlisted telephone numbers, and e-mail addresses be added to the Emergency Notification system database. Residential and business information located within or in very close proximity to the corporate limits of the Village of Barrington shall be accepted into the system. Contact information may be phoned into the Police Department Records office. A clerk shall gather all required information. The information shall then be entered into the Community Notification database. Information may also be entered via the link provided on the Village's website. The Chief of Police, Deputy Chief, or his/her designee will authorize the addition or deletion of the names of citizens or businesses within the system.

The Chief of Police and Deputy Chief shall be authorized to activate a message utilizing the Community Notification System. Watch Commanders, Investigators and the Crime Prevention Officer may draft and submit messages for approval by the Chief of Police or Deputy Chief.

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829.1.4 LAUNCHING AND DOCUMENTATION OF A MESSAGE

After a message has been authorized the message shall be forwarded to the Records Department. The message will be created and launched immediately for emergency messages and in a timely fashion for non-emergency messages.

Important, pressing information called in by residents or businesses shall be forwarded to the on-duty Watch Commander, who will decide if the information requires immediate follow up or can be held and forwarded to the appropriate department personnel. Information of a less pressing nature, crime prevention alerts, and emergency notifications issued by other Village Departments shall be forwarded to voicemail box or extension of the issuing individual or other designated person in the emergency message.

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the Dispatch Center

830.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of the Dispatch Center. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

830.2 POLICY

It is the policy of the Barrington Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between the Dispatch Center and department members in the field.

830.3 THE DISPATCH CENTER

The communications function is vital and central to all emergency service operations. The safety and security of the Dispatch Center, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for the Dispatch Center.

Access to the Dispatch Center shall be limited to the Dispatch Center members, the Watch Commander, command staff and department members with a specific business-related purpose.

830.4 RESPONSIBILITIES

830.4.1 COMMUNICATIONS SUPERVISOR

The Chief of Police shall appoint and delegate certain responsibilities to a Communications Supervisor. The Communications Supervisor is directly responsible to the Patrol Deputy Chief or the authorized designee.

The responsibilities of the Communications Supervisor include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Dispatch Center in coordination with other supervisors.

(b) Scheduling and maintaining [dispatcher] time records.

(c) Supervising, training and evaluating [dispatcher]s.

(d) Ensuring the radio and telephone recording system is operational.

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Processing requests for copies of the Dispatch Center information for release.

(f) Maintaining the Dispatch Center database systems.

(g) Maintaining and updating the Dispatch Center procedures manual.

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1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.
2. Ensuring compliance with established policies and procedures.

(h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

(i) Maintaining a current contact list of Village personnel to be notified in the event of a utility service emergency.

830.4.2 ADDITIONAL PROCEDURES

The Communications Supervisor should establish procedures for:

(a) Recording all telephone and radio communications and playback issues.

(b) Storage and retention of recordings.

(c) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).

(d) Availability of current information for [dispatcher]s (e.g., Watch Commander contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).

(e) Assignment of field members and safety check intervals.

(f) Emergency Medical Dispatch (EMD) instructions.

(g) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).

(h) Protection of essential equipment (e.g., surge protectors, gaseous fire suppression systems, uninterruptible power systems, generators).

(i) Protection of radio transmission lines, antennas and power sources for the Dispatch Center (e.g., security cameras, fences).

(j) Handling misdirected, silent and hang-up calls.

(k) Handling private security alarms, if applicable.

(l) Radio interoperability issues.

830.4.3 [DISPATCHER]S

[Dispatcher]s report to the Communications Supervisor. The responsibilities of the [dispatcher] include, but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:

1. Emergency 9-1-1 lines.
2. Business telephone lines.

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3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
5. Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through the Dispatch Center, Department and other law enforcement database systems (e.g., ILETS, NCIC).

(d) Monitoring Department video surveillance systems.

(e) Maintaining the current status of members in the field, their locations and the nature of calls for service.

(f) Notifying the Watch Commander or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

830.5 CALL HANDLING

This Department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the [dispatcher] will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the [dispatcher] determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the [dispatcher] determines that the caller is a limited English proficiency (LEP) individual, the [dispatcher] should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a

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language-appropriate authorized interpreter is available in the Dispatch Center, the [dispatcher] should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the [dispatcher] is unable to identify the caller's language, the [dispatcher] will contact the contracted telephonic interpretation service and establish a three-party call connecting the [dispatcher], the LEP individual and the interpreter.

[Dispatcher]s should be courteous, patient and respectful when dealing with the public.

830.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the [dispatcher] has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Watch Commander shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

830.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the [dispatcher] to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the [dispatcher] returning to the telephone line or when there will be a delay in the response for service.

830.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by [dispatcher]s to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

(a) Members acknowledging the [dispatcher] with their radio identification call signs and current location.

(b) [Dispatcher]s acknowledging and responding promptly to all radio transmissions.

(c) Members keeping the [dispatcher] advised of their status and location.

(d) Member and [dispatcher] acknowledgements shall be concise and without further comment unless additional information is needed.

The Communications Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

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830.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE
Barrington Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

830.6.2 RADIO IDENTIFICATION
Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. [Dispatcher]s shall identify themselves on the radio with the appropriate station name or number, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the [dispatcher]. The use of the call sign allows for a brief pause so that the [dispatcher] can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

830.7 DOCUMENTATION
It shall be the responsibility of the Dispatch Center to document all relevant information on calls for service or self-initiated activity. [Dispatcher]s shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member’s arrival.
- Time of member’s return to service.
- Disposition or status of reported incident.

830.8 CONFIDENTIALITY
Information that becomes available through the Dispatch Center may be confidential or sensitive in nature. All members of the Dispatch Center shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Motor Vehicle records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to

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authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

830.9 TRAINING AND CERTIFICATION

[Dispatcher]s providing EMD pre-arrival instructions shall be trained on the department-approved priority reference system and shall retrain annually (210 ILCS 50/3.70).

The Training Coordinator should ensure [dispatcher]s complete the sexual assault and sexual abuse training curriculum established in 20 ILCS 2605/2605-53(b) and 83 Ill. Adm. Code 1325.415.

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Explorer's Program Post #130

831.1 PURPOSE

The purpose of this Policy is to provide guidelines and procedures governing the operation of the Explorer’s Post #130.

831.2 POLICY

It shall be the policy of the Barrington Police Department to establish and facilitate an Explorer’s Post to foster a cooperative partnership between the Barrington Police Department and the youth from neighboring communities for the purpose of providing experiences to help them mature and to enhance community relations.

831.3 OBJECTIVES AND GOALS

1. Learn about Law Enforcement
2. Enhance leadership skills
3. Become active members of our community

831.4 DUTIES OF AN EXPLORER

A. Those who participate in the Explorer Post #130 may be assigned to law enforcement related community service functions. They can also be used as a resource in emergencies and large scale special events. Explorers are not sworn Police Officers. They are not commissioned as Law Enforcement Officers and do not have the authority to make full custody arrests. Community service functions that Explorer would be utilized for include:

1. Traffic direction: Explorers will be supervised by sworn Officers or Community Service Officers (CSO) and will assist in the safe and proper flow of traffic at various functions throughout the Village. At no time are Explorers to engage in enforcement activities.

2. Foot Patrols: Explorers will be paired with each other, sworn Officers or CSOs and will assist in foot patrol activities at various functions throughout the Village. At no time are Explorers to engage in enforcement activities.

3. Attendance at special trainings, such as those sanctioned Explorer Trainings outside of the Barrington Police Department, must be approved through command and may also require a sworn Officer or explorer advisor of the same sex of the explorer be present during training. The supervising Officer/advisor may be from a different department.

B. Those who participate in Explorer activities will receive training in those authorized and assigned duties by qualified Barrington Police Department personnel.

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C. Those who participate in community service functions that involve interacting with the public shall have training to include at a minimum certification in CPR/AED First Aid Training and a review of Bloodborne Pathogen training.

D. Explorers will wear a designated uniform which is distinctly different than sworn Barrington Police Officers:

1. Short sleeve shirt, gray in color, displaying an Explorer Badge and Explorer shoulder patches

2. Pants, black in color

3. Leather belt, black in color

4. Boots, black in color

831.5 INSTRUCTOR SELECTION

The selection of the Police Officer instructors will be on an assigned basis with consideration given to the Officers area of expertise. Assignments will be made by the Chief of Police or designee.

The instructors will be able to:

1. Exercise quiet self control.

2. Be sympathetic toward the cause.

3. Be firm in his/her decisions.

4. Be intelligent in his/her choice of words.

831.6 ACADEMY CURRICULUM (CONTENT)

(a) The Explorer curriculum runs on a continuous basis for 12 consecutive months unless otherwise noted.

(b) The instructors of the Explorer Post #130 will address areas of police work including but not limited to the following:

1. Traffic Direction
2. Radio Communication
3. First Aid/CPR

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4. Court System
5. Investigations
6. Criminal Law

(c) Meetings will be two (2) hours in length and be conducted on one night per month unless otherwise noted.

831.7 RIDE ALONG PROGRAM

A. The purpose of the Barrington Police Department Explorers Post ride along program is to educate and involve the Explorers in patrol operations and give them an insight to Law Enforcement

(a) Explorers under the age of 16 years old are not allowed to participate in the Ride-Along program. Explorers 16 to 18 years of age are required to comply with all Illinois statutes/Village ordinances pertaining to curfew and the Illinois Graduated Driving program. In order to ensure that Explorers partake in all activities of the post, and to provide an equal opportunity for all members, Explorers will be limited to participating in the Ride-Along program based on the on the number of hours expended on other Post activities. The Barrington Police Department Ride Authorization form must be completed and turned in to the Officer conducting the ride along.

(b) Refer to The Ride Along Program Guidelines for procedures and forms.

831.8 PARTICIPANT APPLICATION PROCEDURES

A. Participation is open to anyone at least 14 years of age and graduated from eighth grade, to 21 years of age or until the end of their explorer term during the year they turn 21. The participant does not have to attend a Barrington school.

(a) Interested youth will complete an application form and waivers.

(b) Applicants will consent to a criminal history check. Existence of a criminal history will not necessarily disqualify an applicant.

(c) Enrollment will be limited to thirty (30) participants.

(d) Exceptions may be made upon approval of the Chief of Police and the Post Advisors.

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831.9 COMPLIANCE

It shall be the responsibility of all Officers, Supervisors and Administrative Personnel to comply with all sections of this directive.

831.10 ATTACHMENTS

See Attachment A: Barrington Police Department Explorer’s Post #130 Application

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Chapter 9 - Custody

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Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Barrington Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults who are in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the Barrington Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Barrington Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

The maximum period of detention in a jail should not normally exceed 48 hours, except when detention occurs at the beginning of a weekend or holiday (20 Ill. Adm. Code 720.30).

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Barrington Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

(b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody.

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1. If the detainee has a prescription at the time of booking, or another person brings a prescription medicine to the station for the prisoner, the prescription must be verified prior to administering the medication. Absolutely no medication will be administered without a physician's (or designee) authorization and verification. The shift commander will administer any medication and ensure the prisoner actually takes the medication. This will be logged on the prisoner processing form.
2. Department personnel will not dispense any medication not prescribed by a physician.

(c) Any individual who is seriously injured.

(d) Individuals who are a suspected suicide risk (see the Civil Commitments Policy).

1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated. Any individual deemed by the arresting officer, other departmental officer, or supervisor to be intoxicated to the degree that medical attention is deemed necessary; or who has a BAC of .30 or higher will not be placed into a cell. The arresting officer or other department member will remain with the individual in the processing area and request paramedics for transportation to a medical facility for assessment.

(g) Any individual who has exhibited extremely violent or continuously violent behavior.

(h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.

(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

(j) Any individual with a known history of a mental disorder or mental defect, or who shows evidence of such condition (20 Ill. Adm. Code 720.30).

1. If the officer taking custody of an individual believes that he/she may have such a history or condition, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

(k) Officers taking custody of a person who exhibits any of the above conditions should immediately notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

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900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.60).

At least one female department member should be present when a female adult is in temporary custody and should be available for supervision during periods of personal hygiene such as using the toilet (20 Ill. Adm. Code 720.25). In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process.

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.3.3 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

(a) Authorized members entering for official business purposes.

(b) Emergency medical personnel when necessary.

(c) Any other person authorized by the Watch Commander.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the Village jail or the appropriate mental health facility.

The officer should promptly notify the Watch Commander of any conditions that may warrant immediate medical attention or other appropriate action. The Watch Commander shall determine

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whether the individual will be placed in a cell, immediately released or transported to jail or another facility.

900.4.1 SCREENING AND PLACEMENT

The officer responsible for an individual in custody shall:

(a) Advise the Watch Commander of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.

2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):

(a) Continuous, direct sight and sound supervision.

(b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.

(c) Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).

(d) Ensure males and females are separated by sight and sound (20 Ill. Adm. Code 720.50).

(e) Ensure restrained individuals are not placed in cells with unrestrained individuals.

(f) Ensure no more than two individuals are placed in a cell together (20 Ill. Adm. Code 720.50).

(g) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

(h) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Patrol Deputy Chief will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

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(a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.

1. This notification should be documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

1. If the country is on the mandatory notification list, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.

(c) Forward any communication from the individual to his/her consular officers without delay.

(d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.

2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Forward any communication from the individual to his/her consular officers without delay.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the Barrington Police Department, the custody shall be promptly and properly documented in a custody log book and the prisoner sheet, including:

(a) Identifying information about the individual, including his/her name.

(b) Date and time of arrival at the Department.

(c) Any charges for which the individual is in temporary custody and any case number.

(d) Time of all safety checks including (20 Ill. Adm. Code 720.60):

1. The time of check.

2. The signature, initials, badge number or any other personal identifier of the responsible person.

3. Any relevant remarks.

(e) Any medical and other screening requested and completed.

(f) Any emergency situations or unusual incidents.

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(g) Any other information that may be required by other authorities, such as compliance inspectors.

(h) Date and time of release from the Barrington Police Department.

The Watch Commander should initial the log to approve the temporary custody and should also initial the log when the individual is released from custody or transferred to another facility.

The Watch Commander should make periodic checks to ensure all log entries and safety and security checks are made on time.

See attachment: BARRINGTON PRISONER LOG BOOK FORM NON-JUVENILE.pdf

900.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

(a) Safety checks and significant incidents/activities are noted on the prisoner form.

(b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.

1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.

2. This does not apply to surreptitious and legally obtained recorded interrogations.

(c) There is reasonable access to toilets and wash basins (20 Ill. Adm. Code 720.50).

(d) There is reasonable access to a drinking fountain or water (20 Ill. Adm. Code 720.60).

(e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(f) There is privacy during attorney visits.

(g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(j) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access

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to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Barrington Police Department. They should be released or transferred to another facility as appropriate.

900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Watch Commander shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.5.5 TELEPHONE CALLS

Every individual in temporary custody shall be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival (725 ILCS 5/103-3; 20 Ill. Adm. Code 720.20).

(a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense (20 Ill. Adm. Code 720.75).

  1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).

  2. If the individual in custody is a custodial parent with responsibility for a minor child, the officer should assist the individual in the placement of the child with a relative or other responsible person designated by the individual in custody (725 ILCS 5/107-2).

(b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.

  1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.

(c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.

(d) A notice stating telephone calls may be monitored or recorded shall be posted by each telephone from which persons in custody may place calls (20 Ill. Adm. Code 720.75).

900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should

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generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

900.5.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed (20 Ill. Adm. Code 720.70). They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.5.8 ATTORNEYS

A person in custody shall be allowed to consult with a licensed attorney a reasonable number of times and for reasonable periods of time (20 Ill. Adm. Code 720.20(c)).

(a) Attorneys who need to interview a person in custody should do so inside a secure interview room.

(b) Both the attorney and person in custody should be searched for weapons prior to and after being admitted to the interview room.

(c) Attorneys must produce a current Illinois Bar card as well as other matching appropriate identification.

(d) Interviews between attorneys and their clients shall not be monitored or recorded.

<u>BPD Attorney and Client Meeting Option</u>

First option---use a phone call to speak to each other.

Second option---place client in locked holding cell. The attorney will be allowed to speak to the client while in the lockup area and through the holding cell cage. Advise the attorney that the audio in the room will be turned off. However, the video will still be activated for their meeting and the PD is unable to change that part of the system.

Third option---use the top floor interview room. The client will have to be placed into handcuffs before leaving lockup, throughout the meeting and until return to lockup.

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900.5.9 VISITORS

Consistent with safety and security, visitors should be allowed during normal working and evening hours.

Any open or contact visits must be closely supervised. The visitor and the person in custody shall be searched before and after the visit (20 Ill. Adm. Code 720.70).

A sign notifying visitors that they are subject to search must be conspicuously posted (20 Ill. Adm. Code 720.70).

900.5.10 BEDDING

(a) The officer supervising the person in custody should offer the person clean bedding, including one flame retardant mattress, seasonally appropriate blankets and one mattress cover if the mattress cannot be sanitized after prior use (20 Ill. Adm. Code 720.60).

(b) Used bedding will be laundered or otherwise sanitized prior to reissue. Mattresses or mattress covers that have been soiled with body fluids or waste shall be handled using standard universal precautions to reduce exposure to bloodborne pathogens and shall be appropriately laundered, sanitized or discarded (20 Ill. Adm. Code 720.60).

900.5.11 HYGIENE

Individuals in custody shall be supplied with personal hygiene items as needed (20 Ill. Adm. Code 720.60).

Individuals confined beyond 48 hours shall be permitted to shower or bathe once every 48 hours. Clean towels shall be provided when showering or bathing (20 Ill. Adm. Code 720.60).

900.5.12 FOOD SERVICE

Meals will be provided for persons held in excess of six hours as follows (20 Ill. Adm. Code 720.80):

(a) Three meals per day shall be served in accordance with recognized breakfast, lunch and dinner periods.

(b) Food must be of sufficient nutritional value and daily minimum calories.

(c) At least one of the three meals shall be a balanced and complete hot meal if the individual is confined for longer than 24 hours.

(d) A drink other than water shall be served with each meal, if the detainee requests something else.

(e) Special diets shall be adhered to when prescribed by a physician, clinic or hospital designated by the Chief of Police.

(f) Individuals shall be served in their cells. Eating utensils shall be removed from cells after each meal (20 Ill. Adm. Code 720.70).

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(g) Make a notation on the prisoner log describing the meal that has been served to the detainee.

900.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell (20 Ill. Adm. Code 720.60).

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Barrington Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.6.1 PROCEDURES WHEN RESTRAINTS ARE USED

The following provisions shall be followed when utilizing restraints other than the temporary use of restraints such as handcuffing or leg irons to control an individual during movement and transportation inside or outside the facility (20 Ill. Adm. Code 720.60):

(a) Officers applying restraints shall make a written report including:

1. The date and time restraints were applied.
2. The purpose for which the restraints were applied.
3. The type of restraint used.
4. When the restraint was removed.

(b) Restraints shall not be used as punishment, placed around a person's neck, or applied in a way that is likely to cause undue physical discomfort, or restrict blood flow or breathing (e.g., hog-tying).

(c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure.

(d) Members shall conduct direct face-to-face observation at least every 15 minutes to check the person’s physical well-being and behavior. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the officer doing the observation, along with a description of the person’s behavior and any actions taken.

(e) Restraints shall not be utilized any longer than is reasonably necessary. If the person in custody requires restraints for longer than two hours, the person should be transferred to a county or other designated facility.

900.6.2 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

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900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (e.g., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return (20 Ill. Adm. Code 720.25). If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The Watch Commander shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Watch Commander shall attempt to prove or disprove the claim.

900.8 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary (20 Ill. Adm. Code 720.70). An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.

(b) The individual shall constantly be monitored by an audio/video system during the entire custody.

(c) The individual shall have constant auditory access to department members.

(d) The individual's initial placement into and removal from a locked enclosure shall be logged.

(e) Safety checks by department members shall occur no less than every 30 minutes (20 Ill. Adm. Code 720.60).

1. Safety checks should be at varying times.
2. All safety checks shall be logged.
3. The safety check should involve questioning the individual as to his/her well-being.
4. Individuals who are sleeping or apparently sleeping should be awakened.
5. Requests or concerns of the individual should be logged.

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(f) Prior to any member entering an occupied cell, another qualified member shall be present (20 Ill. Adm. Code 720.70).

(g) Cells shall be cleaned after they have been in use. Custodians will check the Barrington Prisoner Log Book daily, for specific cell use and perform cleaning as needed. (20 Ill. Adm. Code 720.90).

900.9 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Patrol Deputy Chief will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Barrington Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate.

(b) Immediate notification of the Watch Commander, Chief of Police and Investigation Deputy Chief.

(c) Notification of the spouse, next of kin or other appropriate person.

(d) Notification of the appropriate prosecutor.

(e) Notification of the Village Attorney.

(f) Notification of the [Medical Examiner/JOP].

(g) Evidence preservation.

900.10 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms and logs have been completed prior to release.

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

(c) It has been confirmed that the correct individual is being released or transported.

(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.

(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

(f) The individual is not permitted in any nonpublic areas of the Barrington Police Department unless escorted by a member of the Department.

(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

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(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.10.1 RELEASE OF PERSONS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS
Arresting officers should make reasonable efforts to contact a responsible adult who is willing to assist a person being released from custody who is under the influence of alcohol or drugs (50 ILCS 705/10.17-5).

900.11 ASSIGNED ADMINISTRATOR
The Patrol Deputy Chief will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

(a) General security (20 Ill. Adm. Code 720.70)

(b) Key control (20 Ill. Adm. Code 720.70; 20 Ill. Adm. Code 720.110)

(c) Sanitation and maintenance (20 Ill. Adm. Code 720.90)

(d) Emergency medical treatment (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)

(e) Escapes and attempted escapes (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)

(f) Evacuation plans

(g) Fire- and life-safety (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.100; 20 Ill. Adm. Code 720.110)

(h) Disaster plans (20 Ill. Adm. Code 720.110)

(i) Building and safety code compliance

(j) Riots (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)

(k) Hostage situations (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)

(l) Major disturbances including bomb threats (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)

(m) Battery on members or individuals in custody (20 Ill. Adm. Code 720.110)

(n) Severe weather and natural disasters (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)

(o) Civil disasters (20 Ill. Adm. Code 720.110)

(p) Vermin and pest control (20 Ill. Adm. Code 720.90)

(q) Contagious disease control (20 Ill. Adm. Code 720.110)

900.11.1 OTHER RESPONSIBILITIES
The Patrol Deputy Chief will also ensure:

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(a) Notice of Rights posters are posted as required (20 Ill. Adm. Code 720.20).

(b) A comprehensive written duty description for each position is maintained and that members are familiar with the written post description prior to assuming the post (20 Ill. Adm. Code 720.25).

(c) The facility meets or exceeds the minimum physical standards as required in 20 Ill. Adm. Code 720.40; 20 Ill. Adm. Code 720.50 and 20 Ill. Adm. Code 720.160.

(d) All fixtures, equipment, wiring and conduits are properly maintained (20 Ill. Adm. Code 720.70).

(e) Rules governing the use of the telephone and visits are established consistent with this policy (20 Ill. Adm. Code 720.75).

(f) Quarterly population reports and extraordinary or unusual occurrence reports are submitted to the Jail and Detention Standards Unit as required by 20 Ill. Adm. Code 720.130.

900.12 RECORDS

The Watch Commander shall ensure a record is maintained for each person in temporary custody with the following information (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.120):

- Name
- Aliases and nicknames
- Address
- Age and date of birth
- Person to notify in case of emergency, including address and telephone number
- Physical description, gender and characteristic marks
- Occupation
- Offense
- Date and time of admission and authority
- Name and title of officers presenting and receiving the person
- Previous arrest record and convictions
- Itemized record of individual's cash and other valuables, expenditures and receipts while in custody
- Disposition of case and authority
- Date of release or transfer
- Physicians' visits, examinations and treatment

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900.13 TRAINING

Department members should be trained and familiar with this policy and any supplemental procedures. Written documentation of training should be maintained (20 Ill. Adm. Code 720.25).

All members responsible for the temporary custody of adults should receive training that includes, but is not limited to (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.100(a)(3); 20 Ill. Adm. Code 720.110):

- Security measures such as use of restraints, force and chemical agents.
- Handling special incidents such as assaults, disturbances, fires, natural disasters, evacuation procedures, escapes, communications and crime scene protection.
- Suicide prevention.
- Identification of signs and management of mentally impaired individuals.
- First aid and CPR.
- Security features of the Barrington Police Department facility used to temporarily hold adults in custody, including the location and use of fire extinguishers, emergency equipment and first aid supplies.
- Department supplemental procedures.
- Illinois Municipal Jail and Lockup Standards.

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Custodial Searches

902.1 PURPOSE AND SCOPE

The purpose of this policy is to establish consistent department procedures which conform to 725 ILCS 5/103 regarding pat-down, booking and strip searches of pre-arraignment detainees.

902.2 DEFINITIONS OF SEARCHES

Pat-Down Search - This is the normal type of search used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the prisoner, or other prisoners.

Booking Search - This search is used in the jail and again involves a thorough patting down of an individual's clothing. All pockets, cuffs, etc., on the clothing are checked to locate all personal property, contraband, or weapons. The prisoner's personal property is taken and inventoried.

Strip Search or Visual Body Cavity Search - This is a search that requires a person to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks or genitalia of such person. This includes monitoring of an arrestee's private underclothing, buttocks, genitalia or female breasts visible to the monitoring employee (725 ILCS 5/103-1(d)).

Physical Body Cavity Search - This is a search that includes physical intrusion into a body cavity other than the mouth (725 ILCS 5/103-1(g)).

902.3 PAT DOWN SEARCHES

When any officer has reasonable suspicion to believe that a person being lawfully detained may possess weapons or other dangerous items, or in such circumstances the officer reasonably believes that the individual may present a threat to officer safety, that officer may conduct a normal pat-down search of that individual.

Prior to detaining any individual in any police vehicle, an officer should conduct a normal pat-down search of that individual.

Whenever practical, a pat-down search of an individual should be conducted by an officer of the same sex as the person being searched. Absent the availability of a same sex officer, it is recommended that a witness officer be present during any pat-down search of an individual of the opposite sex as the searching officer.

902.4 BOOKING SEARCHES

(a) Absent emergency circumstances in which no reasonable alternative exists, no person arrested for a misdemeanor or infraction not involving weapons, controlled substance or violence may be placed in the general jail population, unless all of the following conditions exist:

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1. The person is not cited and released.
2. The person is not released on his/her own recognizance.
3. The person is not able to post bail within a reasonable time not less than three hours.

(b) Any person taken into custody may be subjected to pat-down and booking searches, in order to discover and retrieve concealed weapons and contraband prior to being placed in a booking cell.

902.5 STRIP SEARCHES

No person held at an Barrington Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the person has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

(a) The detection of an object during a pat-down search that may be a weapon or contraband and cannot be safely retrieved without a modified strip search or strip search.

(b) Circumstances of a current arrest that specifically indicate the person may be concealing a weapon or contraband. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (past possession of contraband while in custody, assaults on staff, escape attempts).

(d) The person's actions or demeanor.

(e) Criminal history (level of experience in a custody setting).

No transgender or intersex prisoner shall be searched or examined for the sole purpose of determining the prisoner's genital status. If the prisoner's genital status is unknown, it may be determined during conversations with the prisoner, by reviewing medical records, or, if necessary, as part of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.5.1 STRIP SEARCH PROCEDURES

Strip searches at Barrington Police Department facilities shall be conducted as follows:

(a) Written authorization from the Watch Commander shall be obtained prior to the strip search.

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(b) All employees involved with the strip search shall be of the same sex as the person being searched, unless the search is conducted by authorized medical personnel (725 ILCS 5/103-1(e); (28 CFR 115.115).

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by persons not participating in the search (725 ILCS 5/103-1(e)). The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second officer of the same sex should be present during the search for security and as a witness to the finding of evidence.

(e) Employees conducting a strip search shall not touch the breasts, buttocks or genitalia of the person being searched.

(f) The primary employee conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The written authorization for the search, obtained from the Watch Commander.
4. The name of the person who was searched.
5. The name and sex of the persons who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, recovered during the search.
10. The facts upon which the employee based his/her belief that the person searched was concealing a weapon or controlled substance, if the person was not arrested for a felony.

(g) A copy of the written authorization shall be retained and made available upon request to the prisoner or the prisoner's authorized representative.

(h) No employee should view a prisoner's private underclothing, buttocks, genitalia or female breasts while the prisoner is showering, performing bodily functions or changing clothes unless the prisoner otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the prisoner with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the prisoner's consent and/or otherwise protect the prisoner's privacy and dignity.

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902.6 PHYSICAL BODY CAVITY SEARCH

(a) No search of any body cavity other than the mouth shall be conducted without a duly executed search warrant. Any warrant authorizing a body cavity search shall specify that the search must be performed under sanitary conditions and conducted either by or under the supervision of a physician licensed to practice medicine in all of its branches in Illinois (725 ILCS 5/103-1(g)).

(b) A copy of the search warrant and the results of any body cavity search shall be included with the related reports and made available, upon request, to the arrestee or authorized representative.

(c) Except for the above mentioned licensed medical personnel, persons present must be of the same sex as the person being searched. Privacy requirements, including restricted touching of body parts, are the same as the strip search standard.

902.7 TRAINING

The Training Coordinator shall ensure members have training in, at a minimum (28 CFR 115.115):

- Conducting searches properly in a professional and respectful manner and in the least intrusive manner possible, consistent with security needs.
- Conducting cross-gender searches.
- Conducting searches of transgender and intersex prisoners.

902.8 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Barrington Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

902.8.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or

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outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.9 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.10 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

902.11 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Barrington Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

902.11.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Office Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Barrington Police Department identification number and information regarding how and when the property may be released.

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902.11.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

902.12 STRIP SEARCHES

No individual in temporary custody at any Barrington Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual's actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

Inmates who have not been arraigned and remanded by the court to the custody of this department and are being held for a traffic, regulatory or misdemeanor offense that does not involve weapons or a controlled substance, shall only be subject to a modified strip or strip search for weapons or controlled substances (725 ILCS 5/103-1).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.12.1 STRIP SEARCH PROCEDURES

Strip searches at Barrington Police Department facilities shall be conducted as follows (28 CFR 115.115; 725 ILCS 5/103-1):

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(a) Written authorization from the Watch Commander shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The written authorization for the search, obtained from the Watch Commander.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

(h) A copy of the strip search report shall be provided to the individual subject to the search.

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902.12.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES
A strip search may be conducted in the field only with Watch Commander authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Watch Commander authorization does not need to be in writing.

902.13 PHYSICAL BODY CAVITY SEARCH
Physical body cavity searches shall be subject to the following (725 ILCS 5/103-1):

(a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) A physical body cavity search shall be conducted either by or under the supervision of a physician.

(c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Watch Commander’s approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.

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7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(f) A copy of the written authorization shall be retained and shall be provided to the individual who was searched or other authorized representative upon request.

902.14 TRAINING

The Training Coordinator shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

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Prisoner Jail Record

903.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the implementation and use of a Prisoner Jail Record form. It is the policy of the Barrington Police Department to maintain complete and accurate reports of any and all prisoners detained or housed by the Department in compliance with state mandated laws.

903.1.1 ARRESTING OFFICERS RESPONSIBILITIES

The Barrington Police Department Prisoner Jail Record form shall be completed and submitted in the following circumstances. All arrests where a person is detained in our holding room or jail cells. When a detained person is placed in a holding room or jail cell. When a person is held for personal safety reasons (i.e. intoxication, mental health, etc.).

903.1.2 RECEIVING OFFICERS RESPONSIBILITIES

When another agency uses our facilities for detention purposes, they will be responsible for completing the form prior to turning the subject over for custody. The receiving Officer must confirm any medical or mental state information noted by the agency leaving the subject. The prisoner must be searched. The Shift Commander may refuse to accept a subject that he feels may be an unacceptable risk. (Suicidal, high intoxication level, etc.)

903.1.3 FORM COMPLETION

In those cases requiring the use of the Prisoner Jail Record, the arresting Officer shall generally proceed as follows:

ARRESTING AGENCY/DATE/CASE # - The arresting agency is the arresting police department. Include the date placed in custody. The case # should reflect the case number of the arresting agency.

HOLDING ROOM ONLY/JAIL CELL # - Check the box if the subject is housed only in the holding room during his detention. If the subject is held in a jail cell, or later transferred to a jail cell, indicate the cell #.

SUBJECT NAME/DOB/SEX - Include the subjects last, first, and middle name if any. Enter the date of birth, and circle the subject's sex.

ADDRESS/MARITAL STATUS - Enter the subjects address including street, city and state.

Circle the letter that corresponds to the marital status of the subject, Married, Single, Divorced, Widow/Widower).

HAIR COLOR/HEIGHT/ WEIGHT/ALIAS(S) - Enter the subject's hair color, height and weight. If the subject has any known alias names or dates of birth enter them. If they are too numerous, enter "refer to CQH", if they are included there.

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PERSON TO NOTIFY IN EMERGENCY - It is important to have the name and information of someone to contact in case there is an emergency and the subject in custody is unable to provide it.

903.1.4 SPECIAL INFORMATION

CAUTION - If the subject has a history of violence, threatens violence or is presently under arrest for a violent act, the YES should be circled, and for officer safety a short description included on the lines provided. If the subject has an infectious disease such as Hepatitis B, or HIV, it should be noted here.

MEDICAL INFORMATION - Record any medical information which may be important to know while the subject is in custody. Include medications and dosage information.

MEDICAL ATTENTION/ TRANSPORTATION - If it becomes necessary to have the prisoner examined by medical professionals, note the date, time and nature of the incident. Also record who transported the subject and where he was transported to if applicable.

MENTAL STATE - Ask the subject the question given. If the response is yes, the Shift Commander should consider having the subject transported to a Mental Health facility for voluntary or involuntary temporary commitment.

If the subject is kept in the jail cell or holding room, visual inspection frequency should be increased. Subjects from another agency should not be accepted for detention in department jail cells or holding room if they respond YES to this question.

903.1.5 COURT CHECKLIST

The appropriate boxes need to be checked for each custodial arrest. This will help ensure that all paperwork is completed so that if the prisoner needs to be taken to a bond hearing, the transporting officer will have the appropriate information and paperwork.

903.1.6 ARREST DISPOSITION

The appropriate box should be checked if the subject is released on bond, or released without charge.

If the subject is to be held because, he must be taken to a bond hearing, is being treated at a hospital, or awaiting pick-up by another agency, check the appropriate box so that others are aware of the situation.

Include the bond amount necessary in situations where the subject has not yet been able to post a cash bond. Indicate whether the subject qualifies for a personal recognizance "I" Bond.

If the subject does not qualify, indicate the reason why, so that the information will be passed on.

903.1.7 PROPERTY

CURRENCY/COINS/CHECKS - The amount of currency and coins should be filled in and totaled on the appropriate lines. Any checks made out to the subject and endorsed on the back, should be noted.

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JEWELRY - A brief description of the subject's jewelry should be listed on the provided lines. Note the color of the jewelry rather than the material. (i.e. "clear stone" rather than "diamond")

PROPERTY CHECKLIST - Check the appropriate boxes for those articles the subject has possession of at the time of custody.

OTHER PROPERTY - Any articles that do not fit in the listed categories should be placed in this area (i.e. coat, hats).

PRISONER'S SIGNATURE - After the property is inventoried, the subject should be requested to sign on the appropriate line. When the subject is released, he should again be requested to sign on the appropriate line.

RELEASING OFFICER/ID # - The releasing Officer should sign on the appropriate line, include the date and time.

RELEASED TO/ID # - When the subject is released, indicate to whom. This may include either the prisoner himself, or another police agency.

If the subject is released to another agency have that receiving officer sign and include the date and time.

PERSON RECEIVING PROPERTY - If the person receiving the subjects property is someone other than the detained subject, have that person sign and include the date and time.

PROPERTY INVENTORIED BY - The signature of the officer who filled out the property area of the form.

PRISONER SEARCHED BY -The officer who searches the subject prior to being put into the holding room or jail cell should sign.

PROPERTY LOCKER # - All property should be placed in a locker. Enter the locker # so that the property is returned to the proper owner.

SHIFT COMMANDER - This should be signed by the Shift Commander after reviewing the Prisoner Jail Record.

903.1.8 SUBJECTS PHONE CALLS

Every time the subject is allowed to use the phone, the date and time, name of the person he is calling, and phone number shall be written in the appropriate section.

903.1.9 VISITATION LOG

When legal counsel is allowed to visit the subject, or if other visitation is permitted, the date, time, and name, should be written on the appropriate lines. It should be noted that all visitors are subject to search before and after the visit.

903.1.10 ADDITIONAL INFORMATION

Illinois Compiled Statutes, Chapter 725, Act 5, Section 5/107-2.2 requires that if the subject under arrest has children under age 18 living with him at home who may be neglected as a result of the

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arrest, the officer shall assist the subject in placing the children under the care of a responsible person chosen by the subject.

If a responsible person cannot be found, or the officer has cause to believe the children may be neglected, he shall report it immediately to the Department of Children and Family Services. If the subject has a religious affiliation, indicate that information. If the subject has an attorney and knows the attorney's name and phone number, indicate that information.

903.1.11 MEAL SCHEDULE
The subject should be offered a meal during the time periods given:

BREAKFAST O600 - 0700 HRS

LUNCH 1200 - 1300 HRS

DINNER 1700 - 1800 HRS

903.2 JAIL RECORDS

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Fingerprint and Photographing-Arrested Subjects

905.1 PURPOSE AND SCOPE

To set forth the statutory and departmental requirements and guidelines for fingerprinting and photographing arrested suspects.

905.1.1 PROCEDURE

Illinois Compiled Statutes requires policing bodies to furnish to the Illinois State Police, fingerprints and descriptions of arrestees who are charged with felonies or Class A or B misdemeanors. The department will also submit fingerprint cards to other authorized criminal justice record keeping agencies.

Effective immediately, the following procedure will be followed if Livescan is unavailable. Officers are required to complete an Illinois State Police Bureau of Identification fingerprint card (multi-part form) and, a FBI fingerprint card (red card) and, a photograph (mug shot) for any felony, Class A, B or C Misdemeanor and DUI.

905.1.2 EXCEPTIONS

There are exceptions however. Fingerprints/photographs are not required for

Juveniles 17 years or younger, unless the juvenile is charged with:

- DUI
- Unlawful use of a weapon (720 ILCS 5/24-1)
- A forcible felony (720 ILCS 5/2-8)
- A Class 2 or greater felony under the Cannibis Control Act
- A violation of the Illinois Controlled Substances Act
- A violation of Chapter 4 of the Illinois Vehicle Code

Additionally, conservation offenses as defined in Supreme Court Rule 501c that are classified as Class B misdemeanors do not require fingerprints under this Order. Photographs (mug shots) are required any time fingerprints are required.

905.1.3 DISCRETION

At the discretion of the officer, fingerprints/photographs may be taken in arrest situations even though they are not required. In this situation, only the AFIS Fingerprint Card and photograph are necessary. The Records Division will send the completed state fingerprint card to the Illinois State Police Bureau of Identification.

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Chapter 10 - Personnel

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Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Barrington Police Department and that are promulgated and maintained by the Department of Human Resources.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Barrington Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Administration Deputy Chief should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates. The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.

(e) Employee referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

The Administration Deputy Chief shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects.

The examination of applicants shall be public, competitive, and open to all citizens of the United States, with specified limitations as to residency, age, health, habits, and moral character (55 ILCS 5/3-8010; 65 ILCS 5/10-2.1-6; 65 ILCS 5/10-1-7).

Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)

1. Except that candidates shall not be screened, requested, or required to disclose wage or salary history as a condition of employment. (820 ILCS 112/10).

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks

(h) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

1000.4.1 VETERAN PREFERENCE

The Department will provide veteran preference points as required (65 ILCS 5/10-1-16; 65 ILCS 5/10-2.1-8; 65 ILCS 5/10-2.1-9; 55 ILCS 5/3-8010).

1000.4.2 EXPUNGED JUVENILE RECORDS

Application forms for employment should contain language informing the applicant that he/she is not required to disclose expunged juvenile records (705 ILCS 405/5-923). No member of the Department may ask an applicant whether he/she has had a juvenile record expunged.

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1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Barrington Police Department (50 ILCS 705/10.2).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.2 REVIEW OF PERSONAL ONLINE ACCOUNTS

Due to the potential for accessing unsubstantiated, private or protected information, the Administration Deputy Chief shall not request, require or coerce candidates to provide usernames, passwords, account information or access to password-protected personal online accounts (820 ILCS 55/10).

Candidates may be required to share specific content that has been reported to the Department, without requesting or requiring candidates to provide access to their personal online accounts, as set forth in 820 ILCS 55/10.

The Administration Deputy Chief should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from personal online accounts to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate and validated.

(c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administration Deputy Chief should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

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1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS_DEPUTIES

Candidates shall meet the minimum standards established by Illinois law, including those provided in 55 ILCS 5/3-8010, 65 ILCS 5/10-1-5, 65 ILCS 5/10-2.1-5, and the Illinois Police Training Act (50 ILCS 705/8.1).

Candidates shall not have been convicted of, or entered a plea of guilty to, any felony or any misdemeanor specified in 50 ILCS 705/6.1(a).

1000.8 PROBATIONARY PERIODS

The Administration Deputy Chief should coordinate with the Barrington Department of Human Resources to identify positions subject to probationary periods and procedures for:

(a) Appraising performance during probation.

(b) Assessing the level of performance required to complete probation.

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(c) Extending probation.

(d) Documenting successful or unsuccessful completion of probation.

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Peer Support and Wellness Program

1003.1 PURPOSE AND SCOPE

The Barrington Police Department is committed to ensuring the safety and well-being of all employees and their families. The Department supports and encourages employees in securing quality, confidential assistance through this program. This order provides all Barrington Police Department employees with information regarding the function and management of the Peer Support and Wellness Program, how to contact the program for assistance, and the services the program offers.

1003.2 POLICY

The Barrington Police Department will provide all employees an opportunity to receive confidential peer support through times of personal or professional difficulties and to help anticipate and address potential adverse effects on personal and professional lives. The Peer Support and Wellness Program will be a voluntary assignment staffed by trained Barrington Police Department Peer Supporters who provide direct assistance and referrals.

1003.3 DEFINITIONS

Critical Incident - Any situation that causes the employee to experience unusually strong emotional reactions that have the ability to interfere with their ability to function.

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

Peer Supporter - A Peer Supporter is a specifically trained colleague, not a counselor or therapist, who assists employees by providing emotional support during times of personal or professional difficulty. Peer Supporters are sworn or civilian employees who have volunteered to participate in the Peer Support Program and have successfully completed a minimum 40-hour peer support training class. A Peer Supporter is also trained to recognize and refer cases that require professional intervention or are beyond his/her scope of training to a licensed mental health professional.

Peer Support and Wellness Program - The network of Peer Supporters within the Department which is available to provide confidential support and assistance to employees who express a need for assistance due to personal or professional difficulties. The Peer Support Program can augment outreach programs such as employee assistance programs (EAP), Chaplain Services and out of agency psychological services and resources, but does not replace them.

Program Director - A member selected by the Chief of Police to supervise the recruitment, training, and deployment of the Peer Support Team.

We Never Walk Alone - We Never Walk Alone (www.weneverwalkealone.org) is a Nationwide Peer Support and Mental Health Professional Network independent of the Village of Barrington

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and the Barrington Police Department. We Never Walk Alone is provided as part of the Peer Support and Wellness program as one option for sworn employees to obtain resources in times of crisis. It is a means of providing peer support when employees do not want to reach out to the Barrington Police Department's Peer Supporters.

1003.4 PEER SUPPORT AND WELLNESS PROGRAM

(a) The mission statement of the Peer Support and Wellness Program of the Barrington Police Department states:

"The Barrington Police Department will provide all employees the opportunity to receive confidential peer support through times of personal or professional difficulties as well as to help anticipate and address potential adverse effects in their lives."

(b) The Peer Support Team shall consist of a Coordinator and Peer Supporter.

(c) The Peer Support Program's objectives include, but are not limited to:

- (a) Helping employees through a temporary crisis.
- (b) Promoting an atmosphere of support and trust among employees.
- (c) Promoting an awareness of the self-help alternatives available to employees.
- (d) Providing trained personnel who can assist in problem resolution before a point of crisis is reached.
- (e) Developing an additional systems of referral for appropriate professional care.
- (f) Developing a readily accessible network of employees trained to be of service to their fellow employees.

1003.5 COMPOSITION OF PEER SUPPORT TEAM

The Peer Support Team consists of trained Barrington Police Department employees. The Peer Support Team does not replace professional counseling services. Members of the Peer Support Team are available to provide the following:

(a)
- (a) Provide emotional support during times of personal and/or professional stress and/or crisis to employees who express a need for assistance.
- (b) Provide pre-incident traumatic stress education.
- (c) Provide on-scene support services.
- (d) Support personnel involved in critical incidents within the scope of their responsibilities.
- (e) Support personnel with family tragedies.
- (f) Check on the status of personnel with illnesses and provide support where wanted or needed.
- (g) Refer employees in need to available services.
- (h) Assist with critical incident debriefings.

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(i) Recommend the employee seek assistance through the Barrington Police Department Employee Assistance Program or other service provider.

(j) Provide other support services as necessary.

1003.6 PROGRAM DIRECTOR

The Program Director will administer agency peer support services, duties and responsibilities include:

(a) Daily supervision of program.

(b) Recruiting and coordinating the screening of the Peer Support applicants.

(c) Coordinating training of the Peer Support Team with the Training Director.

(d) Developing resources to assist individuals as problem areas are identified.

(e) Offering guidance to Peer Supporters as necessary.

(f) Coordinating follow-up response when referrals are made by peer supporters for outside services.

(g) Arranging agency critical incident debriefings.

(h) Reviewing the agency peer support function annually for program and/or policy revisions.

1003.7 SELECTION AND PARTICIPATION

(a) (a) Peer Supporters

(a) When Peer Support Team openings are available, interested employees who request appointment as a peer supporter must submit their request via chain of command to the Program Director.

(b) The Program Director will convene a board to review, interview, and select Peer Support Team members.

(c) A peer supporter may withdraw from program participation at any time with written notification to the Program Director.

(d) A peer supporter may be removed from participation in the program for failure to comply with meeting or training requirements.

(e) A peer supporter will be removed from participation in the program for conduct inconsistent with program policies or objectives.

(f) Supervisors who note a negative impact on a member's assigned duties caused by peer support duties will contact the Program Director for discussion and resolution.

(g) Hours worked by peer support team members shall be in accordance with department policy and the applicable collective bargaining agreement.

(h) A Barrington Police Department peer supporter must be willing to participate in the We Never Walk Alone program.

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(i) A Barrington Police Department peer supporter must fully comprehend, sign and abide by the Peer Support and Wellness Confidentiality agreement. (Peer Support Confidentiality Agreement)

(b) Program Coordinator

(a) The Program Coordinator will be an employee of the Barrington Police Department.

(b) The Chief of Police shall select the Program Coordinator.

1003.8 CONFIDENTIALITY

(a) Peer Supporters must respect the confidentiality of their contacts, and must be fully familiar with the limits of confidentiality. Limits to confidentiality will be consistent with state and federal laws as well as Department policy. Confidentiality will cease if there is a possibility of threats to self, threats to others, domestic abuse, child and elder abuse, and law violations. Employees must understand the limits of confidentiality:

(a) All information shared by an employee is confidential; EXCEPT for matters which involve all violations of law, if an employee or someone else an employee reports is suicidal/homicidal, or if an employee reports an act involving child abuse/ neglect, elder abuse/neglect, or domestic violence which mandates a report be filed.

(b) If an employee discloses to a Peer Supporter his/her involvement in any violation of the law or that he/she committed an act that mandates a report be made, the Peer Supporter must report the violation to the employee's respective supervisor. In addition, the Peer Supporter must notify the Program Coordinator(s).If an employee discloses that he/she, or someone else, is suicidal, the Peer Supporter must make the appropriate notifications guided by Department policy, state law, and Peer Support training guidelines.

(c) Communications between Peer Supporters and their contacts are not considered privileged information. There is no legal protection from being compelled to disclose communications between Peer Supporters and employees. However, some communications between a licensed social worker or a licensed clinical social worker and a person consulting the social worker in a professional capacity may be considered privileged (225 ILCS 20/16), and some communications between a licensed professional counselor or licensed clinical professional counselor and a person consulting the counselor in a professional capacity may be considered privileged (225 ILCS 107/75).

(d) Peer Supporters must not provide information to supervisors or fellow peer support members obtained through peer support contact, except in suicide-related situations described in section B above, and should reinforce to supervisors the confidentiality guidelines established by the Department. For consultation or support, a Peer Supporter may request help from the Program Coordinator(s).

(e) A Peer Supporter who breaks confidentiality can be subject to disciplinary action and removal from the Peer Support Team.

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(f) The above categories only represent parameters and are not meant to be all-inclusive. The peer supporter will inform the person seeking assistance of the above limitations regarding confidentiality prior to providing assistance. If there is a question regarding confidentiality of information, the peer supporter will immediately notify the Program Director of the circumstances.

(g) The Program Director will contact the Assistant Chief of Police, who will then make a determination on how to proceed.

(h) The Peer Support Program is not an alternative to discipline.

(i) Peer supporters shall not interfere with an investigation, or protect an individual from an internal investigation. The involvement of the Peer Support Team in no way will inhibit a supervisor from ordering an employee to cooperate with an investigation.

1003.9 DOCUMENTATION

(a) A Peer Supporter shall not keep written formal or private records of supportive contacts other than non-identifying records that help document the general productivity of the program. The Peer Supporter shall provide the Program Coordinator(s) with the non-identifying information on a quarterly basis or upon request, using the Peer Support Team Contact Summary (Peer Support Contact Summary)

(b) The Program Coordinator(s) shall provide an annual report to the Chief of Police via the chain of command on the activities of the Peer Support Program. The report shall include a summary of meetings held, training, changes in personnel, and non-identifying information regarding interventions.

1003.10 TRAINING

(a) All Peer Supporters shall attend an approved 40-hour Peer Support Training course prior to conducting any Peer Support Activities. The training should include, but not be limited to, the following topics:

  (a) Effective listening

  (b) Critical incident stress management

  (c) Debriefing and defusing techniques

  (d) Post-traumatic stress

  (e) Problem-solving skills

  (f) Relationship termination

  (g) general assessment skills

  (h) Referral and follow-up

(b) Peer Support Team members shall be required to attend any additional training deemed necessary by the Program Coordinator(s).

(c) All training will be documented through Training Coordinator.

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1003.11 ACCESSING PEER SUPPORT

(a) The Peer Support Team is available 24 hours a day, 7 days a week to all employees. Peer Support and Wellness flyers will be posted at several locations in the Department, including the report forms areas, Roll Call Room, Records and Investigations. The flyer shall indicate the names of Peer Supporters, who will be available via a phone call or in person and may be contacted directly. Additional information pertaining to outside assistance will also be listed on this flyer. Employees may contact any team member of their choice. This request can be made on- or off- duty.

(b) Peer Supporters are authorized to use Department facilities to meet with employees. If such facilities are not available or conducive to the meeting, the Peer Supporter is authorized to use other facilities where privacy can be assured.

(c) Peer Supporters may consult with employees while the Peer Supporters are on duty with approval of the Peer Supporter's immediate supervisor. Supervisors should grant such requests unless they adversely affect operational needs. Peer Supporters will not give employee names or personal identifiers to the supervisor.

(d) No overtime will be authorized for Peer Support Program activities unless pre-approved by a supervisor or the Program Coordinator(s). All efforts should be made to use Peer Supporters while they are working.

(e) The Peer Support Team will attempt to train a sufficient number of sworn and civilian employees to provide services to all sworn and civilian Department personnel, across all shifts and divisions. This will increase commonality when responding to personnel in different Departmental positions (e.g., a sworn officer versus civilian employee; day shift versus night shift).

(f) Fellow employees and supervisors are encouraged to support their co-workers in accessing peer support. If an employee wants to refer another to the Peer Support Program, the employee should speak with that individual directly and suggest that he/she seek out peer support assistance. This does not preclude members of the Peer Support Team from self-initiation due to personal observation.

(g) Peer Supporters shall limit their interactions with the same employee to three (3) interactions based on the original request for peer support, or as determined by the Program Coordinator(s). Exceptions to the number of interactions will be considered on a case-by-case basis. Additional requests for interventions should be referred to a mental health professional.

(h) Peer support is not designed to supplant existing programs. Employees have the option of using the Employee Assistance Program (EAP) The Department may conduct a Critical Incident Stress Debriefing to address a critical incident faced by Department employees which may cause them to experience unusually strong emotional reactions or stress which have the potential to interfere with their ability to function.

1003.12 OUTSIDE ASSISTANCE (WE NEVER WALK ALONE)

All sworn Barrington Peer Support team members will receive training to become part of the We Never Walk Alone, Nationwide Peer Support and Mental Health Professional Network. As a

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mandate of being part of the We Never Walk Alone network, sworn Peer Support members from the Barrington Police Department will be available to act as peer support for officers employed by other members of the We Never Walk Alone network.

All sworn Barrington Police Department employees will be provided access to We Never Walk Alone on line program which gives access to peer support, vetted professionals and other resources. This program is available to sworn member of the Department and it provides an outside source to reach out to beyond our in house peer support team for more anonymity. Access is managed by the We Never Walk Alone program and is completely independent from the Barrington Police Department.

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Grievance Procedure

1006.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Department's philosophy is to promote a free verbal communication between employees and supervisors.

1006.1.1 GRIEVANCE DEFINED

A grievance is a complaint, dispute, or request regarding the administration and/or interpretation of the terms or conditions of employment or the interpretation of any of the following documents by the persons affected:

- A collective bargaining agreement. If the employee's collective bargaining agreement contains a grievance provision, those grievance procedures will be followed (5 ILCS 315/8)
- This Policy Manual or any written Department procedure
- Village rules and regulations covering personnel practices or working conditions

Grievances may be brought by an individual employee or by a group representative.

Specifically outside the category of grievance are complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints consisting of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state, or local law as set forth in the Personnel Complaints Policy.

1006.2 PROCEDURE

If an employee believes that he/she has a grievance as defined above, then that employee shall observe the following procedure:

(a) Attempt to resolve the issue through informal discussion with his/her immediate supervisor.

(b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the employee may request an interview with the Deputy Chief of the affected division or bureau.

(c) If a successful resolution is not found with the Deputy Chief, the employee may request a meeting with the Chief of Police.

(d) If the employee and the Chief of Police are unable to arrive at a mutual solution, then the employee shall proceed as follows:

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1. Submit in writing a written statement of the grievance and deliver one copy to the Chief of Police and another copy to the immediate supervisor and include the following information:
   (a) The basis for the grievance (i.e., what are the facts of the case?).
   (b) Allegation of the specific wrongful act and the harm done.
   (c) What you would like to accomplish from this grievance.

(e) The employee shall receive a copy of the acknowledgment signed by the supervisor including the date and time of receipt.

(f) The Chief of Police will receive the grievance in writing. The Chief of Police and the Village Manager will review and analyze the facts or allegations and respond to the employee within 14 calendar days. The response will be in writing, and will affirm or deny the allegations. The response shall include any remedies if appropriate. The decision of the Village Manager is considered final.

1006.3 EMPLOYEE REPRESENTATION

Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group.

In matters concerning the employee's collective bargaining agreement, the exclusive representative will be notified to attend any conference or settlement even if not requested by the employee (5 ILCS 315/6(b)).

1006.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to Administration for inclusion into a secure file for all written grievances. A second copy of the written grievance will be maintained by the Village Manager's office to monitor the grievance process. A third copy will be maintained in the personnel file of the individual grievant (820 ILCS 40/1 et seq. and 820 ILCS 40/4)

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Rules of Conduct

1007.1 PURPOSE AND SCOPE

The purpose of this policy is to establish rules of conduct and appearance for the Officers and employees of this Department regarding their duties, behavior, demeanor, carriage, conduct and appearance. These Rules of Conduct apply to personnel who are employed on a full-time, part-time, temporary and/or volunteer status with the Barrington Police Department.

1007.1.1 FUNCTIONS OF THE DEPARTMENT

The prime function of the Department is to provide a safe environment for the communities served by the Department, which shall include, but not be limited to:

- Crime prevention
- Crime suppression and enforcement of laws and ordinances
- Apprehension of criminals and assisting in lawful prosecution
- Recovery of property of victims
- Traffic safety(education of the public and enforcement of ordinance and statute provisions)
- Assist in the preservation of peace in the community
- Assist members of the public in emergency needs
- Animal control
- Parking control and management
- Education

Other such duties as are required to accomplish the public safety responsibilities of the Department, as directed by the Chief of Police

1007.1.2 IMPORTANCE OF RULES OF CONDUCT

To achieve true success, the Department must attain and retain the confidence and respect of the community it serves. This can be accomplished only by constant and earnest endeavor on the part of all of its members to perform their duties in an efficient, honest, courteous and professional manner, and by exemplary conduct which shall foster and enhance in the public mind the fullest realization that the Department is an important requisite to the well being of the community.

In order to perform their duties properly it is essential that the membership of the Department familiarize themselves with the Code of Ethics of their profession, as well as the rules, regulations, policies, and procedures of the Department.

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1007.1.3 DEPARTMENT STRUCTURE

The general and specific structure of the Department is contained in a separate policy of this manual, of which this is part thereof. The provisions set out in that order are to be considered part of the Rules of Conduct of the Department.

1007.1.4 OBEDIENCE TO LAWS AND ORDINANCES

Pursuant to the laws of the United States of America, the State of Illinois, and the Village of Barrington, the rules of conduct hereinafter set forth are established for the guidance and government of the Department, its members and employees.

The right is reserved by the Chief of Police, and the Fire and Police Commission, with the advice and consent of the Village Board, to amend or revoke any of the rules of conduct, and to make any additional rules of conduct as the circumstances, for the good of the service, may require.

In any provision, if clauses or phrases of these rules of conduct, or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the remaining rules of conduct which can be given effect without the invalid provision or application, and to this end the provisions of these rules of conduct are declared to be separable.

Individuals subject to these rules of conduct must understand that no compilation of rules of conduct can be established which will embrace all cases arising in the discharge of their duties. Necessarily some matters must be left to the intelligence and discretion of the individuals.

However, all employees and members of the Department must understand that if discretion is used in a wanton or unreasonable manner which is determined to be detrimental to the discipline and efficiency of the Department and the image of the Village government, and which law and sound public opinion recognize as injurious to the ability of the Department to protect and serve the community, that member of the Department who violates or attempts to violate these rules of conduct will be subject to disciplinary action.

Disciplinary action for violations of these rules and regulations, either attempted or actual, or an improper utilization of discretion of the aforementioned type, shall, in the case of sworn members, be limited to reprimand, suspension, or dismissal by the Fire and Police Commission of the Village.

In cases involving civilian or part time employees, disciplinary action may result in reprimand, suspension, or dismissal by the Chief of Police in accordance with the ordinances and policies of the Village.

Existence of facts establishing a violation of Federal, State, or local law(s), rules of conduct, or regulations, general or special orders, policies or procedures, written or verbal orders is all that is necessary as a basis for departmental discipline.

All previous rules and regulations of the Department are superseded as of the date and time of approval and distribution of these rules of conduct by the Chief of Police and Village Board.

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Any cause of action which arose or may arise during a period of time in which these rules of conduct were not in effect shall be handled by the rules and regulations in effect at the time of the occurrence of the event which created the cause of action.

1007.1.5 INSUBORDINATION
Insubordination which shall include, but not be necessarily limited to, any failure or deliberate refusal to obey a lawful order given by a supervisor, or any disrespectful, mutinous, insolent, or abusive language or action toward a supervisor, whether in or out of the presence of the supervisor is prohibited.

1007.1.6 RESPONSIBILITY TO THE PUBLIC
Officers and employees shall promptly serve the public by providing direction, counsel and other assistance that does not interfere with the discharge of their police responsibilities.

Members shall attend to requests from the public courteously, quickly and accurately, making every attempt to avoid unnecessary referrals.

1007.1.7 RESPONSIBILITY TO RESPECT THE RIGHTS OF OTHERS
Officers and employees shall respect the rights of individuals, and shall not engage in discrimination, oppression or favoritism. They shall maintain a strictly impartial attitude toward complainants and violators.

Their manner, speech and deportment with the public shall always be respectful, courteous and civil.

1007.1.8 RESPONSIBILITIES TO KNOW LAWS AND PROCEDURES
Officers and employees shall know the laws and ordinances they are charged with enforcing, all Department orders and rules, and the duties and procedures governing their specific assignments.

1007.1.9 RESPONSIBILITY TO READ/UNDERSTAND/COMPLY WITH ORDERS
Employees shall read, understand (or obtain clarification if needed), and comply with all rules, regulations, general and special orders, policies and procedures of the Department, and written or verbal orders of a supervisor.

To this end, it shall be considered to be neglect of duty to fail to inquire of a supervisor until the matter is resolved as to the meaning or application of any law rule or regulation, general or special order, policy or procedure, written or verbal order.

1007.1.10 MEMBERS ALWAYS SUBJECT TO DUTY
Officers and employees shall at all times be subject to active duty. They will promptly respond to the lawful orders of supervisors when assigned overtime, special hours or shifts.

The fact that Officers may be technically off duty may not relieve them from the responsibility of taking prompt and proper police action on any matter coming to their attention at any time while within the jurisdiction of the Barrington Police Department.

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1007.1.11 DISASTER RESPONSE

In the event of a disaster affecting the jurisdiction of the Barrington Police Department, Officers and employees will make all reasonable efforts to contact the Department as soon as possible.

1007.1.12 REPORTING FOR DUTY

Officers and employees shall promptly report for duty properly prepared at the time and place required by assignments, subpoenas or orders.

Officers shall remain at their posts or place of assignment until properly relieved by another Officer or until officially dismissed by a supervising officer.

1007.1.13 ABSENCE FROM DUTY

No Officer or employee shall be absent from scheduled duty without authorization or without having made proper notification in conformance with the current procedure.

1007.1.14 ABSENCE DUE TO MEDICAL CONDITION

Any Officer or employee who is unable to report for his scheduled tour of duty or appearance in court due to a medical condition will be required to notify the records division at least one (1) hour prior to the start of his scheduled work day or court appearance, unless circumstances make such advance notice impossible, in which case notice will be provided as soon as possible. If the Records Division is closed, they shall contact Cencom and request that the information be immediately relayed to the Watch Commander.

1007.1.15 FEIGNING ILLNESS OR INJURY

No Officer or employee shall feign any illness or injury, or falsely report themselves ill or injured or otherwise deceive any supervising officer as to the condition of their health.

1007.1.16 MEMBERS REQUIRED TO TAKE ACTION

Officers and employees shall promptly and punctually perform all official duties. They shall take appropriate and effective action conforming to Department policy with respect to violations of laws and ordinances.

1007.1.17 PATROLLING OF AREA

Officers and employees shall, after reporting for duty, proceed to their beat or area of assignment without delay, and not loiter about the station.

They shall patrol their area of assignment constantly while on duty and not leave the jurisdiction of the Barrington Police Department, unless on specific assignment, engaged in an investigation or arrest, or with the permission of a supervising officer.

Officers and employees shall know the location and boundaries of their beats or areas of assignment. They should also be familiar with the names and general locations of the streets and high-ways within the jurisdiction of the Barrington Police Department, as well as the names and locations of major public buildings, parks and other significant landmarks.

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1007.1.18 PROMPT RESPONSE TO CALLS, RETURNING TO SERVICE

Failure to promptly perform as directed all lawful duties required by constituted authority, not withstanding the general assignment of duties and responsibilities, shall be prohibited. Failure to return promptly to service after finishing the handling of an assignment is prohibited.

1007.1.19 REPORTING OF MISCONDUCT

Failure to report a fellow employee's violation of a law, rule or regulation, policy or procedure, general or special order, written or verbal order, is prohibited.

To this end, all such violations shall be reported in writing to a supervisor in the Department, who shall forward it through the chain of command to the Chief of Police. The Village Man-ager will be the supervisor above the Chief of Police in the chain of command.

1007.1.20 CARRYING A FIREARM/DEPARTMENTAL IDENTIFICATION

Off duty Officers are encouraged to carry an authorized firearm in a concealed manner, as well as departmental identification, while they are in the jurisdiction of the Barrington Police Department.

The carrying or possession of one's firearms, when alcoholic beverages are being consumed by the one carrying or possessing the firearm is strictly prohibited without exception due to the extreme deadly force potential of a firearm and the varied effects of alcoholic beverages on individuals in any amount.

1007.1.21 AVAILABILITY WHILE ON DUTY

Officers and employees shall keep themselves immediately and readily available at all times while on duty. They shall not conceal themselves except for some police purpose.

Employees are not to take excessively long meal or refreshment breaks. Taking a break from service for meals or other routine, non-essential activities without the permission of their supervisor, or by assigned schedule is prohibited. Officers and employees shall not devote any of their on duty time to any activity that is not directly related to their official duties.

1007.1.22 KEEPING POSTED ON POLICE MATTERS

Each day while on duty and immediately upon returning from an absence, Officers shall study and become familiar with the contents of recent incident reports, communications and directives.

1007.1.23 SELF-ASSIGNED POLICE ACTION

Undertaking of self assigned police action, without observing the rules and regulations, general and special orders, policies and procedures of the Department is prohibited.

All such action shall be reported in writing within the shift on which the action takes place, and shall be with the knowledge and consent of the supervisor of the employee taking the action, or by the Watch Commander of the Department on duty at the time if the normal supervisor of the employee is not available.

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1007.1.24 SLEEPING ON DUTY
Officers and employees shall remain awake and alert while on duty. If however, drowsiness persists, they shall at once report their condition to their immediate supervisor, who will determine the proper course of action.

1007.1.25 ASSISTING CRIMINALS
Officers and employees shall not communicate in any manner, directly or indirectly, any information that may delay an arrest, or enable persons guilty of criminal acts to escape arrest or punishment, dispose of property or goods obtained illegally, or destroy evidence of unlawful activity.

1007.1.26 MAINTAINING COMMUNICATIONS
While Officers and employees are on duty or officially on call, they shall be directly available by normal means of communication, or shall keep their office or supervisors informed of the means by which they may be reached when not immediately available.

1007.1.27 KEEPING NOTES ON POLICE ACTIVITIES
Officers and employees shall maintain written notes on police matters such as calls, arrests and other activities to the extent that they may later complete official reports and accurately testify in official proceedings.

1007.1.28 TRUTHFULNESS
Testifying, making reports or conducting police business in a less than truthful and or cooperative manner is prohibited. No Officer or employee shall make false reports or knowingly or willfully enter or cause to be entered into any Department book, record, report or file any inaccurate, false or improper information. The willful omission of facts or other information known to the Officer or employee shall constitute a false or improper report.

1007.1.29 CONFIDENTIAL INFORMATION
Discussion of the operations and official business of the Department which is of a confidential nature with anyone outside the Department without the permission of their supervisor is prohibited. (For the purposes of this section, all departmental documents are to be considered confidential unless otherwise directed by the supervisor).

Each supervisory employee shall be aware of the proper status and classification of information prior to authorizing divulgence.

(This section does not apply to orders, other departmental documents and information that are of such a nature that they must be communicated to others).

1007.1.30 USE OF DEPARTMENT ADDRESS AND TELEPHONE NUMBER
Consistently receiving personal mail or visitors at the Department, and/or utilization of departmental communications equipment for non-duty related purposes, unless authorized for a specific purpose by the Chief of Police is prohibited.

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1007.1.31 REPORTING RESIDENCE AND TELEPHONE INFORMATION

Officers and employees shall register their actual residence address, not simply a mailing address, and telephone number with the Department. If the Officer does not have a landline or home phone, a cell phone number will be used. Any change in address or telephone number must be reported immediately in writing to the Chief of Police through the chain of command. The Department and its members will keep this information confidential and only release it with the permission of the employee.

1007.1.32 MAINTAINING A VALID DRIVERS LICENSE

Each officer and employee who may be assigned to operate any village owned vehicle shall maintain a valid drivers license and have it in their immediate possession whenever operating a Village owned vehicle.

Members will immediately notify their immediate supervisor of any change in the status of their driver's license.

1007.1.33 READING ON DUTY

Officers and employees shall not read newspapers, books or magazines while on duty in the public view unless such reading has been approved by a supervising officer.

1007.1.34 OBEDIENCE TO ORDERS

Employees and members of this Department are to obey and fully execute any lawful order, written or oral, given by a supervising officer/employee, who shall include but not necessarily, be limited to these rules of conduct, all general and special orders, policies and procedures of the Department.

The term "lawful order" shall be construed as any order in keeping with the performance of any duty prescribed by law or by these rules of conduct, general and special orders, policy and procedure, etc., or for the preservation of good order, efficiency and proper discipline, which is not in conflict with said rules of conduct, general and special orders, policy and procedure.

1007.1.35 RESPECT FOR FELLOW DEPARTMENT MEMBERS

Officers and employees shall treat other members of the Department with respect. They shall be courteous, civil and respectful of their supervising officers and associates and shall not use threatening or insulting language. Officers and employees shall cooperate, support and assist each other whenever necessary.

1007.1.36 PERSONAL RECOGNITION

Officers and employees shall address supervising officers by their proper rank of title while on duty or in the presence of persons from outside the Department.

Members while on or off duty shall exercise care in recognizing plainclothes officers in public places, to prevent possible compromise of police operations, and shall not intentionally expose the identity or occupation of Officers engaged in undercover operations.

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1007.1.37 INTERFERING WITH THE PROCESS OF LAW

Officers and employees shall not interfere with the normal operations, cases or work assignments of any section in the Department or of other governmental agencies nor participate in any activity which might interfere with the process of law, unless exigent circumstances require that immediate action be taken.

Any member of this Department against whom a complaint has been made shall not attempt to directly or indirectly, by threat, appeal, persuasion, payment of money or other consideration, to secure the abandonment or withdrawal of the complaint, charges or allegations.

1007.1.38 USE OF HARASSMENT/INTIMIDATION

Officers and employees shall not use their authority or official position in order to harass, embarrass, degrade, oppress, torment or coerce any person or group, or persistently without due cause take action against any person or group to prevent them from exercising lawful and constitutionally protected conduct.

Officers and employees shall not use or direct any unjustifiable violence, abuse, force or threats, either implied or direct, against any person.

1007.1.39 NEIGHBORHOOD AND FAMILY DISPUTES

Off duty Officers and employees shall not attempt to exercise authority or make an arrest in their own quarrels except in circumstances requiring self defense, the defense of another or when a serious offense has been committed, but will contact the police department with jurisdiction and cause the matter to be investigated and action taken by on duty officers.

1007.1.40 PROHIBITED ASSOCIATION/FREQUENTING

Frequenting or association with person(s), organizations, or places with a bad reputation, unless necessary for police business (and with the knowledge and consent of the supervisor and properly reported within), where such association or frequenting would be detrimental to the image of the Department is prohibited.

To this end, personal association with persons who have been convicted of a felony within the last five (5) years or who are under criminal investigation or indictment, or who have an open and notorious reputation in the community for felonious activity is prohibited.

1007.1.41 LABOR ACTIVITY

Officers and employees shall not engage in job actions such as the concerted failure to report for duty, the curtailment or restriction of work output, or interfere with work in or about the Department, including but not limited to, instigating, leading or participating in any strike, walkout, sit-down, stand-in, slow down, refusal to return to duty at the scheduled time, or otherwise investigate, lead or contribute to job actions which undermine supervisory authority and which seriously affect discipline, morale or organizational effectiveness.

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While on duty members of the Department shall not enter into any buildings, structures, or premises where persons have been placed to indicate a labor dispute in progress, except when necessary in the performance of duty.

To this end, strict impartiality shall be followed and gratuities, food and/or drink or any other item shall not be accepted from a party participating in the dispute.

1007.1.42 SOLICITING OR ACCEPTING CONSIDERATION

Soliciting or accepting any gift/gratuity from a host or donor is prohibited. No member of the Department shall receive any gift or gratuity without the written permission of the Chief of Police (Village Manager or Village President, in the case of the Chief of Police).

This rule shall not preclude a member or employee from giving or receiving any gift or gratuity from relatives or close friends upon appropriate occasions.

1007.1.43 REPORTING BRIBE OFFERS

If an Officer or employee receives a bribe offer, he/she shall immediately make a written report to his/her immediate supervisor.

1007.1.44 ACCEPTING GIFTS FROM SUBORDINATES

Officers and employees shall not receive or accept any gift from subordinates without approval from the Chief of Police.

1007.1.45 CONFLICT OF INTEREST

Officers and employees shall promptly advise their immediate supervisor whenever a potential conflict of interest may exist due to a relationship with any fellow employee, complainant, suspect, witness, defendant, prisoner or other person involved in any case or duty function which the member is currently assigned or involved in.

No member shall engage in any personal activity that may result in a potential conflict of interest relative to their employment and association with the Village of Barrington and the Barrington Police Department.

1007.1.46 INTERFERENCE WITH PRIVATE BUSINESS

Officers and employees shall not interfere with the lawful business of any person or entity.

1007.1.47 GIVING TESTIMONIALS AND SEEKING PUBLICITY

Officers and employees shall not permit their names or photographs to be used in any commercial testimonial or endorse any product or service which alludes to their position or employment with this Department without the permission from the Chief of Police or his designee.

Members shall not seek personal publicity either directly or indirectly in the course of their employment.

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1007.1.48 INDEBTEDNESS

Officers and employees shall avoid incurring any financial obligations which they know or should know they are unable to meet, and shall pay all just debts when due.

They shall not refuse to promptly pay all legal indebtedness, claims and judgments, and satisfy all executions that may be held against them.

They shall not assign or sell their salaries or incomes, or contract any debts or liabilities which they are unable or unwilling to pay.

Requests for an attachment of any member's salary may result in an internal investigation for the purpose of possible disciplinary action.

1007.1.49 PROFESSIONAL REFERRALS

Officers and employees shall not make any recommendation to any suspect or prisoner, of the retention of a specific attorney, law firm, towing company or other private enterprise. This section shall not apply in reference to the Public Defender, Legal Aid Society, or Lawyer's Reference Service.

1007.1.50 SOLICITING BUSINESS

Officers and employees shall not solicit for donations, sell subscriptions, books, tickets, merchandise or other items of value nor collect or receive money or items of value for any purpose while on duty or on the premises of the Village of Barrington .

1007.1.51 POSSESSION/USE OF ALCOHOLIC BEVERAGES

Officers and employees shall not use any alcoholic beverage while on duty, or just prior to the beginning of the shift, other than in an authorized capacity. At no time shall any Officer or employee consume alcoholic beverages while in uniform.

Officers and employees may not possess open alcoholic beverages on any Village premises, job site, or vehicle (including the member's personal vehicle while being used for Village business) except as may be necessary in the performance of duty.

Members shall not use pharmaceutical products containing an alcohol base while on duty except with the knowledge of their immediate supervisor.

1007.1.52 POSSESSION/USE OF CONTROLLED SUBSTANCES

Officers and employees shall not possess and/or use controlled substances on duty, except with the knowledge of their immediate supervisor and the approval and guidance of a physician or dentist licensed to practice in the State of Illinois.

At no time while on duty may any member use or be under the influence of a controlled sub-stance where such use of influence impairs or compromises their efficiency or judgment.

Possessing, using, selling, purchasing or delivering any illegal drug at any time at any place except as may be necessary in the performance of duty is prohibited.

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1007.1.53 USE OF INTOXICANTS

Officers and employees shall not be under the influence of any intoxicating beverage or substance during their tour of duty or court appearance.

For the purposes of this rule, a member shall be considered under the influence if the amount of alcohol in the member's blood alcohol concentration is .050% or more based upon the grams of alcohol per 100 ml of blood.

If there is as a blood alcohol concentration between .050% and .031%, the Village will bear the proof in deciding whether the Officer or employee is under the influence of intoxication beverages.

1007.1.54 ENTERING BARS, TAVERNS, AND LIQUOR STORES

Officers and employees while on duty or in uniform shall not enter or visit any bar, lounge, parlor, club, store or other establishment whose primary purpose is the sale or on premise consumption of liquor unless for the purpose of official duties, and shall not otherwise enter, remain or frequent such places.

Officers on duty or in uniform also shall not purchase intoxicating beverages.

1007.1.55 PLAYING GAMES ON DUTY

Officers and employees while on duty or in uniform shall not engage in any game of cards, billiards, pool, dominoes, electronic arcade games, computer games, or other games, and shall not place any wager or bet on any sporting activity whether on or off the sporting site.

1007.1.56 POLITICAL ACTIVITY

Officers and employees shall not utilize their official position with the Department for political purposes.

They are prohibited while on duty or in uniform from actively participating (e.g., making political speeches, passing out campaigning or other political literature, distributing petitions, actively and openly soliciting votes) in political campaigns.

Furthermore, they shall not enter or remain within an official polling place, except in the performance of official duties or to cast a ballot.

(Nothing in this section shall be construed to be violative of one's constitutional rights).

1007.1.57 SOLICITATION FOR FAVORITISM AND/OR INTERCESSION

Officers and employees shall not solicit petitions, influence or seek the intervention of any person outside the Department for purposes of personal preferment, advantage, transfer, advancement, promotion or change of duty for themselves or for any other person.

Soliciting anyone to intercede with the Chief of Police, Village President, Village Board, Fire and Police Commission, Village Manager, or any elected or appointed official in relation to promotions, departmental assignment, disposition of pending charges or findings in a disciplinary proceeding is prohibited.

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Nothing in this section shall be construed to be applicable to licensed attorneys at law of the State of Illinois, when representing an employee/member of the Department.

1007.1.58 GIVING STATEMENT ABOUT DEPARTMENT POLICY/CRITICISM
No Officer or employee shall address any public gathering, appear on any radio or television program or write any article or manuscript for publication concerning the operation or administration of the Barrington Police Department, unless specifically authorized by the Chief of Police.

Officers and employees shall neither publicly nor at internal official meetings criticize or ridicule the Department or its policies, Village officials or other employees by speech, writing or other expression, where such speech, writing or other expression is defamatory, obscene, unlawful or undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity. (Nothing in this section shall be construed as to be violative of the constitutional rights of the employee).

1007.1.59 DISRUPTIVE ACTIVITIES
Officers and employees shall not perform any actions which tend to disrupt the performance of official duties and obligations of Officers of the Department or which tend to interfere with or subvert the reasonable supervision or proper discipline of Officers of the Department

1007.1.60 USE AND OPERATIONS OF POLICE RADIOS AND OTHER COMMUNICATION DEVICES
The use of police radios, LEADS computer, mobile data computers, facsimile machines, Village telephones, and video cameras and recorders is restricted to authorized and official police business.

Members are prohibited from using vulgar, sarcastic, disrespectful or obscene language or words, or causing unnecessary noise in the operation of police radios or other communication devices.

1007.1.61 RACIAL, RELIGIOUS, AND POLITICAL DISCUSSION
Officers and employees of the Department, while on duty, shall not speak derogatorily of any race, sex, age, nationality, creed or the belief of any person. They shall not engage in any form of speech likely to be construed as a racial or religious slur or joke, whether in the presence of citizens or of other Officers.

1007.1.62 VEXATIOUS COMPLAINTS
Officers shall not make vexatious or unnecessary complaints against a fellow member(s) of the Department.

1007.1.63 CORRESPONDENCE
Entering into official departmental correspondence with anyone or any agency outside the Department, except with the approval of the Chief of Police is prohibited.

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All official Department communications, by telephone, in writing, or otherwise, without the permission of a supervisor is prohibited.

Officers and employees shall not use the official Village or Police Department, stationery except for authorized Department correspondence.

Members shall not initiate official correspondence, telegrams or other communications of any nature with any party or agency outside the Department without official authorization.

All written communication of an official nature or on Department, or Village letterhead, by employees of the Department, will be routed through the office of the Chief of Police, whether outgoing or incoming.

1007.1.64 CHEATING ON EXAMINATIONS

Officers shall not cheat or tamper in any way with an official examination either conducted or sponsored by the Barrington Fire and Police Commission or the Department by obtaining, furnishing, accepting or attempting to obtain, furnish, or accept answers or questions to such examinations.

Furthermore, Officers shall not copy, photograph or otherwise remove examination contents nor shall they use any misrepresentation or dishonest method while preparing, administering or participating in such examinations.

1007.1.65 NOTICES

No Officer or employee shall post, circulate, alter, modify, deface, destroy or remove any printed or written notice without the permission of the Chief of Police or his designee, except for notices posted upon the bulletin board authorized for exclusive use of the police officers bargaining unit.

No Officer or employee shall post, circulate, or cause to be displayed on bulletin boards, walls, mail bins, etc., any defamatory cartoons, notices, objects, or comments.

1007.1.66 DEPARTMENT RECORDS/REPORTS/CITATIONS

Stealing, altering, forging and tampering with any kind of departmental records, reports or citation is prohibited. To this end, the removal of any record card, report, letter, document or any other official file from the Department, except by process of law or as directed by the Chief of Police, is prohibited.

Additionally, the obtaining/duplicating or attempted obtaining/duplicating of any information from the departmental files, sources, or reports other than that to which one is properly entitled to in accordance with one's duties/assignments is prohibited.

1007.1.67 COMMERCIAL UTILIZATION OF ENFORCEMENT AUTHORITY

Utilization of the enforcement authority granted/approved by the Village where one is compensated, directly or indirectly for exercising the enforcement authority/image for commercial, as opposed to official purposes, except as authorized in writing by the Chief of Police is prohibited.

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Acceptance or receipt of any fee or reward from any source for any services rendered in the line of duty without the knowledge and written consent of the Chief of Police is prohibited.

1007.1.68 SETTLEMENT OF DUTY INCURRED EXPENSES/DAMAGES
Acceptance from any person, of money or other compensation for damages sustained or expenses incurred in the line of duty without first notifying the Chief of Police in writing is prohibited.

1007.1.69 FIGHTING/QUARRELING
Fighting or quarreling with another member of the Department is prohibited

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Bloodborne Pathogens/Hepatitis B Vaccinations

1008.1 PURPOSE AND SCOPE

To establish policy and procedures which will enable the Barrington Police Department and its employees to better manage those situations which can reasonably be predicted will occur in the routine performance of duties, and to protect Department employees from unnecessary risk of exposure to infectious diseases.

It is the policy of the Department to inform and train employees of the safety measures needed to physically handle people, evidence, and incidents in order to minimize or eliminate the potential transmission of infectious diseases. The Department will also make available to all employees with a potential occupational exposure, the Hepatitis B vaccinations.

1008.1.1 DEFINITIONS

BLOODBORNE PATHOGEN: Any pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

CONTAMINATED MATERIAL: Contaminated material is the presence or the reasonably anticipated presence of blood or other potentially infectious material on an item or surface.

EXPOSURE INCIDENT: A eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

OCCUPATIONAL EXPOSURE: Any reasonably anticipated skin, eye, mucous membrane, or other parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

OTHER POTENTIALLY INFECTIOUS MATERIAL: The following human body fluids; semen, vaginal secretions, cerebrospinal fluid (brain and spinal column), synovial fluid (joints), pleural fluid (lungs), pericardial fluid (heart), peritoneal fluid (abdominal), amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids are potentially infectious materials. Also any unfixed tissue or organ from a human body. Hepatitis B may be indirectly transmitted by body sweat or urine.

PARENTERAL: Piercing the mucous membranes or the skin barrier from incidents such as needle sticks, human bites, cuts and abrasions.

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

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1008.1.2 EXPOSURE DETERMINATION

Because of the nature of duties performed, it can be reasonably anticipated that occupational exposure to contaminated material may exist for the following job classifications and general tasks:

Police Officers

- Cardio-Pulmonary Resuscitation or any other first aid activity
- Conducting searches of crime scenes, individuals, or vehicles
- Handling evidence, spills of bodily fluids, unattached body tissue or organs
- Physical altercations
- Handling deceased persons and body removal
- Autopsies

Public Service Officers, Matrons

- Cardio-Pulmonary Resuscitation, or any other first aid activity
- Conducting searches of individuals, or vehicles
- Handling evidence, spills of bodily fluids, unattached body tissue or organs
- Physical altercations

The above tasks are at risk when they involve the skin, blood, eyes, or other mucus membranes or parenteral contact with the employee and any other potentially infectious materials.

1008.1.3 OBJECTIVES

To provide guidelines and information to employees for overcoming fear and anxieties regarding infectious diseases. To provide uniform procedures to employees as a preventive measure against the transmission of infectious diseases. To provide uniform follow-up procedures when an employee has been exposed to an infectious disease or equipment has been contaminated.

1008.1.4 PRECAUTIONS

The best preventive measures against transmission of infectious diseases are good hygienic practices. Wash thoroughly with soap and water all areas of the body which have come into contact with others body fluids. The kitchen area should not be used for any washing or cleanup since it is designated for eating and food preparation.

Bandage all open wounds. Change any bandage that becomes wet or soiled. Avoid direct contact with open wounds, blood, body fluids, and surfaces contaminated with such material.

Employees should be aware that certain prescribed medications, such as steroids and asthma medications, may suppress their immune systems and make them more susceptible to infectious disease. Employees should consult with their private physician if they are taking prescription drugs.

Handle all material that is contaminated with blood or other bodily fluid as a potential source of an infectious disease. Where there is a reasonable likelihood of exposure to blood or other potentially

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infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses.

Food and beverages are not to be kept in the evidence refrigerator, freezer, or any other shelves, cabinets, counter tops or bench tops where blood or other potentially infectious materials are present. When searching subjects, consider the circumstances and whether it would be better for the subject to empty his/her pockets, and then check them afterward, rather than the employee reaching in. Have a flashlight available for when it become necessary to search hidden areas such as under car seats. When searching purses, empty the contents onto a table by turning it upside down, then examine the contents.

1008.1.5 PERSONAL PROTECTIVE EQUIPMENT

The Records Division Supervisor is responsible for the purchase and coordinating the supply of infectious disease PPE. Employees should notify the Records Division Supervisor if any of the supplies are in need of restocking.

Issuance of Personal Protective Equipment

A kit containing disposable gloves, surgical mask, gown, goggles, antiseptic hand cleaner, paper towels, hazardous waste bags and CPR mask will be issued to each covered employee. Anti-viral/ bacteria spray will be located in the booking room, and bathrooms. Fluid clean-up material will be maintained in the booking room and basement janitors' closet near the elevator. Polyethylene aprons, heavy duty gowns, heavy duty plastic gloves, and plastic shoe covers will be maintained in the basement storage area near the range. Hazardous waste bags will be kept in the booking area and basement storage cabinets near the range. In unusual circumstances, hazardous waste bags can be used in place of plastic boots to avoid contamination and provide protection against soiling clothes.

Disinfecting solution consisting of 1 part chlorine bleach to 10 parts water will be maintained in the basement janitor's closet area near the elevator.

PPE will be considered appropriate only if it does not permit potentially infectious materials to pass through or reach the employee's clothes, skin, eyes, mouth, or other mucous membranes under normal conditions.

1008.1.6 PROCEDURE

It is important to remember that PPE be used as a barrier between the employee and the potentially infectious material. Employees shall use the appropriate PPE.

Only in rare and extraordinary circumstances, when in the employee's professional judgment, would the use of such equipment have prevented the delivery of health care or public safety services, or would have posed an increased hazard to the safety of the employee or co-worker, can the employee temporarily decline use of the equipment.

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At the scene of an incident where victims, suspects, known or suspected infectious persons, body fluids, or contaminated items are present, only those employees with a clear need to handle them will do so. Those employees with a clear need to handle them will do so with PPE.

Subjects with blood or other potentially infectious materials on their clothing or skin should be transported separately from other subjects when possible. Employees shall notify the Watch Commander of any known or suspected infectious detainees.

The cell or area where the subject is held should be posted with a warning such as "Caution Hazardous Material". The prisoner inventory sheet should also contain a warning as to the subject's potential infection or contamination. If necessary the subject may be provided with a disposable jumpsuit maintained in the booking area.

Extreme caution should be used during the search of suspected drug users or dealers to prevent accidental skin punctures by needles. Extreme caution should be used when reaching into areas that are not visible such as under car seats, or in crevices between seats.

When time permits, particularly in instances of infectious disease contamination being used as a threat by a subject in the lockup, or during arrests, Officers may wish to use leather gloves and jackets as protective equipment.

These precautions are in rare instances of anticipated fights or altercations with known or suspected infectious persons.

1008.1.7 HANDLING MATERIALS

In the event that blood or other potentially infectious material has contaminated any area or equipment of the Department, the on-duty custodian shall be notified for clean-up and disinfecting prior to the continued use of the area or equipment.

If a custodian is not on duty, the Watch Commander shall assess the situation and if necessary designate and instruct alternate personnel to restore the area or equipment to a safe and sanitary condition prior to continued use.

If no police or custodial personnel are immediately available for clean-up, the area or equipment should be isolated and appropriately marked with a warning until personnel can be assigned to clean-up. The Watch Commander should call the 24-hour biohazard cleanup service - Best Quality Cleaning at 847-233-0202 between the hours of 0830 and 1800 hrs. If the occurrence is between 1800 and 0830 hrs, use one of the following numbers in order. 847-698-6745, 847-877-2579, 847-895-3303, 708-508-3303.

If the contamination is cleaned up by someone other than the reporting employee, notification shall be made to that reporting employee when the decontamination is completed.

In the event of a blood or potentially infectious material spill, or when it becomes necessary to handle such material, the employee shall use whatever approved gear necessary to avoid splash back, inhaling, direct contact, or contamination.

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Gloves shall be worn when it can be reasonably anticipated that the employees may have hand contact with potentially infectious materials, mucous membranes, or contaminated surfaces. Masks in combination with eye protection devices, such as goggles or glasses with side shields, or chin length face shields, shall be worn whenever splashes, spray, splatter, or droplets of potentially infectious material may be reasonably anticipated. Gowns, aprons, or other protective body clothing shall be worn when there is reasonably anticipated skin, eye, or mucous membrane, contact with a potentially infectious material.

When it is necessary to clean up a spill, observe the following procedure. Wash hands beforehand if possible, or practical. Put on disposable vinyl gloves. Put on surgical mask (if necessary to avoid splash back or touching yourself during contact). Put on apron or gown (if necessary to avoid splash back or touching yourself during contact). Put on goggles (if necessary to avoid splash back or touching yourself during contact). Use a fluid absorbent to soak up the material. Wipe the area dry with an absorbent. Dispose of the absorbent in a hazardous waste bag.

Clean the area with a disinfectant spray or solution, allow 10 minutes before drying. A disinfectant solution can be made of 1 part chlorine to 10 parts water. A supply of disinfecting solution will be available in the basement janitor closet near the elevator. Wipe area dry and dispose of all absorbent and PPE in the red hazardous waste bag.

Remove PPE carefully to avoid contamination of clothing or skin underneath. Remove gloves by grasping at wrist and pulling off. Use the uncontaminated inside of the first glove to remove the second glove. Insure that the hazardous waste bag with the cleanup material and used disposable PPE is securely sealed and marked with the orange BIOHAZARD sticker. The first hazardous waste bag should be placed into a second hazardous waste bag and similarly marked and secured.

Turn the contaminated waste over to the Fire Department Paramedic duty crew if they are available. Otherwise, leave them notification that there is contaminated waste to be disposed of. If they are unavailable, it can be temporarily stored in the basement rear stairway, but removed immediately when the Paramedics are available.

All non disposable equipment shall be cleaned and decontaminated after contact with potentially infectious materials. Do not touch yourself once the glove or other PPE is in place, (i.e., touching your nose or rubbing your face). You must immediately remove your gloves and wash the affected area of your body, if you violate this practice. Soap and water should be sufficient, if done in a thorough manner.

All buckets, cans, or similar receptacles intended for reuse which have a reasonable likelihood of becoming contaminated will be inspected and decontaminated on a regularly scheduled basis, and as soon as practical upon contamination. This will be the responsibility of the custodian. Broken glassware which may be contaminated shall not be picked up directly with the hands.

Employees should wash their hands immediately or as soon as feasible after removal of gloves or other PPE. Immediately flush with water any mucus membranes following contact of such body areas with blood or other potentially infectious materials.

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1008.1.8 AFTER EXPOSURE INCIDENTS

Clean the area that came into contact with the potentially infectious material as soon as practical. Thorough washing with anti bacterial soap and water should suffice. In the field or away from soap and water, use the antiseptic hand cleaner provided to each employee until hand washing can be performed.

Exposures should be reported in the same manner as other injuries received in the line of duty. If the employee has not yet received the Hepatitis B vaccinations, they may still be effective if begun within 24 hours of the incident. Check with the doctor.

Employees shall notify the Watch Commander if they believe they have had an Exposure Incident. Examples of Exposure Incidents are:

(a) Handling of blood or other bodily fluid where scratches, cuts or open sores are present in the area of the contact

(b) Direct contact with blood or other bodily fluid from a subject in an area where there is a scratch, cut or open sore

(c) Direct mouth to mouth resuscitation without a one way CPR mask

(d) Any bite, cut or puncture wound received as a result of handling or searching any person or object

(e) Any other Exposure Incident as articulated by the employee

Employees shall notify the Watch Commander of any spill of any potentially infectious material. A report of the Occupational Exposure Incident will be made using a General Case report as well as following the Employee injury reporting procedure. The Watch Commander will be responsible for confirming that the cells, squad cars, or contaminated area are properly disinfected or sealed off.

If any area or equipment that has been contaminated, is left past the end of the work shift without being disinfected, it shall be clearly marked with a warning as to the possible extent of contamination.

In instances requiring elaborate clean up, where it is not practical for department to handle, the area will be sealed off, marked with a warning, such as "Caution Hazardous Material". An incident report will be made and Best Quality Cleaning notified for cleanup.

Police vehicles, which cannot be driven to the Public Works garage without risk of contamination to the driver, may be towed. The vehicle must be marked with a warning such as "Caution Hazardous Material". Notification of the nature and extent of the contamination must be left with the item so those who encounter it will know how to manage it.

When any vehicle is towed or impounded at the direction of an employee, or procedure, and that vehicle presents a potential contamination hazard, the person taking custody of the vehicle shall be informed of that potential hazard. They should be advised to store the vehicle in a secure restricted area and mark it so that anyone coming in contact with the vehicle is aware of the potential hazard.

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Pregnant employees should be advised to report to their physician any direct contacts with any potentially infectious materials. Infectious diseases can cause severe problems in newborns.

If the employee believes he has come in contact with a blood-borne pathogen by way of an injury or Occupational Exposure Incident, and in the absence of the cooperation of the subject involved, the employee may contact the State's Attorney office to petition the subject to be tested for the pathogen against his/her will.

Illinois Compiled Statute 410 ILCS 305/7(c) provides the authority for hospitals to perform an HIV test on a subject without written informed consent, when a law enforcement officer in the line of duty is involved in a direct skin or mucous membrane contact with the blood or bodily fluids of a subject.(Policy 1008)

A doctor must determine if the contact was of a nature that it could transmit the virus.

1008.1.9 CONTAMINATED GARMENTS

If a garment is contaminated by a potentially infectious material it should be removed immediately, or as soon as feasible. Employees should maintain a spare set of clothing at the Department for such circumstances. All PPE should be removed prior to leaving the work area. All contaminated clothing, including uniforms, and civilian clothing, will be retained by the employer for washing, decontamination or disposal and replacement. PPE will be disposed of.

Boots and leather goods may be brush scrubbed by the employee with soap and hot water to remove contamination. Contaminated garments/laundry should be handled as little as possible. The garments should be separated from disposable PPE and will be placed in separate hazardous materials bags, sealed securely, and marked with an orange BIOHAZARD sticker.

Each hazardous waste bag will then be put into another hazardous waste bag and similarly sealed and marked. The hazardous waste bags containing garments should be marked as such. The items shall be turned over to the Watch Commander, so that arrangements can be made for decontamination or disposal.

1008.1.10 EMPLOYERS RESPONSIBILITY

The employer shall ensure that all employees with Occupational Exposure participate in a training program.

A general explanation of the epidemiology and symptoms of bloodborne diseases. An explanation of the employers Exposure Control Plan. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

An explanation of the use and limitations of methods that will prevent or reduce exposure, including, engineering controls, work practices, and PPE. Information on the use, location, removal, handling, decontamination, and disposal of PPE.

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Information on the efficacy, safety, method of administration, benefits of being vaccinated and free vaccination for Hepatitis B. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

An explanation of the procedure to follow if an Exposure Incident occurs, including method of reporting and medical follow-up that will be made available. Information on post exposure evaluation and follow-up. Explanation of the signs and labels that will be used.

A trainer who is knowledgeable in the subject matter as it relates to the workplace and provides for a question/answer period. Provide appropriate PPE in the appropriate sizes, readily accessible at the worksite or issued to employees. Affix warning labels to any refrigerators, freezers, or other containers used to store or transport potentially infectious materials.

Equipment which may have become contaminated with potentially infectious materials shall be examined prior to returning to service and decontaminated as necessary. A readily observable orange BIOHAZARD warning label shall be attached to the equipment stating which portions remain contaminated.

Following the report of an Exposure Incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

(a) Documentation of the route of exposure and the circumstances under which the exposure occurred

(b) Identification and documentation of the source individual, unless that identification is unfeasible or prohibited by law if consent is obtained, the source individual's blood shall be tested as soon as feasible

(c) Results of the source individual's testing shall be made available to the exposed employee. The employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

The Employer is required to maintain certain training records as well as Occupational Exposure Incident records for each employee. The records will be kept confidential and made available only to the employee and those required by law. Items required to be retained in the files include:

The employees Hepatitis B vaccination status, dates of vaccinations, medical records relative to the employee's ability to receive the vaccination. The healthcare professional's written opinion as to whether the Hepatitis B vaccination is necessary, that the employee has been informed of the results, and informed of any medical conditions resulting from exposure to potentially infectious materials which require further evaluation. The results (as to whether or not the employee has or has not contracted the disease) of testing following an Occupational Exposure Incident will not be kept in this file.

Copy of all results (except that which is prohibited by the preceding paragraph) of post exposure examinations, medical testing, and follow-up testing required as a result of the post exposure

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evaluation provided to the employee. The training session dates, summary of information provided, names and qualifications of instructors, and the names and titles of attendees.

1008.1.11 CONTAMINATED EVIDENCE

Evidence containing suspected blood or other potentially infectious bodily fluids, should be handled with gloves, or other PPE as may be necessary for the situation. Contaminated syringes or other sharp objects should not be bent or recapped. Syringe removal or pickup must be accomplished through the use of a mechanical method (pushing with a pen), or a one handed scooping technique into a plastic evidence safety tube. Safety tubes will be available in the booking room or property handling cabinets.

Use evidence tape rather than metal staples to seal containers so that gloves will not be ripped when opening the container for processing. Procedures involving blood or potentially infectious materials should be performed in a manner to minimize splashing, spraying, splattering, and generation of droplets of these substances.

If the stain or sample is dry, it should be placed in a sealed paper bag and marked according to instructions below. Liquid samples should be collected as liquids and stored in a bottle if available. If it is not dry it is to be air dried, in a restricted area. While it is hanging to dry, items should be identified with a warning such as, "Caution Hazardous Material".

Specimens of potentially infectious materials should be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping. If the item could puncture the primary container, or the primary container becomes contaminated, it should be placed inside a second container.

An orange sticker with the BIOHAZARD warning symbol should be affixed to any container used for the above purpose.

1008.1.12 HEPATITIS B VACCINATIONS

Background

Hepatitis B poses a much more commonplace threat to employees than human immunodeficiency virus (HIV). There are over 1,000,000 carriers of Hepatitis B in the United States.

The virus is spread in the same way as HIV but is able to survive outside the body for a longer time and under more adverse conditions.

It is estimated that 300,000 people become infected each year. It can be fatal and there is no cure. It can be prevented though by following the procedures given in this General Order and participating in the vaccination program.

Over 95% of those who complete the Vaccination Program are immune to the virus.

Vaccination Program

The vaccinations will be offered free to any employee who may have an Occupational Exposure to Bloodborne Pathogens. The vaccinations will be provided to the employee at a reasonable place

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and time. The vaccinations will be made available after the required training and within 10 working days of initial assignment. The vaccine is given in a series of three injections over the period of several months. The injections are given intramuscularly, in the arm.

There may be some side effects but they are usually mild. There may be soreness, redness, or swelling at the sight of injection. Employees with a yeast allergy may not be able to receive the injections and should advise the healthcare professional of this allergy.

Employees desiring Hepatitis B anti-body testing to determine if they already have the immunity shall have that opportunity prior to vaccination and every four years thereafter. A confidential medical evaluation will be made available to all employees who report that they have had an Occupational Exposure Incident.

If the employee declines the vaccination he/she shall sign the Declination statement. If the employee accepts the vaccinations, he must sign the consent form. If the employee later decides to accept the vaccination by signing the consent form, it will be made available at no cost.

Currently, booster doses are not recognized as necessary but should they become recommended by the U.S. Public Health Service, the doses will be made available.

1008.1.13 FORMS

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Reporting of Employee Convictions

1009.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties; therefore, all employees shall be required to promptly notify the Department of any past and current criminal convictions.

1009.2 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Illinois and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; 720 ILCS 5/24-1.1).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

Officers are prohibited from carrying a firearm if they are currently the subject of a domestic violence protection order (750 ILCS 60/214).

1009.3 OTHER CRIMINAL CONVICTIONS

Any person convicted of a felony is prohibited from being a peace officer in the State of Illinois (50 ILCS 705/6.1). Any person who has been convicted of a felony is prohibited from possessing a firearm (720 ILCS 5/24-1.1. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty plea or nolo contendre plea.

Convictions of certain state or federal violations, including other provisions, such as probation or conditions of bail may place restrictions on an employee's ability to fully perform the duties of the job or restrict possessing firearms (720 ILCS 550/10; 725 ILCS 5/110-10).

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.

1009.4 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired

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officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1009.4.1 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD (ILETSB) NOTIFICATION

In the event of an arrest or conviction of any of the specified sections in 50 ILCS 705/6.1, the Chief of Police shall report such arrest or conviction to the Illinois Law Enforcement Training and Standards Board (ILETSB).

It is the duty and responsibility of every full-time and part-time police officer to report to both the ILETSB within 30 days and also to the officer's Chief of Police of his/her arrest or conviction for an offense identified in 50 ILCS 705/6.1. Any full-time or part-time police officer who knowingly makes, submits, causes to be submitted, or files a false or untruthful report to ILETSB must have his/her certificate or waiver either immediately decertified or revoked.

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Drug- and Alcohol-Free Workplace

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1011.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

1011.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see Work Restrictions in this policy).

1011.3.1 USE OF MEDICATIONS AND CANNABIS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician.

For sworn law enforcement officers, 410 ILCS 705/10-35(a)(8) states that cannabis use on or off duty is prohibited. Illinois statute 410 ILCS 130/30(a)(9) prohibits active duty law enforcement officers from using medical cannabis. Federal law 18 USC 922(g)(3) prohibits firearm and ammo possession or use by any cannabis user. Cannabis use also disqualifies anyone from obtaining or retaining a FOID card, as it is a violation of Federal law. Cannabis possession is prohibited, except as required in the performance of official police duties.

1011.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

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Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1011.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1011.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1011.7 REQUESTING SCREENING TESTS

A supervisor may request an employee to submit to a screening test under the following circumstances:

(a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.

(b) The employee discharges a firearm, other than by accident, in the performance of his/her duties.

(c) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person, or substantial damage to property.

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1011.7.1 SUPERVISOR RESPONSIBILITY
The supervisor shall prepare a written record documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.

(b) The result of the test is not admissible in any criminal proceeding against the employee.

(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1011.7.2 SCREENING TEST REFUSAL
An employee may be subject to disciplinary action if he/she:

(a) Fails or refuses to submit to a screening test as requested.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

(c) Violates any provisions of this policy.

1011.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

The Barrington Police Department will take all reasonable measures to maintain a safe work environment, and keep members free from the influence of drugs, abusive reliance on all prescription and non-prescription drugs, and inappropriate alcohol intake. The Barrington Police Department operates as a drug-free workplace and will meet the requirements of the state and federal Drug-Free Workplace Acts, the Village of Barrington Policy Manual and applicable collective bargaining agreement. No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Barrington Police Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1011.9 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

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Sick Leave

1013.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the Village personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) or the Illinois Employee Sick Leave Act (820 ILCS 191/1 et seq.).

1013.2 POLICY

It is the policy of the Barrington Police Department to provide eligible employees with a sick leave benefit.

1013.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

Qualified appointments should be scheduled during a member’s non-working hours when it is reasonable to do so.

1013.3.1 NOTIFICATION

All members should notify the Watch Commander or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30 days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1013.4 EXTENDED ABSENCE

Members absent from duty for three consecutive days or more must provide a physician's statement from a health care provider supporting the need to be absent and/or the ability to return

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to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

1013.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Department of Human Resources as appropriate.

(c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:

1. Negatively affected the member's performance or ability to complete assigned duties.
2. Negatively affected department operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

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Overtime Call In Procedure

1014.1 PURPOSE AND SCOPE

The purpose of this policy is to outline call in procedures to provide for proper personnel coverage. For the purposes of this policy there will be established minimum and ideal personnel requirements for proper coverage of designated functions and shifts. All sworn officers and records employees are required to provide a current phone number for overtime notification purposes. These phone numbers and their emails will be entered into the Everbridge notification system.

Minimum Coverage Standards

Records Office minimum staffing is 1 Records Clerk on duty each day of the week 0700-2300. The Records Office is closed 2300-0700.

Minimum patrol shift coverage for 12 hours shifts is 3 sworn officers.

For scheduling purposes, all supervisors should strive for ideal coverage standards. However, overtime will not be authorized unless coverage falls below minimum coverage standards.

Anytime an employee calls in sick, that call must be made to the Records Office at 847-304-3300. Sick calls shall be phoned in at least one hour before the start of the shift. The Records Clerk will immediately inform the Watch Commander so that schedules can be assessed for minimum coverage and overtime assignments can be made as required. The Records Clerk will also note the time and name of the person that called in sick. The Records Clerk and Watch Commander will complete the PHONE IN LEAVE REQUEST and forward it to the Chief's secretary. In the event that there is no Records Clerk working or the Records Division is closed, employees must contact Cencom Dispatch at 847-270-9111. Cencom will then notify the on-duty Watch Commander who will complete a PHONE IN LEAVE REQUEST and make arrangements for overtime if needed.

In the event patrol or records coverage is necessary, the Watch Commander will immediately begin, or assign the on-duty Records Clerk to begin the following call in procedure. Everbridge should be used to perform overtime notifications for patrol overtime. Overtime notifications for patrol shift overtime will be sent to voice, e-mail and text messaging through Everbridge. Officers will be notified and a time will be set for responses by officers that want to volunteer to work. In the event that coverage is needed in records, the Records Supervisor should be contacted first. The Records Supervisor will advise who is available to be contacted for records coverage. If the Records Supervisor is unavailable, proceed with the normal overtime calls or use Everbridge to contact the records clerks to fill the vacancy.

Calls made by the Records Clerk, at the direction of the Watch Commander, carry the authority of the Watch Commander as far as ordering employees into work.

1014.1.1 RECORDS COVERAGE

The department priority is that one qualified Records Clerk person work the entire (eight (8) hour) period where coverage is needed. However, as a matter of practicality, those contacted should

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be asked if they would be willing to work a four (4) hour portion of the shift if they cannot work the entire eight (8) hours. The Records Clerks are contacted by seniority. Part-time Records Clerks are contacted first by seniority and then full-time Clerks by seniority.

If no one accepts the entire coverage period, a combination of two (2) Records Clerks may be used with the intent of splitting the shift into two four (4) hour periods. These will be chosen based on seniority from the responses of the initial calls offering overtime. If the full eight hours are not covered by regularly assigned records personnel, then other records qualified personnel will be contacted by following the seniority list maintained in the Records office or overtime call in sheet and offered the entire eight (8) hours of overtime. These personnel will be offered the overtime except that it will be meant to apply to these records qualified personnel.

If the above step only results in coverage for four (4) hours, but could be combined with the previously accepted four (4) hours from regular Records Clerks, then those arrangements should be accepted and confirmed with the persons involved. If no one accepts the overtime, the Watch Commander or the on duty Records Clerk, having been given the Watch Commander's authority, shall begin contacting the full and part-time Records Clerks from least senior to most senior, and inform the first person contacted that they have been ordered to come in for the remaining overtime coverage.

If in the process of arranging coverage someone had accepted to work four (4) hours of the shortage, the Records Clerk would only be ordered to work the remaining shortage. If no Records Clerk can be contacted, the on-duty Records Clerk will be ordered to work the hours not covered. If in the process of arranging coverage someone had accepted to work four (4) hours of the shortage, the Records Clerk would only be ordered to work the remaining shortage.

In the event a prisoner(s) are required to spend the night in lock-up, one Records Clerk or Officer will be needed to monitor the prisoner(s) between the hours of 2300 and 0700. As explained in this policy, the records coverage call out should be offered first. If no Records Clerks are able to fill the prisoner watch vacancy, Patrol Officers will be given the next opportunity to monitor the prisoner(s) from records. If Records and Patrol personnel are unable to fill the prisoner watch duties, the records clerk currently working or an Officer (on-duty, lowest in seniority) shall be ordered to monitor the prisoner(s) until relieved.

No more than 16 hours may be worked in any 24 hour period, without at least 8 hours off duty. An emergency declaration by the Watch Commander or Chief of Police can extend the 16-hour limitation. If the Watch Commander makes such a declaration, he will notify the Chief of Police by memorandum of the circumstances.

1014.1.2 12 HOUR SHIFT PATROL COVERAGE

The department priority is that one Patrol officer work the entire period where coverage is needed. However as a matter of practicality, officers should be asked if they would be willing to work a four (4) hour portion of the shift if they cannot work the entire period. The Watch

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Commander/OIC/Records Clerk(if assigned) will use Everbridge to contact all officers eligible to work the overtime. Officers willing to work all or a portion of the overtime need to respond to the police department before the end of the set time frame for responses. The Watch Commander/OIC/Records Clerk will then determine based upon overtime protocol who will receive the overtime.

Protocol for Patrol Shift Overtime

Steps 1-3 will be followed first. Overtime will be awarded with preference going to number of hours wanted (ex. working 8 hours will take preference over working 4 hours, even if the officer wanting 4 hours is more senior) and then by seniority. Steps 4 and 5 will then be followed if there are any overtime hours remaining.

1) Volunteers from the shift in need, by amount of overtime wanted and then by seniority, will be awarded the overtime. If an officer on the shift in need of coverage has a (F4, M4, L4 off) they will have the option to work those hours that they had been scheduled off before it is offered to any other officer.

2) If there are no volunteers from the shift in need, preference goes to the opposite day/night shift by hours of overtime wanted and then by seniority. (ex. Team "A" day shift needs coverage, preference goes to Team "B" day shift by number of hours and then seniority.

3) If no volunteer is found from the opposite shift, preference then goes to the opposite hours shift by hours of overtime wanted and then by seniority for both shifts. (ex. Team "A" needs coverage, nobody from Team "B" volunteers, then preference goes to the officers on Teams "C" and "D" by hours of overtime wanted and then by seniority.

4) If thereis overtime remaining after contacting the patrol shifts, the patrol shift overtime can be offered to the Investigations Division officers by number of hours wanted and then by seniority. If an investigator volunteers to work the entire overtime shift available, he/she will be given preference over patrol only if there is no volunteer or combination of volunteers from patrol that have volunteered to work the entire overtime shift. Investigations officers will not be ordered to work patrol shift overtime. The Chief and Assistant Chief are also not able to be ordered in to work patrol shifts.

5) However, if no one accepts the overtime, the Watch Commander/OIC/Records Clerk (having been given the Watch Commander's authority), shall begin contacting patrol division sworn officers from least senior to most senior and inform the first person contacted that they have been ordered to come in for the patrol coverage. If no patrol division officer can be contacted, a combination of the least senior patrol officers currently working will be ordered to work the hours not covered in four (4) hour shifts. They shall have their choice of the four (4) hour shifts based on seniority. If in the process of arranging coverage someone had accepted to work four (4) or more hours of the shortage, the officer would only be ordered to work the remaining shortage. No more than 16 hours may be worked in any 24 hour period, without at least 8 hours off duty. An emergency declaration by the Watch Commander or Chief of Police can extend the 16-hour limitation. If the

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Watch Commander makes such a declaration, he will notify the Chief of Police by memorandum of the circumstances. In the event an officer working the overtime shift coverage is normally assigned to a shift other than the shift needing the overtime, the following will be in effect.

1014.1.3 POWER SHIFT PATROL COVERAGE
If an officer has been ordered in and there is a regular shift change where a less senior officer is going off duty, the more senior officer ordered in may choose to be replaced by the less senior officer going off duty.

1014.1.4 PRE-SCHEDULED PERSONNEL COVERAGE
When a patrol personnel shortage will be longer term (i.e., greater than several days), and is known about in advance, the Team Sergeant with the shortage of personnel will post a list of the available shifts to allow officers to sign up without the need to call them. Assignment of the overtime will follow the procedure set forth in the 12 HOUR SHIFT PATROL COVERAGE and POWER SHIFT PATROL COVERAGE sections.

When a non sworn personnel shortage will be longer term (i.e., greater than several days), and is known about in advance, the Positions Supervisor will post a list of the available shifts to allow personnel to sign up without the need to call them. Assignment of the overtime will follow a procedure similar to that set forth in RECORDS COVERAGE. Despite whether the pre-scheduled coverage is for sworn or non sworn personnel, once it has been accepted by an employee, it is the responsibility of that employee to work the overtime.

1014.1.5 SHIFT COVERAGE FOR COURT
There are some occasions where required attendance in court will create a temporary shortage, anticipated as being less than three (3) hours. In these situations officers who were working on the prior shift and are still available at the station will be contacted and offered the overtime, with preference to seniority. If no one accepts, the Watch Commander (or a Records Clerk upon being assigned) will begin calling personnel following the procedure set up in 12 HOUR SHIFT PATROL COVERAGE, except that coverage will only be until the necessary personnel return from court.

1014.2 OFFICER IN CHARGE

The highest-ranking supervisor working on the shift coverage shall be the Watch Commander, unless for operational needs, he assigns someone else. When two supervisors of the same rank temporarily work the same shift coverage, the supervisor regularly assigned to the shift shall be the Watch Commander. If neither is regularly assigned to the shift, the supervisor with more time in rank shall be the Watch Commander.

When a Sergeant is unavailable for duty as Watch Commander, the patrol officer designated by the Shift Sergeant as the Officer-In-Charge (OIC) will function as the Watch Commander. Patrol Sergeants must obtain approval from the chief of police or his/her designee when choosing the shifts primary and secondary OIC's. The Shift Sergeant may designate a secondary OIC to supervise when both are off. The shift OIC will function as the Watch Commander even when another patrolman or OIC of greater seniority temporarily works on the shift for whatever reason.

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Overtime Call In Procedure

OIC's are typically the officer on the shift that holds the highest position on an existing promotion list for Sergeant. The secondary OIC will typically be the officer that holds the next highest position on the Sergeants list and has completed the necessary OIC training unless approved by the chief of police or his/her designee.

Overtime for Sergeants or Officer in Charge will only be filled by another Sergeant, a patrol officer with OIC training or a non-probationary patrol officer with approval from the Chief's Office. The goal of this is to insure that a Sergeant, a trained Officer in Charge or an experienced Patrol Officer is in command of patrol operations on the street, at all times.

Personnel available for Sergeant or Officer in Charge overtime will be selected based on their rank, earning a position on the Sergeant’s eligibility list, training and patrol experience. The eligible personnel list will be kept in the Chief's Office and will be continiously updated as needed.

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Communicable Diseases

1015.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1015.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Barrington Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1015.2 POLICY

The Barrington Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1015.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

(a) Exposure prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them.

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:

1. Reporting known and suspected cases of reportable communicable diseases to the local health authority (77 Ill. Adm. Code 690.200).

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2. Acting as, or appointing a person as the designated officer to receive reports from the local health authority. The designated officer will be trained to carry out the duties described in 77 Ill. Adm. Code 690.200 regarding the procedures for follow-up after occupational exposures to specific diseases.
3. The mandates of the Illinois Occupational Safety and Health Act (820 ILCS 219/1 et seq.).
4. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
5. Responding to exposure notifications from hospitals to which members have transported a patient (210 ILCS 85/6.08).
6. Exposure control mandates in 29 CFR 1910.1030 (820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

The ECO should also act as the liaison with the Illinois Department of Labor (IDOL) and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

1015.4 EXPOSURE PREVENTION AND MITIGATION

1015.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; 820 ILCS 219/25):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area of department vehicles, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.

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(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1015.4.2 IMMUNIZATIONS
Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; 820 ILCS 219/25).

1015.5 POST EXPOSURE

1015.5.1 INITIAL POST-EXPOSURE STEPS
Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practical.

1015.5.2 REPORTING REQUIREMENTS
The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; 820 ILCS 219/25):

(a) Name of the member exposed

(b) Date and time of incident

(c) Location of incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

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1015.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT
Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 820 ILCS 219/25):

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1015.5.4 COUNSELING
The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; 820 ILCS 219/25).

1015.5.5 SOURCE TESTING
Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) Contacting the Department of Public Health or local health authority and providing information regarding the circumstances of the exposure to determine if the appropriate authority will request consent from the person to submit to testing (77 Ill. Adm. Code 690.1380).

(c) In cases of possible exposure to infectious diseases, including HIV, by having a health care provider or health facility test the source of the exposure pursuant to 410 ILCS 305/7 and/or 410 ILCS 312/10.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the Village Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1015.6 CONFIDENTIALITY OF REPORTS
Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law) (29 CFR 1910.1030; 820 ILCS 219/25).

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Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1015.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (29 CFR 1910.1030; 820 ILCS 219/25):

(a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

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Smoking and Tobacco Use

1017.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Barrington Police Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1017.2 POLICY

The Barrington Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy.

1017.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Barrington Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside Village facilities and vehicles.

1017.4 ADDITIONAL PROHIBITIONS

No employee shall smoke, even if out of public view in any public place, child/adult day care center, health care facility or within 15 feet of any entrance or any other location described under the Smoke Free Illinois Act (410 ILCS 82/15).

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Personnel Complaints

1019.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Barrington Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1019.2 POLICY

The Barrington Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report alleged misconduct without concern for reprisal or retaliation.

1019.2.1 CITIZEN COMPLAINT FORMS

1019.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or of federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1019.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Watch Commander is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints should be investigated by a supervisor of rank greater than the accused member or referred to the Chief of Police or his designee, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or

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the Chief of Police or his designee, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1019.3.2 SOURCES OF COMPLAINTS
The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any department member becoming aware of alleged misconduct by another department member shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

1019.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1019.4.1 COMPLAINT FORMS
Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other Village facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1019.4.2 ACCEPTANCE
All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1019.5 DOCUMENTATION
Formal complaints of alleged misconduct shall be documented in writing by a sworn affidavit by the person making the complaint (50 ILCS 725/3.8(b)).

Should the sworn affidavit be found to contain knowingly false material information, the matter shall be brought to the attention of the appropriate State's Attorney for determination of prosecution (50 ILCS 725/3.8(b)).

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All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1019.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1019.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action, or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.

  1. The original complaint form will be directed to the Watch Commander of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.

  2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Deputy Chief or the Chief of Police, who will initiate appropriate action.

(b) Responding to all complainants in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.

  1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.

  2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Watch Commander.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Watch Commander and Chief of Police are notified via the chain of command as soon as practicable.

(e) Promptly contacting the Department of Human Resources and the Watch Commander for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.

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(f) Forwarding unresolved personnel complaints to the Watch Commander, who will determine whether to contact the complainant or assign the complaint for investigation.

(g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.

(h) Investigating a complaint as follows:

1. Making reasonable efforts to obtain names, addresses, and telephone numbers of witnesses.

2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(i) Ensuring that the procedural rights of the accused member are followed.

(j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1019.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Chief of Police or his designee, the following applies to members covered by the Uniform Peace Officers' Disciplinary Act:

(a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she shall be compensated (50 ILCS 725/3.3).

(b) Unless waived by the member, interviews of an accused member shall be at the Barrington Police Department or other reasonable and appropriate place (50 ILCS 725/3.1).

(c) The accused member shall be informed in writing of the name, rank, and unit or command of the officer in charge of the investigation, the interviewers and all persons who will be present on behalf of the Department during any interview. The accused member shall inform the Department of any person who will be present on his/her behalf during any interview (50 ILCS 725/3.4).

(d) No more than two interviewers should ask questions of an accused member.

(e) Prior to any interview, a member should be informed in writing of the nature of the investigation (50 ILCS 725/3.2).

(f) All interviews should be for a reasonable period and the member's personal needs should be accommodated (50 ILCS 725/3.5).

(g) No member should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers (50 ILCS 725/3.6).

(h) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so (50 ILCS 725/3.6).

1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after

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the member has been given a *Garrity* advisement and after the investigator has consulted with the prosecuting agency. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(i) The interviewer shall record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview (50 ILCS 725/3.7).

(j) No member shall be interviewed without first being advised in writing that admissions made in the course of the interview may be used as evidence of misconduct or as the basis for charges seeking suspension, removal, or discharge. In addition, no member shall be interviewed without first being advised in writing that he/she has the right to counsel of his/her choosing, and that counsel may be present to advise him/her at any stage of any interview (50 ILCS 725/3.8).

(k) All members subjected to interviews that could result in discipline have the right to have representation by counsel of the member's choosing and may request counsel at any time before or during an interview. When a request for counsel is made, the interview shall not proceed until a reasonable time and opportunity are provided to the member to obtain counsel. If a collective bargaining agreement requires the presence of a representative of the collective bargaining unit during investigations, the representative shall be present during the interview, unless this requirement is waived by the member being interviewed (50 ILCS 725/3.9). However, in order to maintain the integrity of each employee’s statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(l) All members shall provide complete and truthful responses to questions posed during interviews.

(m) No member may be compelled to submit to a polygraph test, or any other test questioning by means of any chemical substance, except with the member’s express written consent. Refusal to submit to such tests shall not result in any disciplinary action nor shall such refusal be made part of his/her record (50 ILCS 725/3.11).

(n) These provisions do not apply to any member charged with violating any provisions of the Criminal Code of 2012, or any other federal, state or local criminal law (50 ILCS 725/5).

(o) These provisions apply only to the extent that there is no collective bargaining agreement currently in effect dealing with the subject matter of these provisions (50 ILCS 725/6).

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1019.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1019.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1019.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.

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1019.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1019.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1019.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1019.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Barrington Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction.

No disciplinary action should be taken until an independent administrative investigation is conducted.

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1019.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include his/her comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1019.10.1 DEPUTY CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Deputy Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Deputy Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Deputy Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Deputy Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1019.10.2 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Deputy Chief for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

(a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.

(b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.

1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.

2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

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1019.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT
The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1019.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.

(d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1019.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1019.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal pursuant to the personnel rules and applicable guidelines; pursuant to the collective bargaining agreement; if non-home rule, the procedures outlined in 65 ILCS 5/10-2.1-1; if civil service, the procedures outlined in 65 ILCS 5/10-1-1.

1019.14 MANDATORY NOTIFICATION TO THE ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD

The Chief of Police or the authorized designee shall notify the ILETSB of any final determination of discipline in the following circumstances (50 ILCS 705/6.2):

(a) The officer is discharged or dismissed as a result of the violation.

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(b) The officer resigns during the course of an investigation and after being served notice that he/she is under investigation that is based on the commission of a Class 2 or greater felony.

The notification shall occur within 30 days of a final decision and exhaustion of any appeal, or resignation, and shall provide information regarding the nature of the violation.

1019.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1019.16 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. For further information please refer to Article IV of the personnel manual for the Village of Barrington. While the forms of discipline are set out, the Village of Barrington retains the right to skip a level of discipline at its discretion, as the personnel manual is a guide not a contract.

Any probationary period may be extended at the discretion of the Chief of Police in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

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Seat Belts

1021.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213 and 625 ILCS 25/4.

1021.2 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department, while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

1021.3 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1021.4 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

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1021.5 POLICY

It is the policy of the Barrington Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle crash.

1021.6 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with 625 ILCS 25/4.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

1021.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

1021.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

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Body Armor

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1023.2 POLICY

It is the policy of the Barrington Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1023.2.1 USE OF SOFT BODY ARMOR

The Department encourages all on-duty officers to wear soft body armor. Their use in some instances is required.

When officers are assigned to a SWAT operation, stakeout, service of felony arrest warrant(s), or, are serving a search warrant at a location where there is reason to believe a felony suspect may be present, the wearing of a body armor is mandatory. Body armor purchased with department funds(i.e uniform allowance) or paid for by a Grant, the wearing of the body armor is mandatory.

Body armor must be either department issued or department approved. Tactical Body Armor is provided in department squads, detective cars, and available to school liaison officers.

A stakeout, for purposes of this section, is a pre-planned event where time and practicality allow officers to put on body armor in anticipation of encountering armed or dangerous suspects or circumstances.

1023.3 FUNDING

The Rangemaster should coordinate with other Barrington officials as appropriate to ensure grant funding is sought as appropriate (50 ILCS 712/10). The Rangemaster should also ensure that Department procedures are not in conflict with the terms of any applicable grant.

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Personnel Records

1025.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1025.2 DEPARTMENT FILE

The department file shall be maintained as a record of a person’s employment/appointment with this department. The department file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.

(b) Election of employee benefits.

(c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.

(d) Original performance evaluations. These should be permanently maintained.

(e) Discipline records, including copies of sustained personnel complaints.

(f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
2. Any member response shall be attached to and retained with the original adverse comment (820 ILCS 40/6).
3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.

(g) Commendations and awards.

(h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1025.3 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files twice in a calendar year or as otherwise provided in a collective bargaining agreement. The Department will grant the inspection within seven working days (820 ILCS 40/2).

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Any member seeking the removal or correction of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department may remove or correct any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record as long as the contested item is a part of the file (820 ILCS 40/6).

Members may obtain a copy of the information or part of the information contained in their file (820 ILCS 40/3).

A member who is involved in a current grievance against the Department may designate in writing a representative of the member's union or collective bargaining unit or other representative to inspect the member's personnel record which may have a bearing on the resolution of the grievance (820 ILCS 40/5).

Members may be restricted from accessing files containing any of the following information (820 ILCS 40/10):

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1025.4 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

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(a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

(c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

1025.4.1 SPECIFIC RETENTION REQUIREMENTS

Unless provided otherwise in this policy, the following records shall be maintained (56 Ill. Adm. Code 320.140):

(a) Member payroll records, including name, address, occupation, wages, records of wages and other forms of compensation, dates of hire, promotion and dates of pay increases shall be maintained for a minimum of five years.

(b) Personnel records, including qualifications for hire, records of promotion, transfer, discipline, certifications, evaluations, written job offers and any available explanations of member compensation shall be maintained for a minimum of five years.

1025.5 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Illinois (5 ILCS 140/7).

1025.6 DIVISION FILE

Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1025.7 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Chief of Police or his designee in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Chief of Police or his designee supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file:

(a) Not sustained

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(b) Unfounded

(c) Exonerated

1025.8 TRAINING FILE

An individual training file shall be maintained by the Training Coordinator for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Training Coordinator or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Training Coordinator or supervisor shall ensure that copies of such training records are placed in the member's training file.

1025.9 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).

(b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.

(e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1025.10 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the Village Manager, Village Attorney or other attorneys or representatives of the Village in connection with official business.

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1025.10.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records, FOIA Officer or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member’s personnel records shall be logged in the corresponding file.

1025.10.2 RELEASE OF PERSONNEL INFORMATION

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

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Commendations and Awards

1029.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Barrington Police Department and individuals from the community.

1029.2 POLICY

It is the policy of the Barrington Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1029.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1029.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1029.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation should contain:

(a) Identifying information:

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1029.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:

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1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the person submitting the documentation.

1029.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Deputy Chief for his/her review. The Deputy Chief should sign and forward the documentation to the Chief of Police for his/her review.

The Chief of Police or the authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Administration secretary for entry into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Administration Deputy Chief. The documentation will be signed by the Deputy Chief and forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1029.4.4 FORWARDING COMMENDATION TO SHERIFF'S MERIT COMMISSION

When applicable, the commendation may be furnished to the Merit Commission (55 ILCS 5/3-8016).

1029.5 AWARDS

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

- Award of Merit.
- Award of Valor.
- Lifesaving Award.
- Meritorious Conduct.

Criteria for each award and the selection, presentation and display of any award are determined by the Chief of Police.

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Department Recognition Program

1030.1 PURPOSE AND SCOPE

The Department shall acknowledge individual acts or work performance worthy of recognition. The Administration may use commendations and/or the presentation of awards in recognition of commendable acts.

COMBAT: Physically fighting with a suspect(s) with weapons or without.

EXTREME RISK: A condition that is highly likely to produce imminent death (e.g., a person has armed himself, threatened to murder a police officer or citizen, and then used a weapon to threaten death or great bodily harm to that police officer or citizen).

HIGHLY PROFESSIONAL CONDUCT OR PERFORMANCE: An act or series of acts which are indicative of great expertise (technical competence) or sustained performance of an outstanding quality (e.g., an officer contacts a person suspected of a serious crime and through skillful investigation develops leads that are not readily apparent, resulting in successful prosecution).

OPERATIONAL RISK: A condition that involves personal danger to an employee but is unlikely to produce death (e.g., an officer jumps into a swimming pool and rescues a two-year-old child).

SAVING OF LIFE: An action that if not performed would, beyond a reasonable doubt, have resulted in the death of a person(s).

SIGNIFICANT RISK: A condition that may produce death, but such death would be an accompanying factor in the condition rather than a specifically intended result (e.g., an officer frees a person trapped in a burning automobile at an accident scene).

ABOVE AND BEYOND THE CALL OF DUTY: An act performed which is not required by the nature of the employee's position.

1030.1.1 SERVICE AWARDS

The following awards are established for recognition of exceptional service by Department employees:

Medal of Valor - Blue Ribbon

To be awarded for an act which involves extreme risk to the life of an employee and which is performed above and beyond the call of duty. Generally, the Medal of Valor will be conferred as a result of combat.

Medal of Distinguished Service - Red Ribbon

To be awarded for an act which involves significant risk to the life of an employee, but which is performed under conditions described as less hazardous than those constituting valorous action. The distinction between valorous and distinguished service is made in the "beyond the call of duty" circumstance and in the degree of risk involved to the employee.

Medal for Meritorious Service - Orange Ribbon

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A meritorious service award may be awarded for an act involving operational risk to an employee, or may be awarded to an employee for an act which results in the saving of a life or attempted saving of a life, in which extraordinary efforts were used and personal risk to the employee was involved.

It may also be awarded for an act or condition performed by an employee that exemplifies significant achievement. This award is designed to recognize those individuals who have served the Department well for a number of years or have played a prominent role in furthering the goal of the Department.

Meritorious Unit Award - Orange and White Ribbon

A meritorious unit award may be awarded to any identifiable subdivision of the Department for acts which, if performed by an individual, would merit the award of the Medal for Meritorious Service or greater. Special consideration should be given to the cooperation and teamwork displayed in the accomplishment of the cited event, and this award on its own. The Meritorious unit award would normally be awarded to subdivisions, either permanent or temporary in nature, of a size smaller than a division.

Medal for Honorable Military Service - Green Ribbon

A medal for honorable military service will be awarded to any active employee that serves the United States in active duty non-training, military capacity for 90 days or longer during a period of military service upon his/her return to active service with the Barrington Police Department or upon his/her release from active duty.

Life Saving Award - Red, White, and Blue Ribbon

A Life Saving Award may be given to an employee(s) for an act performed during a time of crisis or emergency which results in the saving of a life in which no personal risk is involved.

Chief's Commendation

A Chief's Commendation may be awarded for an act giving evidence of selfless conduct by an employee(s) during a time of crisis or emergency, but which is less than a valorous distinguished or meritorious act in nature, or an act evidencing highly professional conduct or performance.

Letter of Commendation

A commendation issued to an employee or identifiable subdivision of the Department by a supervisor to acknowledge exceptional performance or the receipt of praise from a citizen.

1030.1.2 AWARDS REVIEW BOARD

An Awards Review Board will be established which shall consist of the Chief of Police and the Command Staff. The Awards Review Board will review all nominations for employee or citizen awards that are submitted for its attention, and may also recommend awards pursuant to the guidelines and criteria set forth in this order.

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The board shall review and discuss all facts and determine the category of award. The Board shall confirm or deny the presentation of each award by majority vote. The names of those selected to receive awards and the category of the award to be received shall be made known to employees of the Department in the form of a Commendation Incident Report.

1030.1.3 NOMINATION

Any employee of the Department who observes or is otherwise made aware of any act which may merit an award may formally nominate an employee. The nomination shall be in the form of a memorandum documenting the employee's conduct which is forwarded to the Awards Review Board by the Watch commander with a recommendation. The format of the awards recommendation memorandum will be as follows:

Synopsis of the incident, facts pertinent to the recommendation, and award recommendation.

Nominations and other appropriate documentation shall be routed through the chain of command to the Office of the Chief of Police

1030.1.4 PRESENTATION AND RECORDING

All awards shall be accompanied by written documentation which details the action resulting in the award. The original of such documentation shall be given to the recipient along with any awards that are presented and a copy of the documentation shall permanently be filed in the employee's personnel file.

A Chief's Commendation and Letters of Commendation shall be personally presented to recipients by the employee's Watch Commander. Presentation of the awards will be made by the Chief of Police. A corresponding colored ribbon will be issued to each recipient to be worn on the uniform.

The ribbon will be worn on the uniform shirt or dress blouse " above and centered on the name tag. Additional ribbons are worn directly above the first in descending order from top to bottom: Medal of Valor, Medal of Distinguished Service, Medal for Meritorious Service, Community Service Medal, and Meritorious Unit Award.

When a recipient receives a second medal of the same type, a ribbon with an oak leaf cluster will be issued and worn on the uniform. Additionally, non-uniformed employees will be issued miniature ribbons to wear on the lapel.

1030.1.5 CITIZEN RECOGNITION

Any Department employee may nominate a citizen for Department recognition to the Chief of Police via the chain of command. Citizen awards include the following:

Citizen Citation for Valor

A plaque is awarded to a private citizen for assistance rendered to the police that involves the extreme risk of life to the citizen.

Citizen Citation for Distinguished Service

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A plaque is awarded to a private citizen for an act which involves significant risk to the life of the citizen and may involve the saving of life or significant assistance to the police department in carrying out its mission.

Citizen Citation for Meritorious Service

A certificate is awarded to a private citizen for an act which involves uncommon risk to the citizen when providing assistance to the police department or for an act which results in the saving of a life or attempted saving of a life in which extraordinary efforts were used and uncommon risk to the citizen was involved. This award may also be given to a citizen or volunteer for highly professional conduct, performance or significant achievement in support of the police department.

Citizen Commendation

A letter of commendation is awarded to a private citizen for significant assistance rendered to the police department in achieving its mission, but which is less than a distinguished or meritorious act in nature. This award may also be given for a notable effort which results in the saving of a life in which no personal risk is involved.

The nominating procedure for citizen awards shall follow the same format as that for employee nomination. A citizen recognition award shall be presented personally by the Chief of Police at an appropriate time and place. The nominator or his supervisor may attend the award ceremony.

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Fitness for Duty

1031.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions.

1031.2 EMPLOYEE RESPONSIBILITIES & EMPLOYEE WELLNESS AND FITNESS

(a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.

(b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.

(c) During working hours, all employees are required to be alert, attentive, and capable of performing their assigned responsibilities.

(d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

(e) In order to maintain efficiency in the Police Department, to protect the public and to reduce insurance costs and risks, the Village shall establish as its physical requirements for police department employees hired after August 15, 1987 the State of Illinois Physical Fitness Training Standards. All sworn Officers below the rank of Sergeant are required to make a good faith effort to meet such fitness standards. Employees who are required by the collective bargaining agreement to take the fitness test shall record a minimum score of 95% in each category or face discipline as described in the bargaining agreement. All police department employees who by contract requirement or who volunteer to take the fitness test and record a minimum score of 95% or higher in each category of the minimum standards for such test(s) on the first attempt each year shall be paid a physical fitness stipend of $400.00.

1031.3 SUPERVISOR RESPONSIBILITIES

(a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.

(b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.

(c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.

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(d) In conjunction with the Watch Commander or employee's available Deputy Chief, a determination should be made whether or not the employee should be temporarily relieved from their duties.

(e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

1031.4 NON-WORK-RELATED CONDITIONS

Any employee suffering from a non-work-related condition that warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

1031.5 WORK-RELATED CONDITIONS

Any employee suffering from a work-related condition that warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Watch Commander or unit supervisor and concurrence of a Deputy Chief, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well-being of the employee and until such time as the following may be completed:

(a) A preliminary determination that the employee's conduct appears to be in compliance with policy.

(b) If appropriate, the employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

1031.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

(a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Department of Human Resources to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.

(b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform his or her job duties. If the employee places his or her condition at issue in any subsequent or related administrative action or grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding.

(c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.

(d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential personnel file.

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(e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order or any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.

(f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

1031.7 LIMITATION ON HOURS WORKED

Absent emergency operations or exigent circumstances members should not work more than:

- 16 hours in one day (24 hour) period

Except in very limited circumstances members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other on or off-duty work assignments including, but not limited to, work authorized by the department under the Outside Employment Policy.

1031.8 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty exam shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.

1031.9 REVOCATION OR SEIZURE OF FIREARM OWNER'S IDENTIFICATION CARD

Possession of a Firearm Owner’s Identification Card (FOID) is not a condition of continued employment if the officer’s FOID is revoked or seized, because the officer has been a patient of a mental health facility and the officer has not been determined to pose a clear and present danger to him/herself or others as determined by a physician, clinical psychologist, or qualified examiner (50 ILCS 725/7.2).

1031.9.1 DOCUMENTATION

If a determination is made that an officer poses a clear and present danger to him/herself or others, such determination shall be documented in the officer’s medical file (50 ILCS 725/7.2).

1031.10 SECTION TITLE

1031.11 SECTION TITLE

1031.12 SECTION TITLE

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1031.13 AVAILABILITY OF MENTAL HEALTH SPECIALISTS

The Department shall make mental health resources, including counselors and therapists, available to members (55 ILCS 5/3-6012.2; 65 ILCS 5/11-1-14).

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Meal Periods, Breaks, Restricted Leave

1033.1 PURPOSE AND SCOPE

This policy regarding meals and breaks is superseded by the affected employee's collective bargaining agreement. If not covered in the employee's collective bargaining agreement, this policy shall conform to and be guided by the policy governing all Village employees that has been established by the Village Manager (820 ILCS 140/3).

1033.1.1 MEAL PERIODS

Sworn employees, telecommunicators, and custody personnel shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

All employees will receive an appropriate meal period not more than five hours from the start of the work period absent emergency situations (820 ILCS 140/3).

Uniformed patrol and traffic officers shall request clearance from the Dispatch Center prior to taking a meal period. Uniformed officers shall take their breaks within the Village limits unless on assignment outside of the Village.

The time spent for the meal period shall not exceed the authorized time allowed.

1033.1.2 BREAKS

Each employee is entitled to a 15 minute break, near the midpoint, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the police facility shall remain in the police facility for their breaks. This would not prohibit them from taking a break outside the facility if on official business.

Field officers will take their breaks in their assigned areas, subject to call and shall monitor their radios. When field officers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of the Dispatch Center. Exceptions require supervisor approval.

The time spent for the break period shall not exceed the authorized time allowed.

1033.2 RESTRICTED LEAVE

Employees upon request may use up to one hour of paid leave or more if authorized by the collective bargaining agreement to donate blood every 56 days (820 ILCS 149/10).

Employees with the approval of a supervisor are entitled to take up to two hours of paid leave to vote (10 ILCS 5/17-15).

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Lactation Break Policy

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reasonable accommodations for members desiring to express breast milk for the member's infant child as outlined in the Nursing Mothers in the Workplace Act (820 ILCS 260/10; 29 USC § 207).

1034.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child up to one year after the child's birth (820 ILCS 260/10; 29 USC § 207).

1034.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member’s regularly scheduled rest or meal periods.

Members desiring to take a lactation break shall notify the Dispatch Center or a supervisor prior to taking such a break and such breaks may be reasonably delayed if they would unduly disrupt department operations (820 ILCS 260/10; 775 ILCS 5/2-102).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1034.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member’s work area and shall be other than a bathroom or toilet stall (820 ILCS 260/15). The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

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1034.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the department shall clearly label it as such and shall remove it when the member ends her shift.

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Payroll Records

1035.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

1035.2 POLICY

The Barrington Police Department maintains timely and accurate payroll records.

1035.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1035.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administration as established by the Village payroll procedures.

1035.5 RECORDS

The Administration Deputy Chief shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

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Overtime Compensation Requests

1037.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages or by the allowance of accrual of compensatory time off as provided in the personnel manual or as agreed and in effect through any applicable collective bargaining agreement. In order to qualify for either, the employee must complete and submit a Request for Overtime Payment as soon as practical after overtime is worked.

1037.1.1 DEPARTMENT POLICY

Because of the nature of police work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed 56 hours of compensatory time.

1037.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Administration Division.

Failure to submit a request for overtime compensation in a timely manner may result in a delay of compensation.

1037.2.1 EMPLOYEES RESPONSIBILITY

Employees shall complete the requests immediately after working the overtime and turn them in to their immediate supervisor or the Watch Commander. Employees submitting overtime sheets for on-call pay when off duty shall submit timesheets to the Watch Commander the first day after returning for work.

1037.2.2 SUPERVISORS RESPONSIBILITY

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

After the entry has been made on the employee's timesheet, the timesheet is forwarded to the Chief's Executive Assistant for final approval.

1037.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. In some cases, the collective bargaining agreement provides that a minimum number of hours will be paid, (e.g., three hours

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for Call Back)or minimum time worked before overtime begins. In these cases the supervisor will ensure that the actual time worked and the minimum overtime payment is recorded.

1037.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as indicated by the following chart:

TIME WORKED	INDICATE ON TIME SHEET
1 to 15 minutes	.25
16 to 30 minutes	.50
31 to 45 minutes	.75
46 to 60 minutes	1 hour

1037.3.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same activity, case, or court trial and the amount of time for which payment is requested varies from that reported by the other officer, the Watch Commander or other approving supervisor may require each employee to include the reason for the variation on the overtime payment request.

1037.3.3 MULTIPLE OFFICERS WORKING EXTRA DETAILS

When multiple officers are working an extra detail assignment, all time sheets for the hours of that detail will be given to the supervisor of that detail for review and authorization.

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Outside Employment

1039.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy, and any terms in a collective bargaining agreement and/or Village Personnel Manual.

1039.1.1 DEFINITIONS

Outside Employment - Where any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

Outside Overtime - Any member of this department who performs duties or services on behalf of an outside organization, company, or individual. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

1039.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

To obtain approval for outside employment, the employee must complete an Outside Employment Application which shall be submitted to the employee's immediate supervisor. The application will then be forwarded through channels to the Chief of Police for consideration, along with any applicable comments or review of work history provided by the submitting supervisor or any other supervisor having information which should be legitimately considered as factors for approval or rejection.

Applications must be accompanied by a Village indemnification/hold harmless agreement executed by the outside employer.

If approved, the employee will be provided with a copy of an approved permit. Unless otherwise indicated in writing on the approved permit, a permit will be valid through the end of the calendar year in which the permit is approved, except in cases where the permit is revoked as allowed for elsewhere in this policy, prior to the end of the calendar year. Any employee seeking to renew a permit shall submit a new Outside Employment Application in a timely manner.

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Any employee seeking approval of outside employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial.

1039.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT
If an employee's Outside Employment Application is denied or withdrawn by the Department, the employee shall file a written notice of appeal to the Chief of Police within ten days of the date of denial.

If the employee's appeal is denied, the employee may file a grievance pursuant to the Grievance Policy.

1039.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS
Any outside employment permit may be revoked or suspended under the following circumstances:

(a) When an employee's performance at this department is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at his/her discretion, revoke any outside employment permit(s). That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the outside employment permit.

(b) When included as a term or condition of sustained discipline.

(c) When an employee's conduct or outside employment conflicts with the provisions of department policy, the permit may be suspended or revoked.

(d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subjected to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status.

1039.3 PROHIBITED OUTSIDE EMPLOYMENT
The Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which:

(a) Involves the employee's use of departmental time, facilities, equipment or supplies, the use of or reliance upon the Department badge, uniform, prestige or influence for private gain or advantage.

(b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department.

(c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.

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(d) Involves time demands that would render performance of the employee's duties for this department less efficient.

1039.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

In order to avoid a potential conflict of interest, no member of this department may engage in any outside or secondary employment as a private security guard, private investigator or other similar private security position.

Any private organization, entity or individual seeking special services for security or traffic control from members of this department must submit a written request to the Chief of Police in advance of the desired service. Such extra duty overtime assignments will be assigned, monitored and paid through the Department.

(a) The applicant will be required to enter into an indemnification agreement prior to approval.

(b) The applicant will further be required to provide for the compensation and full benefits of all employees requested for such outside security services.

(c) Should such a request be approved, any employee working outside overtime shall be subject to the following conditions:

1. The officer(s) shall wear the departmental uniform/identification.
2. The officer(s) shall be subject to the rules and regulations of this department and direction of Department supervisors.
3. No officer may engage in such outside employment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
4. Compensation for such approved outside security or traffic direction services shall be pursuant to normal overtime procedures, collective bargaining agreement, or Village ordinance.
5. Outside security services shall not be subject to the collective bargaining process.

No officer may engage in secondary employment as a peace officer for any other public agency without prior written authorization of the Chief of Police.

1039.3.2 OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE

Any employee making an arrest or taking other official police action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to department policy. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment.

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1039.3.3 SPECIAL RESTRICTIONS
Except for emergency situations or with prior authorization from the Deputy Chief, undercover officers or officers assigned to covert operations shall not be eligible to work overtime or other assignments in a uniformed or other capacity which might reasonably disclose the officer's law enforcement status.

1039.4 DEPARTMENT RESOURCES
Employees are prohibited from utilizing other departmental employees, and any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

1039.4.1 REVIEW OF FINANCIAL RECORDS
Prior to providing written approval for an outside employment position, the Department may request that an officer provide his or her personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permit. If, after approving a request for an outside employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide his or her personal financial records for review/audit. If the employee elects not to provide the requested records, his or her off-duty work permit may be revoked pursuant to sections above in this policy.

1039.5 TERMINATION OF OUTSIDE EMPLOYMENT
If an employee terminates his/her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief of Police through channels. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

1039.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY
Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor's orders, and make a recommendation to the Chief of Police whether such outside employment should continue.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work permit, a notice of revocation of the member's permit will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

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(a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the Village's professional medical advisors.

(b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.

(c) The employee’s failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Barrington Police Department, a request (in writing) may be made to the Chief of Police to restore the permit.

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Occupational Disease and Work-Related Injury Reporting

1041.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, mental health issues and work-related injuries.

1041.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury or illness - Any accidental injury or disease arising out of and in the course of the employment or which has become aggravated and rendered disabling as a result of the exposure of the employment (820 ILCS 310/1(d)).

1041.2 POLICY

The Barrington Police Department will address occupational diseases, applicable mental health issues and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (820 ILCS 310/1 et seq.).

1041.2.1 SUPERVISOR'S RESPONSIBILITY

A supervisor learning of any work-related injury, illness or accident shall promptly prepare the appropriate forms described above. Updated copies of forms with instructions for completion provided by Risk Management and/or Chief of Police, or other designated person are kept on the village computer Z-drive (**Zdrive>Shared>Health&Safety>IRMA Forms**), **attachments**, and hard copies in a yellow folder in the report room. If appropriate or required by Risk Management and/or Chief of Police, or other designated person, an investigation (including the identification of witnesses, interviews, scene documentation, and photographs) should be considered.

For work-related accidents, injuries or illness not requiring professional medical care, a Supervisor's Report of Injury form shall be completed in triplicate. All copies of the completed form shall be forwarded to the supervisor's Deputy Chief, through the chain of command.

When an accident, injury, or illness is reported initially on the Supervisor's Report of Injury form and the employee subsequently requires professional medical care, the State of Illinois Employer's First Report of Injury form (Form IC 45) shall then be completed.

Every injured employee must be provided with an Illinois Workers' Compensation Commission Application For Benefits form (IC 1) within 24 hours, regardless of the nature of illness or injury.

Copies of any reports documenting the accident or injury should be forwarded to the Deputy Chief as soon as they are completed.

See attachment: Non-Workers Comp Accident Report Form.pdf

See attachment: Employees Statement of Injury.pdf

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See attachment: WC Form 45 First Report of Injury.pdf

See attachment: WC Supervisor Report.pdf

See attachment: WitnessStatement.pdf

1041.3 RESPONSIBILITIES

1041.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate (820 ILCS 310/6(c)).

1041.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required workers' compensation documents are completed and forwarded promptly. Any related Villagewide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1041.3.3 DEPUTY CHIEF RESPONSIBILITIES

The Deputy Chief who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police, the Village's risk management entity and the Administration Deputy Chief to ensure any required Illinois Department of Labor reporting is made as required in the injury and illness prevention plan identified in the Injury and Illness Prevention Policy.

1041.3.4 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1041.4 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1041.4.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall

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provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the Village to determine whether the offered settlement will affect any claim the Village may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the Village's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

1041.5 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Deputy Chief through the chain of command and a copy sent to the Administration Deputy Chief.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

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Personal Appearance Standards

1043.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1043.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1043.2.1 HAIR

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

1043.2.2 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1043.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1043.2.4 FACIAL HAIR

Facial hair other than sideburns, mustaches, beards and eyebrows shall not be worn, unless authorized by the Chief of Police or his/her designee. Beards, if worn, are to be neatly trimmed to a length of no more than 1/2 inch.

1043.2.5 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1043.2.6 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety

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concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

(a) Necklaces shall not be visible above the shirt collar.

(b) Earrings shall be small and worn only in or on the earlobe.

(c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

(d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.

(e) Wristwatches shall be conservative and present a professional image.

(f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1043.3 TATTOOS

While on-duty or representing the Barrington Police Department in any official capacity, members shall conceal tattoos or other body art. At no time while the member is on-duty or representing the Department in any official capacity shall any tattoo or body art be visible.

1043.4 BODY PIERCING

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization of the Chief of Police. Such body alteration includes, but is not limited to:

(a) Tongue splitting or bifurcation.

(b) The complete or transdermal implantation of any material other than hair replacement.

(c) Abnormal shaping of the ears, eyes, nose or teeth.

(d) Branding or scarification.

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Uniform Regulations

1045.1 PURPOSE AND SCOPE

The uniform policy of the Barrington Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated Policy Manual sections:

- Department Owned and Personal Property
- Body Armor
- Grooming Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

The Barrington Police Department will provide uniforms for all employees required to wear them in the manner, quantity and frequency as determined by the Chief of Police or as agreed upon in the respective employee group's collective bargaining agreement.

1045.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

(a) All uniform personnel shall maintain their uniforms and equipment in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.

(b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to promptly perform uniformed field duty.

(c) Personnel shall wear only the uniform specified for their rank and assignment.

(d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.

(e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

(f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

(g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.

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(h) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off duty.

(i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.

(j) Mirrored sunglasses will not be worn with any Department uniform.

(k) Visible jewelry, other than those items listed below, shall not be worn with the uniform-unless specifically authorized by the Chief of Police or his/her designee.

1. Wrist watch.
2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
3. Medical alert bracelet.

1045.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

(a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.

(b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Deputy Chief.

1045.2.2 USE OF IDENTIFICATION WHILE SUSPENDED

No Officer or employee shall wear the official uniform of the Barrington Police Department while under disciplinary suspension except as authorized by the Chief of Police.

When under disciplinary suspension, no Officer will be permitted to possess or carry their official Village of Barrington identification card, Barrington Police Department badge, or a firearm when that right comes from the authority granted by the Village of Barrington and shall not perform any official duties or act in the capacity of an Officer unless authorized by the Chief of Police.

1045.3 UNIFORM CLASSES

1045.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform includes the standard issue uniform with:

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(a) Dress coat with long sleeve shirt, tie and tie tac or tie bar

(b) Polished shoes.

(c) Hat

Boots with pointed toes are not permitted.

1045.3.2 CLASS B UNIFORM
All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

(a) Short sleeved uniform shirts(summer) must be worn with a navy blue or black crew neck t-shirt.

(b) Long-sleeved uniform shirts (winter) must be worn with a navy blue or black turtleneck or dickey if a tie is not worn.

(c) All shirt buttons must remain buttoned except for the last button at the neck on short sleeve shirts or on long sleeve shirts when worn with a turtleneck shirt or dickey.

(d) Shoes for the Class B uniform may be as described in the Class A uniform.

(e) Approved all black polished shoes may be worn.

(f) Boots with pointed toes are not permitted

Winter uniforms will be worn by November 1st and the transition to summer uniforms will occur by April 1st. The same uniform must be worn by the entire shift and the transition to a specific uniform will be at the watch commanders discretion and seasonal weather changes.

1045.3.3 CLASS C UNIFORM
The Class C uniform may be established to allow field personnel cooler clothing during the summer months or special duty. The Chief of Police will establish the regulations and conditions for wearing the Class C Uniform and the specifications for the Class C Uniform.

1045.3.4 SPECIALIZED UNIT UNIFORMS
The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments.

1045.3.5 FOUL WEATHER GEAR
The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

1045.4 INSIGNIA AND PATCHES

(a) Shoulder Patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of

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an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.

(b) Service stripes, stars, etc. - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only.

(c) The regulation nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first and last name. If an employee's first and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.

(d) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.

(e) Assignment Insignias - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Chief of Police.

(f) Flag Pin - A flag pin may be worn, centered above the nameplate.

(g) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.

(h) Rank Insignia - The designated insignia indicating the employee’s rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

1045.4.1 MOURNING BADGE

Uniformed employees shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

(a) An officer of this department - From the time of death until midnight on the 14th day after the death.

(b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of an out of region fallen officer.

(d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.

(e) As directed by the Chief of Police.

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1045.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

(a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

(b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.

(c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.

(d) The following items shall not be worn on duty:

1. T-shirt alone.
2. Open toed sandals or thongs.
3. Swimsuit, tube tops, or halter-tops.
4. Spandex type pants or see-through clothing.
5. Distasteful printed slogans, buttons or pins.

(e) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.

(f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Barrington Police Department or the morale of the employees.

1045.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Barrington Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Barrington Police Department to do any of the following:

(a) Endorse, support, oppose, or contradict any political campaign or initiative.

(b) Endorse, support, oppose, or contradict any social issue, cause, or religion.

(c) Endorse, support, or oppose, any product, service, company or other commercial entity.

(d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

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1045.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

(a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.

(b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.

(c) Replacement of items listed in this order as optional shall be done as follows:

1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property pursuant to the Department Owned and Personal Property Policy.

1045.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Barrington Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Barrington Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

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Nepotism and Conflicting Relationships

1049.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices to include recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security, while maintaining positive morale by avoiding actual or perceived favoritism, discrimination, or other actual or potential conflicts of interest by or between members of this department.

Violations of this policy may constitute official misconduct by a public officer or employee if he/she, while in his/her official capacity (720 ILCS 5/33-3):

(a) Intentionally or recklessly fails to perform any mandatory duty as required by law.

(b) Knowingly performs an act which he/she knows he/she is forbidden by law to perform.

(c) With intent to obtain a personal advantage for himself/herself or another, he/she performs an act in excess of his/her lawful authority.

(d) Solicits or knowingly accepts for the performance of any act a fee or reward which he/she knows is not authorized by law.

1049.1.1 DEFINITIONS

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture, or other transaction where the Department employee's annual interest, compensation, investment, or obligation is greater than $250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction, or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion, or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating, or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee in who is vested with the authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling, grandchild, or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

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Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation, and/or performance of a subordinate employee.

1049.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts the following reasonable restrictions shall apply:

(a) Employees are prohibited from directly supervising, occupying a position in the line of supervision, or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to reassign matters pertaining to the involved employee to an uninvolved supervisor.

2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/ subordinate situations. The Department however, reserves the right to transfer or reassign any employee to another position within the same classification to avoid conflicts with any provision of this policy.

(b) Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative, or with whom they are involved in a personal or business relationship.

(c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee has satisfactorily completed his/her probationary period.

(d) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.

(e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender, or who engages in serious violations of state or federal laws.

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1049.2.1 EMPLOYEE'S RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create an actual or perceived conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1049.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations through the chain of command.

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Department Badges

1051.1 PURPOSE AND SCOPE

The Barrington Police Department badge and uniform patch as well as the likeness of these items and the name of the Barrington Police Department are property of the Department and their use shall be restricted as set forth in this policy.

1051.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1051.2.1 FLAT BADGE

Sworn officers, with the written approval of the Chief of Police may purchase, at his/her own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge.

(a) An officer may sell, exchange, or transfer the flat badge he/she purchased to another officer within the Barrington Police Department with the written approval of the Chief of Police.

(b) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the Policy Manual 700.

(c) An honorably retired officer may be issued a retirement flat badge upon retirement.

(d) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

1051.2.2 NON-SWORN PERSONNEL

Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Service Officer).

(a) Non-sworn personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.

(b) Non-sworn personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

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1051.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement employees may be issued his/her assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

1051.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and non-sworn uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1051.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

(a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Barrington Police Department. The following modifications shall be included:

1. The text on the upper and lower ribbons is replaced with the name of the employee association.
2. The badge number portion displays the acronym of the employee association.

(b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

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Line of Duty Death

1052.1 PURPOSE AND SCOPE

This policy is designed to prepare the Barrington Police Department for the event of an active duty officer's death in the line of duty and to direct the agency in providing proper support for the deceased officer's family.

It is the policy of the Barrington Police Department to provide liaison assistance to the immediate survivors of an active duty officer who dies in the line of duty and to provide tangible and emotional support during this traumatic period of readjustment for the surviving family.

LINE-OF-DUTY DEATH: The death of an active duty officer by felonious or accidental means during the course of performing police functions while on- or off-duty.

SURVIVORS: Immediate family members of the deceased officer to include spouse, children, parents, siblings, fiancée, and/or significant others.

1052.1.1 PROCEDURE

The following procedures should be adhered to in cases of line-of-duty deaths and in cases of critically injured officers with poor prognosis of survival. These procedures should be followed whenever possible with the understanding that the wishes of the family take precedence over the desires of the agency. Officers providing services and assistance to family members and survivors shall take all possible measures to accommodate their needs, wishes and desires, but should not make promises to family members that they are not sure can be met.

The name of the deceased officer shall not be released to the media or other parties before immediate survivors living in the area are notified. The Chief of Police, Deputy Chief of Police or Watch Commander will designate an officer to inform the immediate family of the officer's condition or death. If the Chief of Police, Deputy Chief of Police or Watch Commander is not immediately available, the senior ranking officer will make the appointment.

Notification of the immediate family should be made as soon as possible and, if possible, coincidental with command notifications. Notification of survivors in the immediate area shall be made in person and, whenever appropriate, with another person such as the police chaplain. Whenever the health of immediate survivors is a concern, emergency medical service personnel shall be requested to stand by.

If the opportunity to get the family to the hospital exists prior to the officer's death, notification officers shall inform the hospital liaison officer that the family is on its way. In such cases, immediate transportation should be provided for survivors rather than waiting for any other members of the departmental delegation to arrive. If the officer has died, notification should be made to the survivors in as forthright and empathetic a manner as possible.

Communication of information concerning the officer and the incident shall, whenever possible, be restricted to the telephone to avoid interception by the media or others. Should the media obtain

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the officer's name prematurely, the ranking officer should request that the information be withheld until proper notification of survivors can be made.

The notification officer shall be responsible for identification of additional survivors outside the area and shall make any notifications as desired by the immediate family. Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made. The notification officer shall submit a written report to the Chief of Police specifying the identity, time and place of survivors notified.

Assisting survivors at the hospital whenever possible, the agency's chief executive officer shall join the family at the hospital in order to emphasize the agency's support. The next highest ranking officer to arrive at the hospital shall serve as, or designate a hospital liaison officer who shall be responsible for coordinating the arrival of immediate survivors, departmental personnel, the media and others and assume the following responsibilities:

Arrange for waiting facilities for immediate survivors and a press staging area. The desires of the surviving family members should be followed with regard to their accessibility to other officers and friends. Ensure that medical personnel provide pertinent medical information on the officer's condition to the family before any other parties. Assist family members, in accordance with their desires, in gaining access to the injured or deceased officer.

Provide hospital personnel with all necessary information on billing for medical services. The liaison officer should ensure that all medical bills are directed to the Village of Barrington Human Resources/Risk Management and that they are not forwarded to the officer's family or other survivors.

Arrange transportation for the family and other survivors upon their departure from the hospital. Ensure that immediate family members are provided with appropriate assistance at the hospital.

Appointment of Department Coordination Personnel

The designated departmental officer(s) shall begin serving in the following capacities: department liaison, funeral liaison, benefits coordinator and family support advocate. These assignments will be made, in writing, to departmental personnel. The surviving family members will be informed of those designated. In addition, the Chief of Police or his designee will:

Make additional personnel assignments to assist in handling incoming phone calls and inquiries and to direct the public to appropriate personnel. Ensure that the employee assistance program is implemented to assist surviving family members and emphasize the family's right to psychological services. Ensure that other officers are provided the opportunity to participate in critical incident stress debriefings.

Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other persons as required, identifying all support services available to family members and working on their behalf to secure any services necessary, maintaining routine contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the department and the

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

1052.1.2 NOTIFYING OFFICER

Make no promises. Do not release officer name until immediate survivors are notified. If the media obtains the name prior to notifications, the ranking officer should request that they not make it public until survivors are notified. Chief of Police or Watch Commander will designate an officer to inform the immediate family of officer's condition or death.

- Notify the immediate family as soon as possible/coincidental with command notifications if possible
- Notify survivors in person and, whenever appropriate, with another person such as police chaplain. If the officer has died, make the notification to the survivors in as forthright and empathetic a manner as possible.
- If the health of immediate survivors is a concern, emergency medical service personnel shall be requested to stand by.
- If the opportunity to get the family to the hospital exists prior to the officer's death, notification officers shall inform the hospital liaison officer that the family is on its way. In such cases, immediate transportation should be provided for survivors rather than waiting for any other members of the departmental delegation to arrive.
- Use a telephone to communicate about the officer to avoid interception of radio traffic.
- Identify additional survivors outside the area, make notification as desired by the immediate family. Request personal notification by that jurisdictions law enforcement agency.
- Submit a written report to the Chief of Police specifying the identity, time and place of notification of survivors.

1052.1.3 HOSPITAL LIASION OFFICER

Make no promises. Do not release officer name until immediate survivors are notified. If the media obtains the name prior to notifications, the ranking officer should request that they not make it public until survivors are notified. Chief of Police or Watch Commander will designate an officer to inform the immediate family of officer's condition or death.

Whenever possible, the Chief of Police shall join the family at the hospital in order to emphasize the agency's support. The next highest ranking officer to arrive at the hospital shall serve as, or designate a hospital liaison officer who shall be responsible for coordinating the arrival of immediate survivors, departmental personnel, the media and others and assume the following responsibilities:

- Arrange for waiting facilities for immediate survivors and a press staging area.

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- The desires of the surviving family members should be followed with regard to their accessibility to other officers and friends.
- Ensure that medical personnel provide pertinent medical information on the officer's condition to the family before any other parties.
- Assist family members, in accordance with their desires, in gaining access to the injured or deceased officer.
- Provide hospital personnel with all necessary information on billing for medical services.
- The liaison officer should ensure that all medical bills are directed to the Village of Barrington Human Resources/Risk Management and that they are not forwarded to the officer's family or other survivors.
- Arrange transportation for the family and other survivors upon their departure from the hospital.
- Ensure that immediate family members are provided with appropriate assistance at the hospital.

1052.1.4 DEPARTMENT LIAISON

Make no promises. Do not release officer name until immediate survivors are notified. If the media obtains the name prior to notifications, the ranking officer should request that they not make it public until survivors are notified. Chief of Police or Watch Commander will designate an officer to inform the immediate family of officer's condition or death.

The department liaison officer will serve as a facilitator between the family and the law enforcement agency. This individual will normally be a commanding officer in order to expedite the tasks of employing departmental resources and the delegation of assignments. This officer will work closely with the funeral liaison officer to ensure that the needs and requests of the family are fulfilled. This includes, but is not necessarily limited to, the following:

- Provide oversight of travel and lodging arrangements for out-of-town family members.
- Identify alternative churches and reception halls that will accommodate the law enforcement funeral.

These alternatives will be presented to the family, who will make the final determination.

Coordinate all official law enforcement notifications and arrangements to include:

- Honor guard
- Pallbearers
- Traffic control
- Liaison with visiting law enforcement agencies.

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- Assist family members in dealing with general media inquiries and informing them of limitations on what they can say to the media specifically.
- Provide liaison with the media to include coordination of any statements and press conferences.
- Ensure that members of the agency are aware of restrictions regarding release of any information that might undermine future legal proceedings.
- Ensure that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary thereafter.

1052.1.5 FUNERAL LIASION

Make no Promises. Do not release officer name until immediate survivors are notified. If the media obtains the name prior to notifications, the ranking officer should request that they not make it public until survivors are notified. Chief of Police or Watch Commander will designate an officer to inform the immediate family of officer's condition or death.

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

- meeting with family members and explaining his responsibilities to them,
- being available to the family prior to and throughout the wake and funeral;
- ensuring that the needs and wishes of the family come before those of the department;
- assisting the family in working with the funeral director regarding funeral arrangements;
- relaying any information to the family concerning the circumstances of the decedent officer's death and appropriate information regarding any investigation;
- determining the need for travel arrangements for out-of-town family members and any other special needs of the family during the funeral and reporting this information to the department liaison; and
- briefing the family members on the procedures involved in the law enforcement funeral.

1052.1.6 BENEFITS COORDINATOR

Make no Promises. Do not release officer name until immediate survivors are notified. If the media obtains the name prior to notifications, the ranking officer should request that they not make it public until survivors are notified. Chief of Police or Watch Commander will designate an officer to inform the immediate family of officer's condition or death.

The benefits coordinator is responsible for:

- filing workers' compensation claims and related paperwork,
- presenting information on all benefits available to the family;

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- documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate;
- preparing all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of a contact person or facilitator at each benefit or payment office;
- filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided to all survivors affected and explained to each of them; and
- advising the surviving family of the role of police associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.

1052.1.7 FAMILY SUPPORT ADVOCATE

Make no Promises. Do not release officer name until immediate survivors are notified. If the media obtains the name prior to notifications, the ranking officer should request that they not make it public until survivors are notified. Chief of Police or Watch Commander will designate an officer to inform the immediate family of officer's condition or death.

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

- providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member
- accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other persons as required
- identifying all support services available to family members and working on their behalf to secure any services necessary
- maintaining routine contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the department and the immediate family
- relaying the concerns and needs of the family to those individuals or organizations that may provide assistance, and encouraging others to visit and help as necessary.

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Employee Speech, Expression and Social Networking

1057.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1057.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file sharing sites.

1057.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Barrington Police Department will carefully balance the individual employee’s rights against the department’s needs and interests when exercising a reasonable degree of control over its employees’ speech and expression.

1057.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Barrington Police Department employees, such as posting personal information in a public forum, can result in compromising an employee’s home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family or associates.

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Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

1057.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Barrington Police Department or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Barrington Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Barrington Police Department or its employees. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitution.
2. Expression that demonstrates support for criminal activity.
3. Participating in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a web site that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Barrington Police Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department

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for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Barrington Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

(h) Accessing web sites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
2. During authorized breaks; such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1057.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Barrington Police Department or identify themselves in any way that could be reasonably perceived as representing the Barrington Police Department in order to do any of the following, unless specifically authorized by the Chief of Police:

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any web site.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Barrington Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized

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bargaining unit or officer associations, on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502)).

1057.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

1057.5.1 PERSONAL ONLINE ACCOUNTS

The Department shall not request, require or coerce any applicant or employee to divulge any username, password or related account information in order to gain access to the applicant or employee's personal online account, nor shall the Department demand access in any manner to an applicant or employee's account or profile on a personal online account (820 ILCS 55/10).

Members may be required to share specific content that has been reported to the Department, without requesting or requiring members to provide access to their personal online account, as set forth in 820 ILCS 55/10.

1057.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1057.7 TRAINING

Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.

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Evaluation of Employees

1058.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

1058.2 POLICY

The Barrington Police Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion, and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1058.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and non-sworn supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

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1058.3.1 OTHER OFFICER EVALUATIONS
Part-time and auxiliary officer evaluations are covered in the Reserve Officers Policy.

1058.4 FULL TIME PROBATIONARY PERSONNEL

Non-sworn personnel are on probation for [12 months] before being eligible for certification as permanent employees. An evaluation is completed monthly for all full-time non-sworn personnel during the probationary period.

Sworn personnel are on probation for 15 months before being eligible for certification as permanent employees. Probationary officers are evaluated daily, weekly and monthly during the probationary period.

1058.5 FULL-TIME PERMANENT STATUS PERSONNEL

Permanent employees are subject to three types of performance evaluations:

Regular - An Employee Performance Evaluation shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee’s date of hire except for employees who have been promoted in which case an Employee Performance Evaluation shall be completed on the anniversary of the employee’s date of last promotion.

Transfer - If an employee is transferred from one assignment to another during an evaluation period and less than six months have transpired since the transfer at the time the evaluation is due, then the evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special - A special evaluation may be completed any time the rater and the rater's supervisor feel one is necessary due to employee performance that is deemed less than standard. Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is planned (action plan, remedial training, retraining, etc.). The evaluation form and the attached documentation shall be submitted as one package.

1058.5.1 RATINGS
When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance. The definition of each rating category is as follows:

Exceeds Standards - Performance at this level is frequently above acceptable requirements for the position. Duties and responsibilities are not only excellently met, but consistently exceeded.

Meets Standards - Performance at this level is the acceptable standard for the position. Duties and responsibilities are met consistently and in a satisfactory and acceptable manner.

Needs Improvement - While some job requirements are met, some improvement is necessary to fully meet al job requirements.

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Unsatisfactory - Performance at this level is below the minimum acceptable requirement for the position. Duties and responsibilities are not met.

Space for written comments is provided at the end of the evaluation in the rater comments section. This section allows the rater to document the employee's strengths, weaknesses, and suggestions for improvement. A rating under any job dimension marked other than "Meets Standards" shall be substantiated in the rater comments section.

1058.6 EVALUATION INTERVIEW

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable objections to any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for the upcoming evaluation period should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities.

1058.6.1 DISCRIMINATORY HARASSMENT FORM

At the time of each employee's annual evaluation, the reviewing supervisor shall require the employee to read the Village Department harassment and discrimination policies. Following such policy review, the supervisor shall provide the employee a form **(SEE ATTACHMENT)** to be completed and returned by the employee certifying the following:

(a) That the employee understands the harassment and discrimination policies.

(b) Whether any questions the employee has have been sufficiently addressed.

(c) That the employee knows how and where to report harassment policy violations.

(d) Whether the employee has been the subject of, or witness to, any conduct that violates the discrimination or harassment policy which has not been previously reported.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week.

The employee's completed answers shall be attached to the evaluation. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow up action is taken.

1058.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation is forwarded to the rater's supervisor (Deputy Chief). The Deputy Chief shall review the evaluation for fairness, impartiality, uniformity, and consistency and place any comments needed on the evaluation. The evaluation will be returned to the supervisor for the appropriate signature. The employee will sign the evaluation last and place any comments in the section provided. The Deputy Chief shall evaluate the supervisor on the quality of ratings given.

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1058.8 EVALUATION DISTRIBUTION

The original performance evaluation shall be maintained in the employee's personnel file in the office of the Chief of Police for the tenure of the employee's employment. A copy will be given to the employee and a copy will be forwarded to Village Department of Human Resources.

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Special Assignments and Promotions

1059.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Barrington Police Department.

1059.2 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Barrington Department of Human Resources.

1059.3 POLICY

The Barrington Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1059.4 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

(a) Crisis Response Unit member

(b) Detective

(c) Motorcycle officer

(d) Bicycle Patrol officer

(e) Canine handler

(f) Accident investigator

(g) Field Training Officer

(h) Community Relations/Training Officer

(i) School Resource and/or Drug Abuse Resistance Education (D.A.R.E.) officer

(j) Court Officer

1059.4.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

(a) Three years of relevant experience

(b) Off probation

(c) Possession of or ability to obtain any certification required by the Illinois Law Enforcement Training and Standards Board (ILETSB) or law

(d) Exceptional skills, experience, or abilities related to the special assignment

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1059.4.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

(a) Presents a professional, neat appearance

(b) Maintains a physical condition that aids in his/her performance

(c) Expresses an interest in the assignment

(d) Demonstrates the following traits:

1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making
4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to department goals and objectives in a positive manner

1059.4.3 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

(a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.

1. The supervisor recommendations will be submitted to the Deputy Chief for whom the candidate will work.

(b) Deputy Chief interview - The Deputy Chief will schedule interviews with each candidate.

1. Based on supervisor recommendations and those of the Deputy Chief after the interview, the Deputy Chief will submit his/her recommendations to the Chief of Police.

(c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training, and at the discretion of the Chief of Police.

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Illness and Injury Prevention

1060.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Barrington Police Department, in accordance with the requirements of 820 ILCS 219/20 and 56 Ill. Adm. Code 350.20.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Villagewide safety efforts.

1060.2 POLICY

The Barrington Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1060.3 ILLNESS AND INJURY PREVENTION PLAN

The Administration Deputy Chief is responsible for developing an illness and injury prevention plan that shall include:

(a) Workplace safety and health training programs.

(b) Regularly scheduled safety meetings.

(c) Posted or distributed safety information.

(d) A system for members to anonymously inform management about workplace hazards.

(e) Establishment of a safety and health committee that will:

1. Meet regularly.
2. Prepare a written record of safety and health committee meetings.
3. Review the results of periodic scheduled inspections.
4. Review investigations of accidents and exposures.
5. Make suggestions to command staff for the prevention of future incidents.
6. Review investigations of alleged hazardous conditions.
7. Submit recommendations to assist in the evaluation of member safety suggestions.
8. Assess the effectiveness of efforts made by the Department to meet applicable standards.

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(f) Establishing a process to ensure illnesses and injuries are reported as required under 56 Ill. Adm. Code 350.250 et seq. Notification is required within eight hours after the death of any employee, and within 24 hours of an in-patient hospitalization of one or more employees, or an amputation or loss of an eye (29 CFR 1904.39; 56 Ill. Adm. Code 350.410).

1060.4 ADMINISTRATION DEPUTY CHIEF RESPONSIBILITIES

The responsibilities of the Administration Deputy Chief include, but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:

1. New member orientation that includes a discussion of safety and health policies and procedures.
2. Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:

1. Informing members of the illness and injury prevention guidelines.
2. Recognizing members who perform safe work practices.
3. Ensuring that the member evaluation process includes member safety performance.
4. Ensuring department compliance to meet standards regarding the following (820 ILCS 219/25; 56 Ill. Adm. Code 350.700):
   (a) Communicable diseases (29 CFR 1910.1030)
   (b) Personal protective equipment (PPE) (29 CFR 1910.132 et seq.)
   (c) Respiratory protection (29 CFR 1910.134)
   (d) Emergency Action Plan (29 CFR 1910.38)
   (e) Notices furnished and required by the Illinois Department of Labor's Safety, Inspection and Education Division (56 Ill. Adm. Code 350.30)

(e) Making available a form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available a form to document individual incidents or accidents.

(g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.

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(h) Conducting and documenting a regular review of the illness and injury prevention plan.

1060.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Administration Deputy Chief.

(e) Notifying the Administration Deputy Chief when:

1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

1060.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on a hazards and correction record form. This form should be forwarded to the Administration Deputy Chief via the chain of command.

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The Administration Deputy Chief will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1060.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Administration Deputy Chief shall ensure that the appropriate documentation is completed for each inspection.

1060.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1060.7.2 CONSULTATION PROGRAM INSPECTIONS

The Administration Deputy Chief should consider the services of the Illinois On-Site Safety and Health Consultation Program for compliance assistance (56 Ill. Adm. Code 350.600).

1060.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.

(b) An interview of the injured member and witnesses.

(c) An examination of the workplace for factors associated with the accident/exposure.

(d) Determination of the cause of the accident/exposure.

(e) Corrective action to prevent the accident/exposure from reoccurring.

(f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

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1060.9 TRAINING

The Administration Deputy Chief should work with the Training Coordinator to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member's job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1060.9.1 TRAINING TOPICS

The Training Coordinator shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

(m) Good housekeeping and fire prevention.

(n) Other job-specific safety concerns.

1060.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

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Line-of-Duty Deaths

1061.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Barrington Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1061.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a non-sworn member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1061.2 POLICY

It is the policy of the Barrington Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1061.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Watch Commander and the Dispatch Center.

1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

(b) The Watch Commander should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

(c) If the member has been transported to the hospital, the Watch Commander or the authorized designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

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(d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1061.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Watch Commander or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital and should remain at the hospital while the survivors are present.

(e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.

(f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

(g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.

(h) Assist the survivors with meeting childcare or other immediate needs.

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(i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

(j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.

(k) Provide their contact information to the survivors before departing.

(l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.

(m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Barrington Police Department members may be apprised that survivor notifications are complete.

1061.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.

(b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1061.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

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1061.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including, but not limited to:

(a) Department Liaison.

(b) Hospital Liaison.

(c) Survivor Support Liaison.

(d) Critical Incident Stress Management (CISM) coordinator.

(e) Funeral Liaison.

(f) Mutual aid coordinator.

(g) Benefits Liaison.

(h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1061.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Deputy Chief or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

(a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).

(b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.

(c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.

(d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.

(e) Coordinating all official law enforcement notifications and arrangements.

(f) Making necessary contacts for authorization to display flags at half-mast.

(g) Ensuring that department members are reminded of appropriate information-sharing restrictions regarding the release of information that could undermine future legal proceedings.

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(h) Coordinating security checks of the member's residence as necessary and reasonable.

(i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1061.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

(a) Arrange for appropriate and separate waiting areas for:

1. The survivors and others whose presence is requested by the survivors.
2. Department members and friends of the deceased member.
3. Media personnel.

(b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Barrington Police Department members (except for members who may be guarding the suspect).

(c) Ensure that survivors receive timely updates regarding the member before information is released to others.

(d) Arrange for survivors to have private time with the member, if requested.

1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
2. The Hospital Liaison should accompany the survivors into the room, if requested.

(e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.

(f) If applicable, explain to the survivors why an autopsy may be needed.

(g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1061.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

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The Survivor Support Liaison should be selected by the deceased member's Deputy Chief. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

(a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.

(b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.

(c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.

(d) Providing assistance with travel and lodging arrangements for out-of-town survivors.

(e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:

1. Items should not be delivered to the survivors until they are ready to receive the items.
2. Items not retained as evidence should be delivered in a clean, unmarked box.
3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
4. The return of some personal effects may be delayed due to ongoing investigations.

(f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.

1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.

(g) Working with the CISM coordinator to ensure that survivors have access to available counseling services.

(h) Coordinating with the department's Public Information Officer ([PIO]) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).

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(i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.

(j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

(k) Introducing survivors to prosecutors, victim's assistance personnel and other involved personnel as appropriate.

(l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).

(m) Inviting survivors to department activities, memorial services or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1061.6.4 CRITICAL INCIDENT STRESS MANAGEMENT COORDINATOR

The CISM coordinator should work with the Chief of Police or the authorized designee, liaisons, coordinators and other resources to make CISM and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM coordinator include, but are not limited to:

(a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for CISM and counseling services, including:

1. Members involved in the incident.
2. Members who witnessed the incident.
3. Members who worked closely with the deceased member but were not involved in the incident.

(b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive CISM support as appropriate and possible.

(c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.

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(d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available CISM and counseling services and assisting with arrangements as needed.

(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM or counseling services are needed.

1061.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

(a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.

(b) Completing funeral notification to other law enforcement agencies.

(c) Coordinating the funeral activities of the Department, including, but not limited to the following:

1. Honor Guard
    - (a) Casket watch
    - (b) Color guard
    - (c) Pallbearers
    - (d) Bell/rifle salute
2. Bagpipers/bugler
3. Uniform for burial
4. Flag presentation
5. Last radio call

(d) Briefing the Chief of Police and command staff concerning funeral arrangements.

(e) Assigning an officer to remain at the family home during the viewing and funeral.

(f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1061.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

(a) Traffic control during the deceased member's funeral.

(b) Area coverage so that as many Barrington Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Mutual Aid and Outside Agency Assistance Policy.

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1061.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

(a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:

1. Public Safety Officers' Benefits (PSOB) Programs.
2. Public Safety Officers' Educational Assistance (PSOEA) Program.
3. Social Security Administration.
4. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits.

1. Line of Duty Compensation Act (820 ILCS 315/1 et seq.)

(d) Researching and assisting survivors with application for other survivor benefits such as:

1. Private foundation survivor benefits programs.
2. Survivor scholarship programs.

(e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1061.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

(a) Establishing methods for purchasing and monitoring costs related to the incident.

(b) Providing information on finance-related issues, such as:

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1. Paying survivors' travel costs if authorized.
2. Transportation costs for the deceased.
3. Funeral and memorial costs.
4. Related funding or accounting questions and issues.

(c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.

(d) Providing accounting and cost information as needed.

1061.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the department's [PIO] should be the department's contact point for the media. As such, the [PIO] should coordinate with the Department Liaison to:

(a) Collect and maintain the most current incident information and determine what information should be released.

(b) Ensure that department members are instructed to direct any media inquiries to the [PIO].

(c) Prepare necessary press releases.

1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
2. Ensure that important public information is disseminated, such as information on how the public can show support for the Department and deceased member's survivors.

(d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.

(e) Respond, or coordinate the response, to media inquiries.

(f) If requested, assist the member's survivors with media inquiries.

1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.

(g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.

(h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the [PIO] should request that the media withhold the information from release until proper notification can be made to survivors. The [PIO] should ensure that media are notified when survivor notifications have been made.

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1061.8 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain are in the Chaplains Policy.

1061.9 INVESTIGATION OF THE INCIDENT

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1061.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1061.11 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

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Anti-Retaliation

1062.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

1062.2 POLICY

The Barrington Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1062.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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1062.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the Village Human Resources Manager.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1062.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

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1062.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

1062.7 WHISTLE-BLOWING

The Illinois Whistleblower Act protects an employee who, with reasonable cause to believe the information communicated discloses a violation of a law, rule, or regulation (740 ILCS 174/1 et seq.):

(a) Provides information to a government or law enforcement agency, in a judicial or administrative hearing, or testifies before a legislative body.

(b) Refuses to participate in an activity that would result in a violation of a law, rule, or regulation.

(c) Engages in any other act or omission if the employee is disclosing or attempting to disclose public corruption or wrongdoing.

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Chief of Police or his designee for investigation pursuant to the Personnel Complaints Policy.

1062.8 RECORDS RETENTION AND RELEASE

The Records Supervisor shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1062.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

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Attachments

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BARRINGTON PRISONER LOG BOOK FORM NON-JUVENILE.pdf

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BARRINGTON PRISONER LOG BOOK NON-JUVENILE

Case #	Prisoner Name & Hold/Cell#	Offense	Date/Time in Lock up	Date/Time leaving Lock up	Arresting Officer	Supervisor	Cell Sanitized Initial&Date

Lineup Advisement Form-Non Ind. Adm.pdf

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BARRINGTON POLICE DEPARTMENT
LINEUP / PHOTO SPREAD ADVISORY FORM
By Non-Independent Administrator

To Be Read to Eyewitness and Acknowledged Pursuant to 725 ILCS 107A-2(e)

I, _____, agree to view a lineup or photo-spread
(Print Name)

administered by _____, at _____
(Printed Name of Administrator) (Location of Lineup / Photo Spread)

on _____ _____ AM / PM
(Date) (Time)

I understand the following:

1. The persons in this lineup/photo spread and I may be recorded for the purpose of accurately documenting all the statements made by me unless I refuse to be recorded.

2. The perpetrator of the crime may or may not be presented in the lineup/photo spread.

3. I should not assume that the person administering this lineup/photo spread knows which person in the lineup/photo spread is the suspect.

4. I should not feel compelled to make an identification.

5. It is as important to exclude innocent persons as it is to identify a perpetrator.

6. The investigation will continue regardless of whether an identification is made.

_____
(Eyewitness Signature & Date / Time)

_____ _____
(Administrator and ID #) (Date / Time)

_____
(Report #)

BARRINGTON PD PEER SUPPORT TEAM CONTACT SUMMARY.pdf

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cants5 DCFS Form.pdf

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ISP Sex Offender Reg. Form.pdf

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- ☐ Juvenile Delinquent
- ☐ Sex Offender
- ☐ Sexually Dangerous/Violent
- ☐ Sexual Predator
- ☐ Murder, victim under 18

ILLINOIS SEX OFFENDER REGISTRATION ACT REGISTRATION FORM

Photo Required

(PLEASE TYPE OR PRINT USING BLACK INK)

Initial Registration: ☐	Annual: ☐	Quarterly: ☐	Homeless Weekly: ☐	Change of Address: ☐	School: ☐	Employment: ☐

Last Name:	First Name:	Middle Name:
DOB:	Sex:	Race:	POB:
Resident Address:	Apartment #:
City:	State:	ZIP:	County:	Housing Type:
Secondary Address:
Telephone:	Cell Phone:	SSN:
Scars/Marks/Tattoos:
Hgt:	Wgt:	Hair:	Eyes:
Aliases:	DNA: ☐ Yes ☐ No
FBI:	SID:	LEADS #:
DOC #:	Chicago IR #:	Misc #:
DLN:	DLN State:	DLN Expiration Date:
Vehicle Make:	Model:	Year:
License Plate #:	VIN#:	Color:
Date of Conviction / Adjudication:	County of Conviction:	State of Conviction:
Offense:	Statute:
Citation Code:	Sentence:
Probation Officer:	Probation Officer Telephone:
Age of Victim(s) at Time of Offense:	Age of Offender at Time of Offense:
Email Address:
Instant Messaging Identities:
Blog / Chat Room Identities:
Other Internet Communication Identities:
Uniform Resource Locator (URL):	Internet Protocol (IP) Address:
Internet Sites Maintained by Individual:
Internet sites to which individual uploaded any content or posted any message or information:
Employer's Name:	Employed Since:
Employer's Address:	Employer's Phone Number:
City:	State:	ZIP:	County:
School/Institution of Higher Education Name:	Date Enrolled:
School Address:
City:	State:	ZIP:	County:

Registering Official's Signature _____ Date _____

Signature of Registrant _____ Date _____

DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH.

___ You must renew your registration, in person, with the law enforcement agency having jurisdiction, within one year from the date of your most recent registration until your expungement date. If you have been convicted of a violation of this Act after July 1, 2005 you must register in person no later than 90 days after the date of your last registration and every 90 days thereafter for the remainder of your registration requirement.

___ If you are an offender identified as a sexual predator you must register in person every year for the period of your natural life.

___ If you are an offender with a finding or adjudication as a sexually dangerous person or as a sexually violent person you are required to report in person to the law enforcement agency having jurisdiction within 90 days of your initial registration and every 90 days thereafter for the period of your natural life.

___ Failure to comply with the provisions of the Sex Offender Registration Act is a Class 3 felony. A second or subsequent conviction for violation of this Act is a Class 2 felony. Failure to comply with any provisions of the Act mandates revocation of probation, mandatory supervised release, parole, or conditional release.

___ Any person who is required to register under this Act who knowingly or willfully gives material information required by this Article that is false is guilty of a Class 3 felony.

___ The term of registration will be administratively extended by the Illinois State Police 10 years for failure to comply with any provisions of the Act.

___ You must register within 3 days of conviction when sentenced to probation or upon release, parole, or discharge from prison or mental hospital. Reconfinement due to violation of parole or other circumstances which relate to the original conviction or adjudication shall extend the period of registration to 10 years after final parole, discharge or release. You must register, in person, with the police department, or if none, the sheriff's office having jurisdiction where you reside for a period of 10 years.

___ You must register your employment or school information within 3 days of obtaining employment or attending a school. All changes to employment or school status must be registered within 3 days of the change.

___ Any person required to register under this Act who lacks a fixed residence must notify the agency with jurisdiction of the last known address within 3 days after ceasing to have a fixed residence and if the offender leaves the last jurisdiction of residence, the offender must within 3 days after leaving, register in person with the new agency of jurisdiction and must report weekly in person with the agency having jurisdiction.

___ If you attend a school, post secondary, trade, professional institution, institution of higher education or are employed in another state, you must register in both states within 3 days of beginning school or employment. All changes of school status (commencement or termination), and employment must be reported within 3 days of change.

___ If you attend and/or are employed at an institution of higher education, you must register, in person, with the jurisdiction of residence and jurisdiction where the institution of higher education is located within 3 days of beginning school or employment. All changes of status in enrollment and or employment at an institution of higher education (commencement, termination and any and all changes) must be reported in person within 3 days of changes with both agencies of jurisdiction.

___ An out-of-state student and/or out-of-state employee residing in another state but attending school/institution of higher education, and/or employed in Illinois, must register within 3 days of beginning school or employment with the agency of jurisdiction where the school/institution of higher education or employment is located.

___ Within 3 days of changing your address, you must report your new address in person with the law enforcement agency with whom you last registered. You must, within 3 days of changing your address, register in person with the police department or if none, the sheriff's office having jurisdiction at your new address. Temporary absences for more than 3 days in a calendar year require you to register your new address.

___ If you move to another state, you must register with that state within 3 days. You must notify the agency with whom you last registered in person of your new address, at least 3 days before moving.

Failure to register is a criminal offense and will extend my registration period 10 years from my next registration, if not already subject to lifetime registration.

Under the Adam Walsh Child Protection and Safety Act of 2006, 18 United State Code § 2250, if you travel to another state and fail to register as required, you are also subject to federal prosecution that carries penalties of a fine and/or imprisonment up to 10 years.

If you are a child sex offender, you understand that according to Illinois law, you may not reside within 500 feet of a school, park, or playground. You may also not reside within 500 feet of a facility providing services directed exclusively toward persons under 18 years of age. The only exception is if you, the child sex offender, owned the property before July 7, 2000.

I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER NEXT ON OR BEFORE _____. All ending registration dates will be determined by the Illinois State Police. To verify the ending registration date, contact the ISP SOR Unit at 217/785-0653 or mail correspondence to the address listed below.

Signature of Registrant _____ **Date** _____

Sex offender must sign both page 1 and page 2 for registration to be considered valid.

Registering Official's Name (Print) _____

Registering Agency: _____

Address: _____

City, ZIP, County: _____

Registering Official's Signature: _____

Fingerprints should be taken at the initial registration and any subsequent registration in a new jurisdiction.

For additional information: Illinois State Police, SOR Unit, 801 South 7th Street, Post Office Box 19461, Suite 200 S, Springfield, Illinois 62794, by phone (217) 785-0653 or by fax (217) 782-4996

One copy to Sex Offender One copy to Illinois State Police Retain Original for your files

Property Disposition Form.pdf

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Emergency Contacts-Schools-Daycare-Church.pdf

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DAY CARE, CHURCH SCHOOLS, DISTRICT 220 SCHOOLS—EMERGENCY CONTACTS

DAY CARE & CHURCH SCHOOLS	ADDRESSES	EMERGENCY CONTACTS
Creative Care Montessori School	1410 S. Barrington Rd. Barrington, IL.	Main-847-382-2812 Dir. Marlo Thoma c847-331-2330 Lisa Pena c847-308-1059
Little Angels Preschool (St. Michaels Church)	647 Dundee Ave. Barrington, IL.	Main-847-381-5490 Dir. Karen Hunter c847-287-4836 Church c847-381-2323
Salem Methodist Preschool	115 W. Lincoln Ave. Barrington, IL.	Main-847-381-0536 Dir.Cindy Schaefer c847-917-4239
Village Church School	1600 E. Main St. Barrington, IL.	Main-847-381-5221 Pastor Rod Elliott c303-669-2629 Facilities Bob Schroeder c224-337-9197
Lutheran Church of Atonement School	909 E. Main St. Barrington, IL.	Main-847-381-0247 Cindy Clanton c847-651-4810 Pam Loden c847-217-6303
Barrington Community Childcare	560 Carl Ave. Barrington, IL.	Main-847-381-0272 Terri Blanke c224-688-0018
Orchard Church	1301 S. Grove Ave. Barrington, IL.	Main-847-852-2200 Russ Williams c312-505-8316
St. Paul Church	401 E. Main St. Barrington, IL.	Main-847-381-0460 Kim Roesler c847-833-9583
St. Matthew Church	720 S. Dundee Ave. Barrington, IL. 60010	Main-847-382-7002 Susan Mullen c847-609-1575
St. Annes Church School	319 E. Franklin Barrington, IL.	Main-847-381-0311 Principal Dawn Kapka c847-975-5194 Donna Cherwin c847-977-8147
St. Annes Church	120 Ela St. Barrington, IL.	Main-847-382-5300 Margeret Buckstaff C847-553-6124 Father Bernie C847-269-8600

DAY CARE, CHURCH SCHOOLS, DISTRICT 220 SCHOOLS—EMERGENCY CONTACTS

Community Church	301 E. Lincoln Ave. Barrington, IL.	Main-847-381-1294 Pastor Zina Jaque c224-456-2132
First Church of Christ Science	421 E. Main St Barrington, IL.	Main-847-381-0408
BARRINGTON DISTRICT 220 SCHOOLS	**ADDRESSES**	**EMERGENCY CONTACTS**
Barrington 220 School District Office	310 E James St. Barrington, IL.	Main-847-381-6300 Supt. Brian Harris c630-639-9874 w847-842-3588 Morgan Delack c224-645-3399 w847-756-2475 Joe Malloy c815-353-0846 w847-842-3495
Barrington High School	616 W. Main St. Barrington, IL.	Main 847-381-1400 Principal Steve McWilliams c224-374-6233 Joe Malloy c815-353-0846 w847-842-3495
Station Middle School	215 Eastern Ave. Barrington, IL.	Main-847-756-6400 Principal Craig Winkleman c815-382-8206
Prairie Middle School	40 E. Dundee Rd. Barrington, IL.	Main 847-304-3990 Principal Travis Lobbins 815-276-5501
Roslyn Road Elementary	224 Roslyn Rd. Barrington, IL.	Main 847-381-4148 Principal Paul Kirk 224-374-6223
Hough Street Elementary	310 S. Hough St. Barrington, IL.	Main-847-381-1108 Principal James Aalf 815-353-7714
Grove Ave. Elementary	900 S. Grove Barrington, IL.	Main-847-381-1888 Principal Cindy Kalogeropoulos 847-204-4917
Lines Elementary	217 Eastern Ave. Barrington, IL.	Main- 847-381-7850 Principal Ken Hyllberg wc815-451-9059 hc262-496-4499
Early Learning Center	40 E. Dundee Rd (west side of property) Barrington, IL.	Main-224-770-4300 Principal Barb Romano 847-636-6174

Lineup Advisement Form-Ind. Adm.pdf

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BARRINGTON POLICE DEPARTMENT
LINEUP / PHOTO SPREAD ADVISORY FORM
By Independent Administrator

To Be Read to Eyewitness and Acknowledged Pursuant to 725 ILCS 107A-2(e)

I, _____, agree to view a lineup or photo-spread
(Print Name)

administered by _____, at _____
(Printed Name of Administrator) (Location of Lineup / Photo Spread)

on _____ _____ AM / PM
(Date) (Time)

I understand the following:

1. The persons in this lineup/photo spread and I may be recorded for the purpose of accurately documenting all the statements made by me unless I refuse to be recorded.

2. The perpetrator of the crime may or may not be presented in the lineup/photo spread.

3. The administrator of this lineup/photo spread does not know the suspected perpetrator's identity.

4. I should not feel compelled to make an identification.

5. It is as important to exclude innocent persons as it is to identify a perpetrator.

6. The investigation will continue regardless of whether an identification is made.

_____
(Eyewitness Signature & Date / Time)

_____ _____
(Administrator and ID #) (Date / Time)

_____
(Report #)

MANDATED CONSULAR NOTIFICATION COUNTRIES ph.pdf

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Lineup Recording Refusal.pdf

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ATF Form 4473.pdf

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OMB No. 1140-0020

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

Firearms Transaction Record Part I - Over-the-Counter

WARNING: You may not receive a firearm if prohibited by Federal or State law. The information you provide will be used to determine whether you are prohibited under law from receiving a firearm. Certain violations of the Gun Control Act, 18 U.S.C. §§ 921 *et. seq.*, are punishable by up to 10 years imprisonment and/or up to a $250,000 fine.

Prepare in original only. All entries must be handwritten in ink. Read the Notices, Instructions, and Definitions on this form. "PLEASE PRINT."

Transferor's Transaction Serial Number *(If any)*

Section A - Must Be Completed Personally By Transferee (Buyer)

1. Transferee's Full Name

Last Name	First Name	Middle Name *(If no middle name, state "NMN")*

2. Current Residence Address **(U.S. Postal abbreviations are acceptable. Cannot be a post office box.)**

Number and Street Address	City	County	State	ZIP Code

3. Place of Birth		4. Height	5. Weight	6. Gender	7. Birth Date		
U.S. City and State **-OR-**	Foreign Country	Ft. ____ In. ____	*(Lbs.)*	☐ Male ☐ Female	Month	Day	Year

8. Social Security Number ***(Optional**, but will help prevent misidentification)*

9. Unique Personal Identification Number *(UPIN)* if applicable *(See Instructions for Question 9.)*

10.a. Ethnicity
☐ Hispanic or Latino
☐ Not Hispanic or Latino

10.b. Race *(Check one or more boxes.)*
☐ American Indian or Alaska Native ☐ Black or African American ☐ White
☐ Asian ☐ Native Hawaiian or Other Pacific Islander

11. Answer questions 11.a. *(see exceptions)* through 11.l. and 12 *(if applicable)* by checking or marking ***"yes" or "no"*** in the boxes to the right of the questions.

		Yes	No
a.	Are you the actual transferee/buyer of the firearm(s) listed on this form? **Warning: You are not the actual buyer if you are acquiring the firearm(s) on behalf of another person. If you are not the actual buyer, the dealer cannot transfer the firearm(s) to you.** *(See Instructions for Question 11.a.) Exception: **If you are picking up a repaired firearm(s)** for another person, you are **not** required to answer 11.a. and may proceed to question 11.b.*	☐	☐
b.	Are you under indictment or information in any court for a **felony**, or any other crime, for which the judge could imprison you for more than one year? *(See Instructions for Question 11.b.)*	☐	☐
c.	Have you ever been convicted in any court of a **felony**, or any other crime, for which the judge could have imprisoned you for more than one year, even if you received a shorter sentence including probation? *(See Instructions for Question 11.c.)*	☐	☐
d.	Are you a fugitive from justice?	☐	☐
e.	Are you an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance?	☐	☐
f.	Have you ever been adjudicated mentally defective *(which includes a determination by a court, board, commission, or other lawful authority that you are a danger to yourself or to others or are incompetent to manage your own affairs)* **OR** have you ever been committed to a mental institution? *(See Instructions for Question 11.f.)*	☐	☐
g.	Have you been discharged from the Armed Forces under **dishonorable** conditions?	☐	☐
h.	Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner? *(See Instructions for Question 11.h.)*	☐	☐
i.	Have you ever been convicted in any court of a misdemeanor crime of domestic violence? *(See Instructions for Question 11.i.)*	☐	☐
j.	Have you ever renounced your United States citizenship?	☐	☐
k.	Are you an alien **illegally** in the United States?	☐	☐
l.	Are you an alien admitted to the United States under a nonimmigrant visa? *(See Instructions for Question 11.l.) If you answered "no" to this question, do **NOT** respond to question 12 and proceed to question 13.*	☐	☐
12.	If you are an alien admitted to the United States under a nonimmigrant visa, do you fall within any of the exceptions set forth in the instructions? **(If "yes," the licensee must complete question 20c.)** *(See Instructions for Question 12.) If question 11.l. is answered with a "no" response, **then do NOT respond** to question 12 and proceed to question 13.*	☐	☐

13. What is your State of residence *(if any)*? *(See Instructions for Question 13.)*

14. What is your country of citizenship? *(List/check more than one, if applicable. If you are a citizen of the United States, proceed to question 16.)* ☐ United States of America ☐ Other *(Specify)* _____

15. If you are not a citizen of the United States, what is your U.S.-issued alien number or admission number?

Transferee (Buyer) Continue to Next Page
STAPLE IF PAGES BECOME SEPARATED

I certify that my answers to Section A are true, correct, and complete. I have read and understand the Notices, Instructions, and Definitions on ATF Form 4473. I understand that answering "yes" to question 11.a. if I am not the actual buyer is a crime punishable as a felony under Federal law, and may also violate State and/or local law. I understand that a person who answers "yes" to any of the questions 11.b. through 11.k. is prohibited from purchasing or receiving a firearm. I understand that a person who answers "yes" to question 11.l. is prohibited from purchasing or receiving a firearm, unless the person also answers "Yes" to question 12. I also understand that making any false oral or written statement, or exhibiting any false or misrepresented identification with respect to this transaction, is a crime punishable as a felony under Federal law, and may also violate State and/or local law. I further understand that the repetitive purchase of firearms for the purpose of resale for livelihood and profit without a Federal firearms license is a violation of law ***(See Instructions for Question 16).***

16. Transferee's/Buyer's Signature	17. Certification Date

Section B - Must Be Completed By Transferor (Seller)

18. Type of firearm(s) to be transferred *(check or mark all that apply)*:

☐ Handgun ☐ Long Gun *(rifles or shotguns)* ☐ Other Firearm *(Frame, Receiver, etc. See Instructions for Question 18.)*

19. If sale at a gun show or other qualifying event.

Name of Event _____

City, State _____

20a. Identification *(e.g., Virginia Driver's license (VA DL) or other valid government-issued photo identification.) (See Instructions for Question 20.a.)*

Issuing Authority and Type of Identification	Number on Identification	Expiration Date of Identification *(if any)*		
		Month	Day	Year

20b. Alternate Documentation *(if driver's license or other identification document does not show current residence address) (See Instructions for Question 20.b.)*

20c. Aliens Admitted to the United States Under a Nonimmigrant Visa Must Provide: Type of documentation showing an exception to the nonimmigrant visa prohibition. *(See Instructions for Question 20.c.)*

Questions 21, 22, or 23 Must Be Completed Prior To The Transfer Of The Firearm(s) *(See Instructions for Questions 21, 22 and 23.)*

21a. Date the transferee's identifying information in Section A was transmitted to NICS or the appropriate State agency: *(Month/Day/Year)*

Month	Day	Year

21b. The NICS or State transaction number *(if provided)* was:

21c. The response initially provided by NICS or the appropriate State agency was:

☐ Proceed
☐ Denied
☐ Cancelled
☐ Delayed *[The firearm(s) may be transferred on _____ (Missing Disposition Information date provided by NICS) if State law permits (optional)]*

21d. If initial NICS or State response was *"Delayed,"* the following response was received from NICS or the appropriate State agency:

☐ Proceed _____ *(date)*
☐ Denied _____ *(date)*
☐ Cancelled _____ *(date)*
☐ No resolution was provided within 3 business days.

21e. *(Complete if applicable.)* After the firearm was transferred, the following response was received from NICS or the appropriate State agency on: _____ *(date)*. ☐ Proceed ☐ Denied ☐ Cancelled

21f. The name and Brady identification number of the NICS examiner *(Optional)*

_____ *(name)* _____ *(number)*

22. ☐ No NICS check was required because the transfer involved only National Firearms Act firearm(s). *(See Instructions for Question 22.)*

23. ☐ No NICS check was required because the buyer has a valid permit from the State where the transfer is to take place, which qualifies as an exemption to NICS *(See Instructions for Question 23.)*

Issuing State and Permit Type	Date of Issuance *(if any)*	Expiration Date *(if any)*	Permit Number *(if any)*

Section C - Must Be Completed Personally By Transferee (Buyer)

If the transfer of the firearm(s) takes place on a different day from the date that the transferee *(buyer)* signed Section A, the transferee must complete Section C immediately prior to the transfer of the firearm(s). *(See Instructions for Question 24 and 25.)*

I certify that my answers to the questions in Section A of this form are still true, correct and complete.

24. Transferee's/Buyer's Signature	**25. Recertification Date**

Transferor (Seller) Continue to Next Page

STAPLE IF PAGES BECOME SEPARATED

Section D - Must Be Completed By Transferor (Seller)

26. Manufacturer and/or Importer *(If the manufacturer and importer are different, the FFL should include both.)*	27. Model	28. Serial Number	29. Type *(pistol, revolver, rifle, shotgun, receiver, frame, etc.) (See instructions for question 29)*	30. Caliber or Gauge

30a. Total Number of Firearms *(Please handwrite by printing e.g., one, two, three, etc.* ***Do not use numerals.)***

30b. Is any part of this transaction a Pawn Redemption? ☐ Yes ☐ No

30c. For Use by FFL *(See Instructions for Question 30c.)*

Complete ATF Form 3310.4 For Multiple Purchases of Handguns Within 5 Consecutive Business Days

31. Trade/corporate name and address of transferor *(seller) (Hand stamp may be used.)*

32. Federal Firearms License Number *(Must contain at least first three and last five digits of FFL Number X-XX-XXXXX.) (Hand stamp may be used.)*

The Person Transferring The Firearm(s) Must Complete Questions 33-36. For Denied/Cancelled Transactions, The Person Who Completed Section B Must Complete Questions 33-35.

I certify that my answers in Sections B and D are true, correct, and complete. I have read and understand the Notices, Instructions, and Definitions on ATF Form 4473. On the basis of: (1) the statements in Section A (and Section C if the transfer does not occur on the day Section A was completed); (2) my verification of the identification noted in question 20a (and my reverification at the time of transfer *if the transfer does not occur on the day Section A was completed)*; and (3) the information in the current State Laws and Published Ordinances, it is my belief that it is not unlawful for me to sell, deliver, transport, or otherwise dispose of the firearm(s) listed on this form to the person identified in Section A.

33. Transferor's/Seller's Name *(Please print)*	34. Transferor's/Seller's Signature	35. Transferor's/Seller's Title	36. Date Transferred

NOTICES, INSTRUCTIONS AND DEFINITIONS

Purpose of the Form: The information and certification on this form are designed so that a person licensed under 18 U.S.C. § 923 may determine if he or she may lawfully sell or deliver a firearm to the person identified in Section A, and to alert the buyer of certain restrictions on the receipt and possession of firearms. This form should only be used for sales or transfers where the seller is licensed under 18 U.S.C. § 923. The seller of a firearm must determine the lawfulness of the transaction and maintain proper records of the transaction. Consequently, the seller must be familiar with the provisions of 18 U.S.C. §§ 921-931 and the regulations in 27 CFR Part 478. In determining the lawfulness of the sale or delivery of a long gun *(rifle or shotgun)* to a resident of another State, the seller is presumed to know the applicable State laws and published ordinances in both the seller's State and the buyer's State.

After the seller has completed the firearms transaction, he or she must make the completed, original ATF Form 4473 *(which includes the Notices, General Instructions, and Definitions)*, and any supporting documents, part of his or her permanent records. Such Forms 4473 must be retained for at least 20 years. Filing may be chronological *(by date)*, alphabetical *(by name)*, or numerical *(by transaction serial number)*, as long as all of the seller's completed Forms 4473 are filed in the same manner. FORMS 4473 FOR DENIED/CANCELLED TRANSFERS MUST BE RETAINED: If the transfer of a firearm is denied/cancelled by NICS, or if for any other reason the transfer is not complete after a NICS check is initiated, the licensee must retain the ATF Form 4473 in his or her records for at least 5 years. Forms 4473 with respect to which a sale, delivery, or transfer did not take place shall be separately retained in alphabetical *(by name)* or chronological *(by date of transferee's certification)* order.

If you or the buyer discover that an ATF Form 4473 is incomplete or improperly completed after the firearm has been transferred, and you or the buyer wish to make a record of your discovery, then photocopy the inaccurate form and make any necessary additions or revisions to the photocopy. You only should make changes to Sections B and D. The buyer should only make changes to Sections A and C. Whoever made the changes should initial and date the changes. The corrected photocopy should be attached to the original Form 4473 and retained as part of your permanent records.

Over-the-Counter Transaction: The sale or other disposition of a firearm by a seller to a buyer, at the seller's licensed premises. This includes the sale or other disposition of a rifle or shotgun to a nonresident buyer on such premises.

State Laws and Published Ordinances: The publication (ATF P 5300.5) of State firearms laws and local ordinances ATF distributes to licensees.

Exportation of Firearms: The State or Commerce Departments may require you to obtain a license prior to export.

Section A

Question 1. Transferee's Full Name: The buyer must personally complete Section A of this form and certify *(sign)* that the answers are true, correct, and complete. However, if the buyer is unable to read and/or write, the answers *(other than the signature)* may be completed by another person, excluding the seller. Two persons *(other than the seller)* must then sign as witnesses to the buyer's answers and signature.

When the buyer of a firearm is a corporation, company, association, partnership, or other such business entity, an officer authorized to act on behalf of the

business must complete Section A of the form with his or her personal information, sign Section A, and attach a written statement, executed under penalties of perjury, stating: (A) the firearm is being acquired for the use of and will be the property of that business entity and (B) the name and address of that business entity. If the buyer's name in question 1. is illegible, the seller must print the buyer's name above the name written by the buyer.

Question 2. Current Residence Address: U.S. Postal abbreviations are acceptable. *(e.g., St., Rd., Dr., PA, NC, etc.)*. Address cannot be a post office box. County and Parish are one and the same.

If the buyer is a member of the Armed Forces on active duty acquiring a firearm in the State where his or her permanent duty station is located, but does not reside at his or her permanent duty station, the buyer must list both his or her permanent duty station address and his or her residence address in response to question 2. If you are a U.S. citizen with two States of residence, you should list your current residence address in response to question 2 *(e.g., if you are buying a firearm while staying at your weekend home in State X, you should list your address in State X in response to question 2)*.

Question 9. Unique Personal Identification Number (UPIN): For purchasers approved to have information maintained about them in the FBI NICS Voluntary Appeal File, NICS will provide them with a Unique Personal Identification Number, which the buyer should record in question 9. The licensee may be asked to provide the UPIN to NICS or the State.

Question 11.a. Actual Transferee/Buyer: For purposes of this form, you are the actual transferee/buyer if you are purchasing the firearm for yourself or otherwise acquiring the firearm for yourself *(e.g., redeeming the firearm from pawn/retrieving it from consignment, firearm raffle winner)*. You are also the actual transferee/buyer if you are legitimately purchasing the firearm as a gift for a third party. **ACTUAL TRANSFEREE/BUYER EXAMPLES:** Mr. Smith asks Mr. Jones to purchase a firearm for Mr. Smith. Mr. Smith gives Mr. Jones the money for the firearm. Mr. Jones is **NOT THE ACTUAL TRANSFEREE/BUYER** of the firearm and must answer **"NO"** to question 11.a. The licensee may not transfer the firearm to Mr. Jones. However, if Mr. Brown goes to buy a firearm with his own money to give to Mr. Black as a present, Mr. Brown is the actual transferee/buyer of the firearm and should answer **"YES"** to question 11.a. However, you may not transfer a firearm to any person you know or have reasonable cause to believe is prohibited under 18 U.S.C. § 922(g), (n), or (x). **Please note: EXCEPTION:** If you are picking up a repaired firearm(s) for another person, you are not required to answer 11.a. and may proceed to question 11.b.

Question 11.b. - 11.l. Definition of Prohibited Person: Generally, 18 U.S.C. § 922 prohibits the shipment, transportation, receipt, or possession in or affecting interstate commerce of a firearm by one who: has been convicted of a misdemeanor crime of domestic violence; has been convicted of a felony, or any other crime, punishable by imprisonment for a term exceeding one year ***(this does not include State misdemeanors punishable by imprisonment of two years or less)***; is a fugitive from justice; is an unlawful user of, or addicted to, marijuana or any depressant, stimulant, or narcotic drug, or any other controlled substance; has been adjudicated mentally defective or has been committed to a mental institution; has been discharged from the Armed Forces under dishonorable conditions; has renounced his or her U.S. citizenship; is an alien illegally in the United States or an alien admitted to the United States under a nonimmigrant visa; or is subject to certain restraining orders. Furthermore, section 922 prohibits the shipment, transportation, or receipt in or affecting interstate commerce of a firearm by one who is under indictment or information for a felony, or any other crime, punishable by imprisonment for a term exceeding one year.

Question 11.b. Under Indictment or Information or Convicted in any Court: An indictment, information, or conviction in any Federal, State, or local court. An information is a formal accusation of a crime verified by a prosecutor.

EXCEPTION to 11.c. and 11.i.: A person who has been convicted of a felony, or any other crime, for which the judge could have imprisoned the person for more than one year, or who has been convicted of a misdemeanor crime of domestic violence, is not prohibited from purchasing, receiving, or possessing a firearm if: (1) under the law of the jurisdiction where the conviction occurred, the person has been pardoned, the conviction has been expunged or set aside, or the person has had their civil rights *(the right to vote, sit on a jury, and hold public office)* taken away and later restored AND (2) the person is not prohibited by the law of the jurisdiction where the conviction occurred from receiving or possessing firearms. Persons subject to this exception should answer **"no"** to 11.c. or 11.i., as applicable.

Question 11.f. Adjudicated Mentally Defective: A determination by a court, board, commission, or other lawful authority that a person, as a result of marked subnormal intelligence, or mental illness, incompetency, condition, or disease: (1) is a danger to himself or to others; or (2) lacks the mental capacity to contract or manage his own affairs. This term shall include: (1) a finding of insanity by a court in a criminal case; and (2) Those persons found incompetent to stand trial or found not guilty by reason of lack of mental responsibility.

Committed to a Mental Institution: A formal commitment of a person to a mental institution by a court, board, commission, or other lawful authority. The term includes a commitment to a mental institution involuntarily. The term includes commitment for mental defectiveness or mental illness. It also includes commitments for other reasons, such as for drug use. The term does not include a person in a mental institution for observation or a voluntary admission to a mental institution. Please also refer to Question 11.c. for the definition of a prohibited person.

EXCEPTION to 11. f. NICS Improvement Amendments Act of 2007: A person who has been adjudicated as a mental defective or committed to a mental institution is not prohibited if: (1) the person was adjudicated or committed **by a department or agency of the Federal Government**, such as the United States Department of Veteran's Affairs ("VA") (as opposed to a State court, State board, or other lawful State authority); <u>and</u> (2) either: (a) the person's adjudication or commitment for mental incompetency was set-aside or expunged by the adjudicating/committing agency; (b) the person has been fully released or discharged from all mandatory treatment, supervision, or monitoring by the agency; or (c) the person was found by the agency to no longer suffer from the mental health condition that served as the basis of the initial adjudication. **Persons who fit this exception should answer "no" to Item 11.f.** This exception does not apply to any person who was adjudicated to be not guilty by reason of insanity, or based on lack of mental responsibility, or found incompetent to stand trial, in any criminal case or under the Uniform Code of Military Justice.

Question 11.h. Definition of Restraining Order: Under 18 U.S.C. § 922, firearms may not be sold to or received by persons subject to a court order that: (A) was issued after a hearing which the person received actual notice of and had an opportunity to participate in; (B) restrains such person from harassing, stalking, or threatening an intimate partner or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and (C)(i) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or (ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury. An "intimate partner" of a person is: the spouse or former spouse of the person, the parent of a child of the person, or an individual who cohabitates or cohabitating with the person.

Question 11.i. Definition of Misdemeanor Crime of Domestic Violence: A Federal, State, local, or tribal offense that is a misdemeanor under Federal, State, or tribal law and has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim. The term includes all misdemeanors that have as an element the use or attempted use of physical force or the threatened use of a deadly weapon *(e.g., assault and battery)*, if the offense is committed by one of the defined parties. *(See Exception to 11.c. and 11.i.)* A person who has been convicted of a misdemeanor crime of domestic violence also is not prohibited unless: (1) the person was represented by a lawyer or gave up the right to a lawyer; or (2) if the person was entitled to a jury, was tried by a jury, or gave up the right to a jury trial. Persons subject to this exception should answer **"no"** to 11.i.

Question 11.l. An alien admitted to the United States under a nonimmigrant visa includes, among others, persons visiting the United States temporarily for business or pleasure, persons studying in the United States who maintain a residence abroad, and certain temporary foreign workers. The definition does **NOT** include permanent resident aliens nor does it apply to nonimmigrant aliens admitted to the United States pursuant to either the Visa Waiver Program or to regulations otherwise exempting them from visa requirements.

An alien admitted to the United States under a nonimmigrant visa who responds "yes" to question 11.l. must provide a response to question 12 indicating whether he/she qualifies under an exception.

Question 12. Exceptions to the Nonimmigrant Alien Response: An alien admitted to the United States under a nonimmigrant visa is not prohibited from purchasing, receiving, or possessing a firearm if the alien: (1) is in possession of a hunting license or permit lawfully issued by the Federal Government, a State, or local government, or an Indian tribe federally recognized by the Bureau of Indian Affairs, which is valid and unexpired; (2) was admitted to the United States for lawful hunting or sporting purposes; (3) has received a waiver from the prohibition from the Attorney General of the United States; (4) is an official representative of a foreign government who is accredited to the United States Government or the Government's mission to an international organization having its headquarters in the United States; (5) is en route to or from another country to which that alien is accredited; (6) is an official of a foreign government or a distinguished foreign visitor who has been so designated by the Department of State; or (7) is a foreign law enforcement officer of a friendly foreign government entering the United States on official law enforcement business.

Persons subject to one of these exceptions should answer "yes" to questions 11.l. and 12 and provide documentation such as a copy of the hunting license or letter granting the waiver, which must be recorded in 20.c. If the transferee *(buyer)* answered "yes" to this question, the licensee must complete 20.c.

The seller should verify supporting documentation provided by the purchaser and must attach a copy of the provided documentation to this ATF Form 4473, Firearms Transaction Record.

Question 13. State of Residence: The State in which an individual resides. An individual resides in a State if he or she is present in a State with the intention of making a home in that State. If an individual is a member of the Armed Forces on active duty, his or her State of residence also is the State in which his or her permanent duty station is located.

If you are a U.S. citizen with two States of residence, you should list your current residence address in response to question 2 *(e.g., if you are buying a firearm while staying at your weekend home in State X, you should list your address in State X in response to question 2.)*

Question 16. Certification Definition of Engaged in the Business: Under 18 U.S.C. § 922 (a)(1), it is unlawful for a person to engage in the business of dealing in firearms without a license. A person is engaged in the business of dealing in firearms if he or she devotes time, attention, and labor to dealing in firearms as a regular course of trade or business with the principal objective of livelihood and profit through the repetitive purchase and resale of firearms. A license is not required of a person who only makes occasional sales, exchanges, or purchases of firearms for the enhancement of a personal collection or for a hobby, or who sells all or part of his or her personal collection of firearms.

Section B

Question 18. Type of Firearm(s): Check all boxes that apply. "Other" refers to frames, receivers and other firearms that are not either handguns or long guns (rifles or shotguns), such as firearms having a pistol grip that expel a shotgun shell, or National Firearms Act (NFA) firearms.

If a frame or receiver can only be made into a long gun *(rifle or shotgun)*, it is still a frame or receiver not a handgun or long gun. However, they still are "firearms" by definition, and subject to the same GCA limitations as any other firearms. See Section 921(a)(3)(b). 18 U.S.C. Section 922(b)(1) makes it unlawful for a licensee to sell any firearm other than a shotgun or rifle to any person under the age of 21. Since a frame or receiver for a firearm, to include one that can only be made into a long gun, is a "firearm other than a shotgun or rifle," it cannot be transferred to anyone under the age of 21. Also, note that multiple sales forms are not required for frames or receivers of any firearms, or pistol grip shotguns, since they are not "pistols or revolvers" under Section 923(g)(3)(a).

Question 19. Gun Shows: If sale at gun show or other qualifying event sponsored by any national, State, or local organization, as authorized by 27 CFR § 478.100, the seller must record the name of event and the location *(city and State)* of the sale in question 19.

Question 20a. Identification: List issuing authority *(e.g., State, County or Municipality)* and type of identification presented *(e.g., Virginia driver's license (VA DL), or other valid government-issued identification)*.

Know Your Customer: Before a licensee may sell or deliver a firearm to a nonlicensee, the licensee must establish the identity, place of residence, and age of the buyer. The buyer **must** provide a valid government-issued photo identification to the seller that contains the buyer's name, residence address, and date of birth. The licensee must record the type, identification number, and expiration date *(if any)* of the identification in question 20.a. A driver's license or an identification card issued by a State in place of a license is acceptable. Social Security cards are not acceptable because no address, date of birth, or photograph is shown on the cards. A combination of government-issued documents may be provided. For example, if a U.S. citizen has two States of residence and is trying to buy a handgun in State X, he may provide a driver's license *(showing his name, date of birth, and photograph)* issued by State Y and another government-issued document *(such as a tax document)* from State X showing his residence address. If the buyer is a member of the Armed Forces on active duty acquiring a firearm in the State where his or her permanent duty station is located, but he or she has a driver's license from another State, you should list the buyer's military identification card and official orders showing where his or her permanent duty station is located in response to question 20.a.

Question 20.b. Alternate Documentation: Licensees may accept a combination of valid government-issued documents to satisfy the identification document requirements of the law. The required valid government-issued photo identification document bearing the name, photograph, and date of birth of transferee may be supplemented by another valid, government-issued document showing the transferee's residence address. This alternate documentation should be recorded in question 20.b., with issuing authority and type of identification presented. A combination of government-issued documents may be provided. For example, if a U.S. citizen has two States of residence and is trying to buy a handgun in State X, he may provide a driver's license *(showing his name, date of birth, and photograph)* issued by State Y and another government-issued document *(such as a tax document)* from State X showing his residence address.

Question 20c. Documentation for Aliens Admitted to the United States Under a Nonimmigrant Visa: See instructions for Question 11.l. Types of acceptable documents would include a valid hunting license lawfully issued in the United States or a letter from the U.S. Attorney General granting a waiver.

Question(s) 21, 22, 23, NICS BACKGROUND CHECKS: 18 U.S.C. § 922(t) requires that prior to transferring any firearm to an unlicensed person, a licensed importer, manufacturer, or dealer must first contact the National Instant Criminal Background Check System (NICS). NICS will advise the licensee whether the system finds any information that the purchaser is prohibited by law from possessing or receiving a firearm. For purposes of this form, contacts to NICS include contacts to State agencies designated to conduct NICS checks for the Federal Government. **WARNING:** Any seller who transfers a firearm to any person they know or have reasonable cause to believe is prohibited from receiving or possessing a firearm violates the law, even if the seller has complied with the background check requirements of the Brady law.

After the buyer has completed Section A of the form and the licensee has completed questions 18-20, and before transferring the firearm, the licensee must contact NICS *(read below for NICS check exceptions.)* However, the licensee should NOT contact NICS and should stop the transaction if: the

buyer answers "no" to question 11.a.; the buyer answers "yes" to any question in 11.b.-11.l., unless the buyer only has answered "yes" to question 11.l. and also answers "yes" to question 12; or the buyer is unable to provide the documentation required by question 20.a, b, or c.

At the time that NICS is contacted, the licensee must record in question 21.a-c: the date of contact, the NICS *(or State)* transaction number, and the initial response provided by NICS or the State. The licensee may record the Missing Disposition Information (MDI) date in 21.c. that NICS provides for delayed transactions *(States do not provide this number)*. If the licensee receives a *"delayed"* response, before transferring the firearm, the licensee must record in question 21.d. any response later provided by NICS or the State or that no resolution was provided within 3 business days. If the licensee receives a response from NICS or the State after the firearm has been transferred, he or she must record this information in question 21.e. **Note:** States acting as points of contact for NICS checks may use terms other than *"proceed," "delayed," "cancelled,"* or *"denied."* In such cases, the licensee should check the box that corresponds to the State's response. Some States may not provide a transaction number for denials. However, if a firearm is transferred within the three business day period, a transaction number is required.

NICS Responses: If NICS provides a *"proceed"* response, the transaction may proceed. If NICS provides a *"cancelled"* response, the seller is prohibited from transferring the firearm to the buyer. If NICS provides a *"denied"* response, the seller is prohibited from transferring the firearm to the buyer. If NICS provides a *"delayed"* response, the seller is prohibited from transferring the firearm unless 3 business days have elapsed and, before the transfer, NICS or the State has not advised the seller that the buyer's receipt or possession of the firearm would be in violation of law. (See 27 CFR § 478.102(a) for an example of how to calculate 3 business days.) If NICS provides a *"delayed"* response, NICS also will provide a Missing Disposition Information (MDI) date that calculates the 3 business days and reflects when the firearm(s) can be transferred under Federal law. States may not provide an MDI date. *Please note State law may impose a waiting period on transferring firearms.*

EXCEPTIONS TO NICS CHECK: A NICS check is not required if the transfer qualifies for any of the exceptions in 27 CFR § 478.102(d). Generally these include: (a) transfers where the buyer has presented the licensee with a permit or license that allows the buyer to possess, acquire, or carry a firearm, and the permit has been recognized by ATF as a valid alternative to the NICS check requirement; (b) transfers of National Firearms Act weapons approved by ATF; or (c) transfers certified by ATF as exempt because compliance with the NICS check requirements is impracticable. See 27 CFR § 478.102(d) for a detailed explanation. If the transfer qualifies for one of these exceptions, the licensee must obtain the documentation required by 27 CFR § 478.131. A firearm must **not** be transferred to any buyer who fails to provide such documentation.

Section C

Question 24 and 25. Transfer on a Different Day and Recertification: If the transfer takes place on a different day from the date that the buyer signed Section A, the licensee must again check the photo identification of the buyer at the time of transfer, and the buyer must complete the recertification in Section C at the time of transfer.

Section D

Immediately prior to transferring the firearm, the seller must complete all of the questions in Section D. In addition to completing this form, the seller must report any multiple sale or other disposition of pistols or revolver on ATF Form 3310.4 (see 27 CFR § 478.126a).

Question(s) 26, 27, 28, 29 and 30, Firearm(s) Description: These blocks should be completed with the firearm(s) information. Firearms manufactured after 1968 should all be marked with a serial number. Should you acquire a firearm that is not marked with a serial number; you may answer question 28 with "NSN" (No Serial Number), "N/A" or "None."

If more than five firearms are involved in a transaction, the information required by Section D, questions 26-30, must be provided for the additional firearms on a separate sheet of paper, which must be attached to the ATF Form 4473 covering the transaction.

Types of firearms include: pistol, revolver, rifle, shotgun, receiver, frame and other firearms that are not either handguns or long guns (rifles or shotguns), such as firearms having a pistol grip that expel a shotgun shell or National Firearms Act (NFA) firearms.

Additional firearms purchases by the same buyer may not be added to the form after the seller has signed and dated it. A buyer who wishes to purchase additional firearms after the seller has signed and dated the form must complete a new ATF Form 4473. The seller must conduct a new NICS check.

Question 30c. This box is for the FFL's use in recording any information he or she finds necessary to conduct business.

Question 32 Federal Firearms License Number: Must contain at least the first three and last five digits of the FFL number, for instance X-XX-XXXXX.

Question 33-35 Transferor/Sellers Information: For "denied" and "cancelled" NICS transactions, the person who completed Section B must complete Section D, questions 33-35.

Privacy Act Information

Solicitation of this information is authorized under 18 U.S.C. § 923(g). Disclosure of the individual's Social Security number is voluntary. The number may be used to verify the buyer's identity.

Paperwork Reduction Act Notice

The information required on this form is in accordance with the Paperwork Reduction Act of 1995. The purpose of the information is to determine the eligibility of the transferee to receive firearms under Federal law. The information is subject to inspection by ATF officers and is required by 18 U.S.C. §§ 922 and 923.

The estimated average burden associated with this collection is 30 minutes per respondent or recordkeeper, depending on individual circumstances. Comments about the accuracy of this burden estimate and suggestions for reducing it should be directed to Reports Management Officer, Document Services Section, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Confidentiality is not assured.

Citizen Disposal Request.pdf

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WitnessStatement.pdf

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Revised 2/13

WITNESS STATEMENT (Employee/Non-Employee)
(Can be used for both Workers' Compensation & Liability Claims)

This report is to be used by the driver or anyone who witnesses an accident or incident.

PLEASE PRINT

Name: Home Phone Number:

Address:

City: State: Zip Code:

Date of Incident: _____/_____/_____

Exact Location of Incident:

Describe Accident/Injury:

Describe Vehicle/Property Involved (if applicable):

List all Witnesses & Phone Numbers:

Your Signature: Date:

Municipal Employee's Signature: Date:

Non-Workers Comp Accident Report Form.pdf

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BARRINGTON PD PEER SUPPORT TEAM CONFIDENTIALITY AGREEMENT.pdf

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4-64b fillable.pdf

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Lake County DV Risk Assessment Form.pdf

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Domestic Violence Risk Assessment Form

Note* This form must be completed by the reporting police officer when an arrest is made.

The ASA must receive a copy of this form **PRIOR** to the bond hearing.

PART 1: CASE INFORMATION

Date Prepared	Incident/Report Number
Victim Name	DOB
Victim's Home Address	Phone
Victim's Work Address	Work Phone
Victim Alternate Address (Closest Relative or Friend)	Alternate Phone
Offender Name	Relationship to Victim

Order of Protection: ☐ No ☐ Yes OP#_____ ☐ Expired ☐ Vacated ☐ Active

Number of Prior Incidents: _____ Department: _____ Pending Cases: ☐ No ☐ Yes

Offender have CQH: ☐ No ☐ Yes Attached: ☐ No ☐ Yes If no, why? _____

Mandatory on Cindy Bischoff eligible cases

PART 2: FIREARMS / WEAPONS

Does Offender possess FOID card? ☐ No ☐ Yes - FOID Number: _____

Does Offender own/possess firearms? ☐ No ☐ Yes - Location Stored: _____ How Many? _____

Firearm Type(s): ☐ Handgun ☐ Shotgun ☐ Other Type: _____

Does Offender have access to firearms/weapons? ☐ No ☐ Yes - How many?: _____

PART 3: INITIAL RISK ASSESSMENT

Has your partner ever (check all that apply):

- ☐ Hit or slapped you
- ☐ Kicked you
- ☐ Choked or strangled you
- ☐ Threatened to kill you
- ☐ Threatened to kill himself
- ☐ Threatened you with a firearm
- ☐ Physically harmed you while pregnant
- ☐ Threaten to harm you if police called
- ☐ Threaten to harm police if police called
- ☐ Prevented you from leaving or seeking assistance
- ☐ Fantasized about harming or killing someone
- ☐ Harmed or threatened to harm pets or other animals
- ☐ Threatened you with a weapon (such as a bat, sword, knife, etc.)
- ☐ Made unannounced visits to your workplace, school or other locations

Do you have children? ☐ No ☐ Yes - Ages: _____	Is Offender the father? ☐ No ☐ Yes
Have the children witnessed abuse? ☐ No ☐ Yes	Has Offender ever harmed the children? ☐ No ☐ Yes
DCFS contact? ☐ No ☐ Yes ☐ Pending	Is Offender lacking status in the US? ☐ No ☐ Yes

Has your family experienced any recent changes (check all that apply)

- ☐ Death
- ☐ Job loss/economic hardship
- ☐ Separation or divorce
- ☐ Alcohol/substance or prescription abuse
- ☐ Other _____

PART 4: OFFICER'S ASSESSMENT

Immediate risk to the Victim: ☐ Low Risk ☐ Intermediate Risk ☐ High Risk

Officer Signature	Badge Number
Date	Supervisor's Signature

Report of Lineup.pdf

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Barrington PD

REPORT OF LINEUP

Case# _____

(Circle One) Photo Physical

(Circle One) Simultaneous Sequential

Identification# _____

Eyewitness Statements:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____ _____

Print Name of Eyewitness Signature of Eyewitness Date/Time

_____ _____ _____

Print Name of Administrator Signature of Administrator Date/Time

Countries and Jurisdictions with Mandatory Notifications.pdf

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NIPAS EST Warrant Planning Checklist.pdf

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INTELLIGENCE / INFORMATION

- ☐ Photos of structure
- ☐ Video
  - target
  - approach
- ☐ Photos of offender(s)
- ☐ CQH
- ☐ Interior layout / hazards
- ☐ Outside layout
  - terrain
  - barriers
  - fences
- ☐ MLS info / Zillow / Local Realtors
- ☐ Facebook / Twitter
- ☐ Counter surveillance
  - lookout
  - video
- ☐ Threats / Risks
  - weapons
  - gangs
  - fortification
  - dogs / animals
  - associates
  - children
  - elderly
  - drug use
  - medical conditions
- ☐ Adjacent properties
  - friendly to target
  - friendly to police

MISSION PLANNING

- ☐ Operational plan
- ☐ Radio channel
- ☐ Contact operators
- ☐ Drive by
- ☐ Type of warrant
    - knock and announce
    - no knock
- ☐ Type of execution
    - dynamic
    - breach and hold
    - deception / ruse
    - surround and callout
    - limited penetration
    - outside takedown
- ☐ Breach points
    - primary
    - alternate
- ☐ Actions at breach point(s)
- ☐ Window ports
- ☐ Bang poles
- ☐ NFDD deployment
    - inside
    - outside
    - fire alarms
- ☐ Containment / perimeter responsibilities
- ☐ Determine approach
    - vehicles
    - foot
    - utilization of armor
- ☐ Link points / limits of advance
- ☐ Operator assignments
    - function
    - gear / equipment
    - team gear issues
    - Brief backs

☐ **Eyes on target / surveillance**
- **host agency**
- **NIPAS**

☐ **PA announcements**

☐ **Knock and announce responsibility / operator**

☐ **Transportation**
- **vehicle list**
- **drivers**
- **convoy order / route**
- **list of operators per vehicle**
- **command vehicles**
- **U/C vehicles**

☐ **Contingencies**
- **shots fired at breach point**
- **shots fired on target**
- **alternate breach**
- **compromise**

ESTABLISH REVERSE TIMELINE

TOT: time on target
Depart forward staging area
Depart initial staging area
Assemble convoy / load vehicles
Final inspection / load weapons / comm. check
Full team rehearsals – equipment, vehicle
Individual team / element rehearsals – equipment, vehicle
Individual team / element briefings
Overall briefing

MISSION BRIEF

Team commander
Case agent
Assault force commander / entry team leader
Individual team / element briefs
Host agency / plain clothes officer ID
Marksmen brief / Marksmen ID / Marksmen vehicles ID
Surveillance teams / vehicles ID
TEMS brief
Drivers brief
Brief backs

Check Ride.pdf

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Attachment A

Supervisor Check Rides

Driver's Name _____ Date _____

Supervisor _____

Aims high in steering					
Drives in center of lane	1	2	3	4	5
Selects proper speed	1	2	3	4	5
Avoids tailgating	1	2	3	4	5
Reduces speed if necessary	1	2	3	4	5
Steers smoothly	1	2	3	4	5
Gets the big picture					
Looks right and left at intersections	1	2	3	4	5
Looks behind before pulling from curb	1	2	3	4	5
Checks sides and rear	1	2	3	4	5
Anticipates others actions	1	2	3	4	5
Keeps his/her eyes moving					
Checks mirror regularly	1	2	3	4	5
Yields to pedestrians	1	2	3	4	5
Avoids hard stops or turns	1	2	3	4	5
Makes sure they see him/her					
Signals and takes proper lane for turning	1	2	3	4	5
Taps horn to alert others	1	2	3	4	5
Makes eye contact	1	2	3	4	5
Signals before pulling from curb	1	2	3	4	5
Avoids blind spots	1	2	3	4	5
Leaves himself/herself an out					
Maintains safe following distance	1	2	3	4	5
Is alert to parked cars	1	2	3	4	5
Allows adequate room to pass	1	2	3	4	5
Avoids being boxed in	1	2	3	4	5
Pre-Trip					
Visual inspection	1	2	3	4	5
Fastens seat belts	1	2	3	4	5
Starts engine, checks instruments	1	2	3	4	5
Adjusts mirrors	1	2	3	4	5

Attachment A

Supervisor Check Rides

Driver's Name _____ Date _____

Supervisor _____

Aims high in steering					
Drives in center of lane	1	2	3	4	5
Selects proper speed	1	2	3	4	5
Avoids tailgating	1	2	3	4	5
Reduces speed if necessary	1	2	3	4	5
Steers smoothly	1	2	3	4	5
Gets the big picture					
Looks right and left at intersections	1	2	3	4	5
Looks behind before pulling from curb	1	2	3	4	5
Checks sides and rear	1	2	3	4	5
Anticipates others actions	1	2	3	4	5
Keeps his/her eyes moving					
Checks mirror regularly	1	2	3	4	5
Yields to pedestrians	1	2	3	4	5
Avoids hard stops or turns	1	2	3	4	5
Makes sure they see him/her					
Signals and takes proper lane for turning	1	2	3	4	5
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Avoids being boxed in	1	2	3	4	5
Pre-Trip					
Visual inspection	1	2	3	4	5
Fastens seat belts	1	2	3	4	5
Starts engine, checks instruments	1	2	3	4	5
Adjusts mirrors	1	2	3	4	5

Discriminatory Harassment Policies and Form.pdf

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ATF Bomb Threat Checklist.pdf

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Department of the Treasury
Bureau of Alcohol, Tobacco & Firearms
BOMB THREAT CHECKLIST

1. **When is the bomb going to explode?**
2. **Where is the bomb right now?**
3. **What does the bomb look like?**
4. **What kind of bomb is it?**
5. **What will cause the bomb to explode?**
6. **Did you place the bomb?**
7. **Why?**
8. **What is address?**
9. **What is your name?**

EXACT WORDING OF BOMB THREAT:

_____

_____

_____

_____

_____

Sex of caller: _____ **Race:** _____

Age: _____ **Length of call:** _____

Telephone number at which call is received: _____

Time call received: _____

Date call received:_____

CALLER'S VOICE

- ☐ **Calm**
- ☐ **Soft**
- ☐ **Stutter**
- ☐ **Excited**
- ☐ **Laughter**
- ☐ **Rasp**
- ☐ **Rapid**
- ☐ **Normal**
- ☐ **Nasal**
- ☐ **Angry**
- ☐ **Loud**
- ☐ **Lisp**
- ☐ **Slow**
- ☐ **Crying**
- ☐ **Deep**
- ☐ **Distinct**
- ☐ **Slurred**
- ☐ **Ragged**
- ☐ **Deep Breathing**
- ☐ **Disguised**
- ☐ **Whispered**
- ☐ **Clearing Throat**
- ☐ **Cracking Voice**
- ☐ **Accent**
- ☐ **Familiar** ***(If voice is familiar, who did it sound like?)*** _____

_____

BACKGROUND SOUNDS:

- ☐ **Street noises**
- ☐ **Voices**
- ☐ **Animal noises**
- ☐ **PA System**
- ☐ **Music**
- ☐ **Long distance**
- ☐ **Motor**
- ☐ **Booth**
- ☐ **Factory machinery**
- ☐ **Crockery**
- ☐ **Clear**
- ☐ **Static**
- ☐ **House noises**
- ☐ **Local**
- ☐ **Office machinery**
- ☐ **Other** ***(Please specify)***

_____

BOMB THREAT LANGUAGE:

- ☐ **Well spoken (education)**
- ☐ **Foul**
- ☐ **Taped**
- ☐ **Incoherent**
- ☐ **Message read by threat maker**
- ☐ **Irrational**

REMARKS: _____

_____

Your name:

_____

Your position:

_____

Your telephone number:

_____

Date checklist completed: _____

Naloxone Form.pdf

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DRUG OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM

ILLINOIS DEPARTMENT OF HUMAN SERVICES · *Division of Alcoholism and Substance Abuse*

(THIS FORM IS TO BE COMPLETED WITHIN FIVE (5) BUSINESS DAYS OF NALOXONE ADMINISTRATION.)

Fax Completed Form to Lake County Health Department: 847-984-5196

Program Name: Lake County Health Department Site Name: _____ Date: _____

Name of Trained Drug Overdose Responder: _____

Use of Naloxone During Emergency Drug Overdose

How many doses of naloxone did you use?

☐ None ☐ One ☐ Two ☐ Two or more ☐ Unknown

How was naloxone given? *(Check one only)*

☐ Injected in the Muscle ☐ Sprayed in the Nose ☐ Unknown

Date naloxone was used (MM/DD/YY): _____ If exact day is unknown, please provide month and year (MM/YY): _____

Location of Use

Location of drug overdose

County: _____ Town/Neighborhood: _____ Zip Code: _____

Was this location *(Check one only)*:

☐ A House/An Apartment ☐ Unknown ☐ An SRO ☐ A Shelter
☐ A Business (e.g., store, bar, restaurant) ☐ On the Street/Outside ☐ A Shooting Gallery ☐ Other *(Please specify)* _____

About the Drug Overdoser

Is the drug overdoser *(Check all that apply)*:

☐ Male ☐ Transgender ☐ Unknown Sex
☐ Female ☐ Intersex ☐ Other *(Please specify)* _____

Is the drug overdoser *(Check all that apply)*:

☐ African-American/Black ☐ Hispanic/Latino(a) ☐ Caucasian/White ☐ Other Race/Ethnicity *(Please specify)* _____
☐ Asian/Pacific Islander ☐ Native American ☐ Unknown

About how old is the drug overdoser? *(Use your best guess)* _____ years old

What Drugs Had Been Used

Did the drug overdoser *(Check all that apply)*:

☐ Inject Heroin ☐ Sniff Heroin ☐ Use Heroin, But How is Unknown
☐ Not Use Heroin ☐ Not Sure if Heroin was Used

Was the drug overdoser using anything else? *(Check all that apply)*

☐ Methadone ☐ Amphetamine ☐ Alcohol ☐ Unknown
☐ Pain Pills ☐ Cocaine ☐ Benzos ☐ Other Drugs *(Please specify)* _____

Condition of Drug Overdoser

Was drug overdoser conscious before naloxone was used? ☐ Yes ☐ No ☐ Unknown

Was drug overdoser breathing before naloxone was used? ☐ Yes ☐ No ☐ Unknown

Actions Taken

Was rescue breathing performed? ☐ Yes ☐ No ☐ Unknown

Were Emergency Medical Services (911) contacted? ☐ Yes ☐ No ☐ Unknown

Did Emergency Medical Services assist in drug overdose? ☐ Yes ☐ No ☐ Unknown

Outcome

Did the drug overdoser survive? ☐ Yes ☐ No ☐ Unknown

Other Information

Please provide any information that would be helpful in describing the drug overdose: _____

DO NOT WRITE BELOW THIS LINE

Signatures of Program's Official Designee and Health Care Professional

Program's Official Designee's Signature _____ *Date* _____ *Health Care Professional's Signature* _____ *Date* _____

Program's Official Designee's Printed Name _____ *Date* _____ *Health Care Professional's Printed Name* _____ *Date* _____

Lake County DV Supplemental Form.pdf

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Report Number: _____

Domestic Violence Supplemental Report Form

Victim's Name:	Location of Incident:

Witness Information: (Circle) Witness information must be listed on the offense report

Were there witnesses present during the incident? Yes No Statements taken: Oral statement Written statement Both
Were children present during the incident? Yes No Statements taken: Oral statement Written statement Both

Medical Treatment Provided to Victim:

☐ None needed	☐ Paramedics called/ treated on scene
☐ Will see own doctor Doctor's name and telephone:	☐ Paramedics transported to hospital Hospital Name:

Offender's Actions (circle number of all that apply)

1. Injured victim (specify) 2. Threatened victim (specify) 3. Threatened witnesses/children (specify)	4. Disabled phone 5. Prevented victim/witnesses from seeking assistance 6. Forced entry 7. Took property	8. Damaged property 9. Followed/stalked 10. Sexual assault 11. Other (specify)

Evidence: Evidence collected by: _____ Location collected (hospital/ on scene)_____

Were photos of the victim's injuries taken:	Photos of offender's injuries taken? Photos of the crime scene taken?
Type of weapon used:	Was the weapon retained?
Victim's statement: Oral statement Written statement Both	
Offender's statement: Oral statement Written statement Both	
911 tapes: Requested Copied to ASA	

Crime Scene Description

Victim (circle all that apply)			**Offender** (circle all that apply)		
1. Angry	7. Afraid	12. Bruises	1. Angry	7. Afraid	12. Bruises
2. Apologetic	8. Irrational	13. Abrasions	2. Apologetic	8. Irrational	13. Abrasions
3. Crying	9. Nervous	14. Cuts	3. Crying	9. Nervous	14. Cuts
4. Fearful	10. Threatening	15. Lacerations	4. Fearful	10. Threatening	15. Lacerations
5. Hysterical	11. Complaint of pain	16. Fractures	5. Hysterical	11. Complaint of pain	16. Fractures
6. Calm		17. Other	6. Calm		17. Other

Officer's Signature: _____ **Badge Number: _____**

Supervisor's Signature: _____ **Date: _____**

FEMALE: CIRCLE ONE

VICTIM **OFFENDER**

MALE: CIRCLE ONE

VICTIM **OFFENDER**

PLEASE DRAW ON DIAGRAM(S) THE LOCATION OF ANY INJURIES
(INDICATE BY NUMBER)
1. BRUISES 2. SWELLING 3. REDNESS 4. ABRASIONS 5. BITE MARKS 6. CUTS
7. LACERATIONS 8. FRACTURES 9. SCRATCHES 10. COMPLAINT OF PAIN
11.OTHER (SPECIFY)

NAME:_____

D.O.B._____
HEIGHT:_____
WEIGHT:_____

ADDITIONAL COMMENTS:_____

SUBJECTS SIGNATURE:_____

RD#_____ **DATE:**_____

NAME: _____

D.O.B._____
HEIGHT:_____
WEIGHT:_____

ADDITIONAL COMMENTS:_____

SUBJECTS SIGNATURE: _____

OFFICERS SIGNATURE: _____

Prisoner kept-release form.pdf

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WC Supervisor Report.pdf

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INTERGOVERNMENTAL RISK MANAGEMENT AGENCY
Four Westbrook Corporate Center, Suite 940
Westchester, IL 60154
(708) 562-0300

IRMA

SUPERVISOR'S INVESTIGATION REPORT

PLEASE FAX OR MAIL (708-562-0900) ACCIDENT REPORT FORM TO IRMA WITHIN 5 WORKING DAYS

This report shall be completed in ink by the supervisor of the injured, **no later than the end of the injured person's work shift.** The report shall then be forwarded to your claims coordinator **within 24 hours**, along with the completed form IC45.

Any additional information, including a completed wage statement (if applicable), should follow as soon as possible. This completed form shall then be forwarded to IRMA the **same day** the claims coordinator receives it.

The unsafe acts of persons and the unsafe conditions that cause accidents can be corrected only when they are known specifically, It is your responsibility to find them, name them and to state the remedy for them in this report.

NAME OF IRMA MEMBER (MUNICIPALITY)	DATE & TIME OF ACCIDENT / / ☐ AM ☐ PM
DATE INJURED PERSON REPORTED ACCIDENT: / /	TO WHOM REPORTED:
LOCATION OF ACCIDENT (The name or number of building, store, dept., floor, etc.)	

NAME OF INJURED EMPLOYEE / PHONE NUMBER - -	INJURED EMPLOYEE'S DEPARTMENT	INJURED EMPLOYEE'S JOB

INJURED PERSON STATUS
☐ FULL TIME ☐ PART TIME ☐ SEASONAL ☐ CONTRACT ☐ VOLUNTEER ☐ MISC.

TIME IN JOB
☐ IN TRAINING ☐ UNDER 6 MONTHS ☐ 6 MONTHS TO 1 YEAR ☐ 1 TO 5 YEARS ☐ OVER 5 YEAR

DATE OF HIRE: / /	AVERAGE NUMBER OF HOURS WORKED PER WEEK :	HOURLY RATE:

DESCRIBE THE INJURY

DESCRIBE THE ACCIDENT (State what the injured was doing and the circumstances leading to the accident)

WAS EMPLOYEE REQUESTED TO GO TO A MEDICAL MANAGEMENT NETWORK FACILITY FOR TREATMENT? ☐ YES ☐ NO	IF RESTRICTED, IS LIGHT DUTY AVAILABLE? ☐ YES ☐ NO
IS EMPLOYEE STILL TREATING WITH A MEDICAL MANAGEMENT NETWORK FACILITY? ☐ YES ☐ NO	IF NO, NAME & ADDRESS OF TREATING DOCTOR:

DID/WILL INJURED PERSON MISS **MORE THAN 3 WORKDAYS** DUE TO THIS ACCIDENT?
☐ YES ☐ NO ☐ UNKNOWN

# OF WORK DAYS INJURED PERSON MISSED : 0	DATE STARTED LOSING TIME: / /

ANY WITNESSES TO THIS INJURY/ACCIDENT? ☐ YES ☐ NO
IF YES, WITNESS NAME TITLE/JOB DESCRIPTION PHONE # - -
WITNESS NAME TITLE/JOB DESCRIPTION PHONE # - -

HOW COULD THE INJURY/ILLNESS HAVE BEEN PREVENTED?

REMEDY (As a supervisor, what action have you taken or do you propose taking to prevent a repeat accident?)

SUPERVISOR	REVIEWED AND APPROVED BY CLAIMS COORDINATOR	DATE REPORT PREPARED / /

USE REVERSE SIDE FOR ADDITIONAL SPACE NEEDED

PLEASE MAIL OR FAX (708-562-0900) ACCIDENT REPORT TO IRMA WITHIN 5 WORKING DAYS

Push Bar Release FOrm.pdf

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ARTICLE 36.pdf

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Written Statement and Explanation of Rights 13-0207 Final.pdf

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Explorer Application.pdf

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Employees Statement of Injury.pdf

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INTERGOVERNMENTAL RISK MANAGEMENT AGENCY

IRMA

EMPLOYEE'S STATEMENT OF INJURY

Injured Employee must complete all questions in own handwriting. (Use another sheet if more space is needed.)

NAME:				ADDRESS:	
SEX:	HEIGHT:	WEIGHT:	DOB:	MARITAL STATUS:	S.S. NUMBER
DEPT:		JOB TITLE:		NAME OF SUPERVISOR:	
RATE OF PAY:			HIRE DATE:		PHONE NO:

DESCRIBE THE NATURE OF ALL INJURIES:

EXPLAIN EXACTLY WHAT HAPPENED:

NAMES OF WITNESSES

DATE & HOUR INJURY OCCURRED: _____/_____/_____ _____ A.M. _____ P.M.

WHERE DID THIS OCCUR:

DATE & HOUR YOU NOTIFIED EMPLOYER: _____/_____/_____ _____ A.M. _____ P.M.

REPORTED TO WHOM:

WHAT WERE YOU DOING AT TIME OF INJURY:	DESCRIBE ANYTHING YOU WERE DOING DIFFERENTLY THAN USUAL

DATE & TIME YOU FIRST SAW DOCTOR: _____/_____/_____ _____ A.M. _____ P.M.

FIRST FULL DAY/SHIFT MISSED DUE TO THIS INJURY:

NAMES OF ALL DOCTORS YOU HAVE SEEN FOR INJURY:

HAVE YOU HAD COMPLAINTS TO THE SAME PART OF YOUR BODY IN THE PAST:

I have read the above statement and it is true and complete to the best of my knowledge and belief.

Employee's Signature:_____ Date: _____

IL. Domestic Violence Act Form.pdf

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Illinois Domestic Violence Act Victim Information

from the Office of Illinois Attorney General Lisa Madigan

Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law. Under Illinois law **family or household members** are defined as:

- family members related by blood or marriage;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other dwelling;
- people who have or say they have a child in common;
- people who have or say they have a blood relationship through a child;
- people who are dating or used to date, including same sex couples; and
- people with disabilities and their personal assistants.

Orders of Protection

An order of protection is a court order which restricts someone who has abused a family or household member. An order of protection may:

- prohibit abuser from continuing threats and abuse (abuse includes physical abuse, harassment, intimidation, etc.)
- order abuser out of a shared home or residence;
- order abuser out of that home while they are using drugs or alcohol;
- order abuser to stay away from you and other persons protected by the order and keep abuser from your work, school, or other specific locations;
- prohibit abuser from taking or hiding children, give you temporary custody, or require the abuser to bring the child to court;
- require abuser to attend counseling;
- require abuser to turn weapons over to local law enforcement; and/or
- prohibit abuser from other actions.

To Obtain an Order of Protection, You Can:

- Contact a domestic violence program for help completing the forms.
- Ask your attorney to file in civil court.
- Request an order with your divorce.
- Request an order during a criminal prosecution.
- Go to your local circuit court clerk's office and get papers to seek an order of protection for yourself.

Law Enforcement Response

Law enforcement should try to prevent further abuse by:

- arresting the abuser when appropriate and completing a police report;
- driving you to a medical facility, shelter or safe place or arranging for transportation to a safe place;
- accompanying you back to your home to get belongings; and
- telling you about the importance of saving evidence, such as damaged clothing or property, and taking photographs of injuries or damage.

Criminal Prosecutions

If an arrest wasn't made and you wish to seek criminal charges against your abuser, bring all relevant information, including the police report number and this form, to your local state's attorney. You may want to contact a local domestic violence program so they can help you through the system.

If Abuser Contacts You After an Arrest

If the abuser was charged with a crime and you or another victim is a family or household member, that abuser probably was ordered not to contact you for at least 72 hours. If the abuser does contact you soon after an arrest, you should call the police because the abuser can be charged with an additional crime, violation of bail bond.

Violation of an Order of Protection

You should also call police if the abuser disregards a part of the order of protection, because that is another crime, violation of an order of protection.

Where You Can Get Help and Advice:

National Domestic Violence Hotline: 1-800-799-SAFE
Chicagoland Domestic Violence Help Line: 1-877-863-6338 *(Chicago area)*
Chicago Rape Crisis Hotline: 1-888-293-2080 *(Chicago area)*
Local Domestic Violence Program: _____

Form available from the Office of Illinois Attorney General Lisa Madigan website at http://www.IllinoisAttorneyGeneral.gov/women/idva.pdf.

Officer's Name	Star / Badge #	Date

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Información para Victimas Sobre la Ley de Illinois Contra la Violencia Doméstica

de la Oficina de la Procuradora de Illinois Lisa Madigan

La violencia doméstica es un delito. Cualquier persona que pega, estrangula, patea, amenaza, acosa, o interfiere con la libertad personal de otro miembro de la familia o de la casa ha quebrantado la ley. De acuerdo con la ley de Illinois **los miembro de la familia o de la casa** se definen como:

- personas que son familia directa o por matrimonio;
- personas que están o estaban casados;
- personas que comparten o han compartido un mismo hogar;
- personas que han tenido o dicen que tienen un hijo en común;
- personas que tienen o dicen que tienen relaciones consanguíneas a través de un hijo;
- personas que están saliendo juntos o estaban saliendo juntos, incluso las parejas del mismo sexo; y
- personas con incapacidades y sus asistentes personales.

Ordenes de Protección

Una orden de protección es una orden de la corte que impone restricciones en alguien que ha abusado a un miembro de la familia o del hogar. Una orden de protección puede:

- prohibir que un abusador continúe con sus amenazas y abusos (el abuso incluye abuso físico, acoso, intimidación, interferencia con la libertad personal, la privación deliberada, etc.);
- ordena que el abusador se vaya de un hogar compartido;
- ordena que el abusador se vaya del hogar mientras continúe tomando drogas o alcohol;
- ordena que el abusador no se acerque a Usted y otras personas que están protegidos bajo la orden y asegure que el abusador no visite su trabajo, su escuela, o otros lugares específicos;
- prohibir que el abusador se lleve los hijos, darle a Usted custodia provisional, o requiere que el abusador lleve el hijo a la corte;
- requiere que el abusador se someta a consejería;
- requiere que el abusador entregue sus armas a la policía local; y/o
- prohibir que el abusador tome otras acciones.

Para Obtener Una Orden de Protección Usted Puede:

- llamar y pedir asistencia al programa más cercano de asistencia contra la violencia doméstica;
- pedirle a su abogado que le someta una petición en una corte civil;
- solicitar una orden junto con el proceso del divorcio;
- solicitar una orden en el transcurso de una demanda criminal; o
- ir a la oficina de la secretaria del circuito local y pedir la papelería necesaria.

La Respuesta de los Oficiales de la Ley

Los oficiales de la ley deben tratar de prevenir abuso futuro a través de:

- detener al abusador cuando es apropiado y llenar el reporte de policía;
- llevarle a Usted a un lugar de servicio médico, a un refugio o a un lugar seguro o arreglar un transporte para llevarle a un lugar seguro;
- acompañarle a casa para recoger sus cosas; y
- hablarle sobre la importancia de guardar evidencia, como ropa o propiedades dañados, y tomando fotos de sus heridas o el daño.

Cargos criminales

Si no se ha hecho un arresto y Usted desea hacer cargos criminales contra el abusador, llévele al fiscal local toda la información pertinente, incluyendo el número del reporte de policía y ese mismo documento. Le puede ayudar que primero se contacte con un programa local contra la violencia doméstica para que ellos le puedan apoyar en el proceso.

Si el abusador se pone en contacto con usted después de un arresto

Cuando a una persona se le acusa de una ofensa criminal y la víctima es un "miembro de la familia o de la casa," a no ser que ya se haya dispuesto en una corte, al abusador se le prohibe a tener contacto o comunicarse con la víctima y entrar o quedarse en la residencia de la víctima por un mínimo de 72 horas. Si el acusado/abusador viola estas restricciones, se debe de llamar a la policía inmediatamente. Al acusado se le pueden imponer otros cargos por no cumplir con las condiciones de la fianza.

Violación de una Orden de Protección

También debe de llamar a la policía si el abusador ignora una restricción de la Orden de Protección porque eso es otro crimen que se conoce como: violación de una orden de protección.

Usted puede conseguir ayuda e información llamando a los siguientes números:

La Línea Nacional para Violencia Doméstica: 1-800-799-SAFE
La Línea de Ayuda de Chicago para Violencia Doméstica:
1-877-863-6338 *(solamente en Chicago)*
Chicago Rape Crisis Hotline: 1-888-293-2080 *(solamente en Chicago)*
Programa de Asistencia Local para Violencia Doméstica: _____

Esta forma está disponible en la red en:
http://www.IllinoisAttorneyGeneral.gov/women/idva_esp.pdf

Officer's Name	Star/Badge #	Date

PSO Field Training Manual.pdf

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BARRINGTON POLICE DEPARTMENT
P.S.O. RATING CRITERIA

The following "1", "4", and "7: scale value definitions are to be used when rating a P.S.O.'s behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved. Scores of "1", "2", and "7" need to have comments explaining why a particular score was given.

APPEARANCE

1. GENERAL APPEARANCE – Evaluates physical appearance, dress, and demeanor.

    (1) Unacceptable – Overweight, dirty shoes, and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair un-groomed and/or in violation of department regulation.

    (4) Acceptable – Uniform neat, clean. Uniform fits and is worn properly. Equipment is clean and operative. Hair within regulations, shoes shined.

    (7) Superior – Uniform neat, clean, tailored. Shoes are spit-shined. Displays command bearing.

ATTITUDE

2. ACCEPTANCE OF FEEDBACK: P.S.O. Field Training Officer FTO Program – Evaluates the way P.S.O. accepts trainer's criticism and how that feedback is used to further the learning process and improve performance.

    (1) Unacceptable – Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to make corrections. Considers criticism as personal attack.

    (4) Acceptable – Accepts criticism in a positive manner and applies it to improve performance and further learning.

    (7) Superior – Actively solicits criticism/feedback in order to further learning and improve performance and further learning.

3. ATTITUDE TOWARD POLICE WORK – Evaluates how the P.S.O. views his/her new career in terms of personal motivation, goals, and acceptance of the responsibilities of the job.

    (1) Unacceptable – Sees career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.

(4) Acceptable – Demonstrates an active interest in new career and in police responsibilities.

(7) Superior – Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills, maintaining high ideals in terms of professional responsibilities.

KNOWLEDGE

4(a). KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES – Evaluates P.S.O.'s knowledge of departmental procedures and ability to apply this knowledge under field conditions.

Reflected by Testing

(1) Unacceptable – When tested, verbally or written, answers with 40% or less accuracy.

(4) Acceptable – When tested, verbally or written, answers with 70% accuracy.

(7) Superior – When tested, verbally or written, answers with 100% accuracy.

4(b). Reflected in Field Performance

(1) Unacceptable – Fails to display knowledge of department policies/regulation/procedures or violates same.

(4) Acceptable – Familiar with most commonly applied department policies/regulations/procedures and complies with same.

(7) Superior – Has an excellent working knowledge of department policies/regulations/procedures, including lesser known and seldom used ones.

5(a). KNOWLEDGE OF CITY ORDINANCES – Evaluate P.S.O.'s knowledge of local Ordinances and ability to apply that knowledge to field situations.

(1) Unacceptable – When tested, verbally or written, answers with 40% or less accuracy.

(4) Acceptable – When tested, verbally or written, answers with 70% accuracy.

(7) Superior – When tested, verbally or written, answers with 100% accuracy.

5(b). Reflected in Field Performance

(1) Unacceptable – Does not know even the most used sections of the codes. Confuses criminal with non-criminal offenses. Does not recognize offenses when committed.

(4) Acceptable – Knows and recognized commonly encountered criminal and non-criminal violations. Applies appropriate sections of codes.

(7) Superior – Has outstanding knowledge of city codes and applies that knowledge to criminal and non-criminal activity.

PERFORMANCE

6. DRIVING SKILL: NORMAL CONDITIONS – Evaluates P.S.O.'s skill in the operation of the police vehicle under "routine" or normal driving conditions.

(1) Unacceptable – Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation.

(4) Acceptable – Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining an alertness to surrounding activity. Drives defensively.

(7) Superior – Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking locations, etc. Is a superior defensive driver.

7. ORIENTATION/RESPONSE TIME TO CALLS – Evaluates P.S.O.'s awareness of surroundings, ability to find locations, and arrive at destination within an acceptable period of time.

(1) Unacceptable – Unaware of location while on patrol. Does not properly use the city map. Unable to relate location to destination. Gets lost. Expends too much time getting to destination.

(4) Acceptable – Is aware of location while on patrol. Properly uses the city map. Can relate location to destination. Arrives within reasonable amount of time.

(7) Superior – Remembers locations from previous visits and does not need the city map to get there. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and city.

8. ROUTINE FORMS: ACCURACY/COMPLETENESS – Evaluates P.S.O.'s ability to properly utilize departmental forms necessary to job accomplishment.

   (1) Unacceptable – Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

   (4) Acceptable – Knows the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

   (7) Superior – Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy.

9. REPORT WRITING: ORGANIZATION/DETAILS – Evaluates the P.S.O.'s ability to prepare reports that accurately reflect the situation and in a detailed, organized manner.

   (1) Unacceptable – Unable to organize information and to reduce it to writing. Leaves out pertinent details in report. Report is inaccurate.

   (4) Acceptable – Completes reports, organizing information in a logical manner. Reports contain the required information and details.

   (7) Superior – Reports are a complete and detailed accounting of events from beginning to end, written and organized so that any reader understands what occurred.

10. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS – Evaluates the P.S.O.'s ability to use proper English to follow the rules for spelling and to write neatly.

   (1) Unacceptable – Reports are illegible. Reports contain excessive number of misspelled words. Sentence structure or word usage is improper or incomplete.

   (4) Acceptable – Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not impair an understanding of the report.

   (7) Superior – Reports are very neat and legible. Contain no spelling or grammar errors.

11. REPORT WRITING: APPROPRIATE TIME USED – Evaluates the P.S.O.'s efficiency relative to the amount of time taken to write a report.

    (1) Unacceptable – Requires an excessive amount of time to complete a report. Takes three or more times the amount of time an experienced P.S.O. would take to complete the repot.

    (4) Acceptable – Completes reports within a reasonable amount of time.

    (7) Superior – Completes reports very quickly, as quickly as a skilled veteran P.S.O..

12. FIELD PERFORMANCE: NON-STRESS CONDITIONS – Evaluates the P.S.O.'s ability to perform routine, non-stress police activities.

    (1) Unacceptable – When confronted with a routine task, becomes confused and disoriented. Does not/cannot complete tasks. Takes wrong course of action. Avoids taking action.

    (4) Acceptable – Properly assesses routine situations, determines appropriate action and takes same.

    (7) Superior – Properly assesses situations including unusual or complex ones. Determines appropriate course of action and takes same.

13. FIELD PERFORMANCE: STRESS CONDITIONS (Street/Desk) – Evaluates the P.S.O.'s ability to perform in moderate and high stress situations.

    (1) Unacceptable – Becomes emotional, is panic stricken, cannot function, holds back, loses temper, or displays cowardice. Overreacts or under reacts.

    (4) Acceptable – Maintains calm and self-control in most situations, determines proper course of action and takes it. Does not allow the situation to further deteriorate.

    (7) Superior – Maintains calm and self-control in even the most extreme situations. Quickly restores control in the situation and takes command. Determines best course of action and takes it.

14. TRAFFIC: CONTROL OF SCENE (Accident/School Crossing) – Evaluates the P.S.O. 's ability to keep the flow of traffic moving in an orderly manner.

    (1) Unacceptable – Appears lost, unable to make a decision, unsure of his/her actions. Does not know which way traffic should go.

    (4) Acceptable – Generally uses proper traffic control techniques. Maintains proper flow of traffic around or through the area as appropriate.

(7) Superior – Takes total control of the situation. Courteous to pedestrians and other persons involved. Sure of actions and shows it in his/her direction.

15. INTERVIEW SKILL – Evaluates the P.S.O.'s ability to use proper questioning techniques; to vary techniques to fit persons being interviewed; to follow proper procedure.

(1) Unacceptable – Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and /or does not control the interview.

(4) Acceptable – Generally uses proper questioning techniques. Elicits most available information and records same. Establishes proper rapport with most victims/witnesses.

(7) Superior – Always uses proper questioning techniques. Establishes rapport with all victims/witnesses. Controls the interview of even the most difficult victims. Conducts successful interviews under all situations.

16. SELF-INITIATED ACTIVITY – Evaluates the P.S.O.'s interest and ability to initiate police-related activity. To view same and to act on even low-priority situations.

(1) Unacceptable – Does not see or avoids activity. Does not follow-up situations. Rationalizes suspicious circumstances. Does not have a broad orientation to the job.

(4) Acceptable – Recognizes and identifies police-related activity. Has a broad orientation to the job, including low-priority activity. Develops cases from observed activity. Displays inquisitiveness.

(7) Superior – Seldom misses observable activity. Maintains summary information as "probable cause". Makes good quality contacts and/or proper dispositions from observed activity. Thinks well "on his feet".

17. SAFETY: GENERAL – Evaluates the P.S.O.'s ability to perform police tasks without injuring self or exposing self or others to unnecessary danger/risk.

(1) Unacceptable – Fails to follow accepted safety procedures to exercise employee safety, i.e.:

a. Fails to use illumination when necessary or uses it improperly;
b. Fails to maintain good physical condition;
c. Fails to utilize or maintain personal safety equipment;
d. Does not anticipate potentially dangerous situations;
e. Stands too close to passing vehicular traffic;
f. Stands between police and motorist's vehicle on 10-46s and other traffic related situations;

g. Fails to search police vehicle prior to duty and after transporting people.

(4) Acceptable – Follows accepted safety procedures. Understands and applies them.

(7) Superior – Always works safely. Foresees situations and prepares for them. Is not overconfident. Is in good physical condition.

18. PROBLEM SOLVING/DECISION MAKING – Evaluates the P.S.O.'s performance in terms of ability to perceive, form valid conclusions, arrive at sound judgments, and make proper decisions.

(1) Unacceptable – Acts without thought or good reason. Is indecisive, naïve. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in similar situations.

(4) Acceptable – Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.

(7) Superior – Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present situations.

19. RADIO: LISTENS AND COMPREHENDS – Evaluates the P.S.O.'s ability to pay attention to radio traffic and to understand the information transmitted.

(1) Unacceptable – Violates policy concerning use of radio. Does not understand or use proper codes/language.

(4) Acceptable – Follows policy and accepted procedures. Has good working knowledge of most often used sections of the code/language.

(7) Superior- Always follows proper procedures, adheres to policy. Has superior working knowledge of all codes/language and applies knowledge when using the police radio.

20. RADIO: LISTENS AND COMPREHENDS- Evaluates the P.S.O.'s ability to pay attention to radio traffic and to understand the information transmitted.

(1) Unacceptable – Repeatedly misses own call sign and is unaware of traffic by other units. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.

(4) Acceptable – Copies own radio transmissions and is generally aware of radio traffic directed to other units.

(7) Superior – Is aware of own radio traffic and traffic in the surrounding beats. Is aware of traffic in other parts of the city and uses previously transmitted information to advantage.

21. RADIO: ARTICULATION OF TRANSMISSIONS- Evaluates the P.S.O.'s ability to communicate with others via the police radio.

(1) Unacceptable – Does not preplan one's transmission. Over or under modulates. Cuts message off through improper use of the microphone. Speaks too fast or too slowly.

(4) Acceptable – Uses proper procedures with clear, concise and complete transmissions.

(7) Superior- Transmits clearly, calmly, concisely and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

RELATIONSHIPS

22. DEALING WITH PUBLIC VIA THE TELEPHONE – Evaluates the P.S.O.'s ability to professionally and adequately deal with the public via the telephone.

(1) Unacceptable – Rude, unhelpful, constantly putting people on hold.

(4) Acceptable – Willing to help, polite with callers, courteous, friendly and empathetic.

(7) Superior – All of (4) plus being able to solve problems in a quick and efficient manner. Able to find the answer to a problem without leaving the person on hold for an extended period of time.

23. DEALING WITH CITIZENS: GENERAL –Evaluates the P.S.O.'s ability to interact with citizens (including suspects) in an appropriate, efficient manner.

(1) Unacceptable – Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspect of the job. Introverted, insensitive and uncaring. Poor "non-verbal" skills.

(4) Acceptable- Courteous, friendly and empathetic. Communicates in a professional, unbiased manner. Is service oriented. Good "non-verbal" skills.

(7) Superior – Is very much at ease with citizen contacts. Quickly establishes rapport and leaves people with feeling that the P.S.O. was interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills.

24. WITH ETHNIC GROUPS OTHER THAN HIS OWN- Evaluates the P.S.O.'s ability to interact with members of ethnic or racial groups other than his own, in an appropriate, efficient manner.

(1) Unacceptable – Is hostile or overly sympathetic. Is prejudicial, subjective and biased. Treats members in this grouping differently than members of his own ethnic or racial groups would be treated.

(4) Acceptable – Is at ease with members of other ethnic or racial groups. Serves their needs objectively and with concern. Does not feel threatened when in their presence.

(7) Superior – Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

25. WITH OTHER DEPARMENT MEMBERS – Evaluates the P.S.O.'s ability to effectively interact with other Department members of various ranks and in various capacities.

(1) Unacceptable – Patronizes P.S.O. Field Training Officer/superiors, peers or is antagonistic towards them. Gossips. Is insubordinate, argumentative, and sarcastic. Resists instructions. Considers self superior. Belittles others. Is not a "team" player. Fawns on others.

(4) Acceptable – Adheres to the chain of command and accepts role in the organization. Good peer and P.S.O. Field Training Officer relationships and is accepted as a group member.

(7) Superior – Is at ease in contact with all, including superiors. Understands superior's responsibilities, respects and supports their position. Peer group leader. Actively assists others.

Barrington Police Department
Daily P.S.O. Observation Report

D.O.R. Observation #_____ Date_____ Shift_____

BARRINGTON POLICE DEPARTMENT

P.S.O.'s Name Badge # F.T.O.'s Name Badge #

Rating Instructions: Rate observed behavior with reference to the scale below. Comment on the most and least satisfactory performance of the day. Comment on any behavior or category that was observed. A specific comment is required on all ratings of "2" or less and a "6" and above. Check "NO" box if category not observed. If trainee fails to respond to training, check "NRT" box and comment. "RT" is remedial training time spent.

Rating Scale: 1-3 is Not Acceptable, 4-5 is Acceptable, 6-7 is Superior

		NO	NRT	RT
1. General Appearance	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
2. Acceptance of Feedback	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
3. Attitude Toward Work	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
4. Knowledge-Policies/Procedures				
a. Verbal/Written/Simulation	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
b. Field Performance	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
5. Knowledge-City Ordinances				
a. Verbal/Written/Simulation	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
b. Field Performance	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
6. Driving Skill: Normal	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
7. Orientation/Response Time	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
8. Forms: Accuracy/Completeness	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
9. Report Writing: Details/Organized	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
10. Report Writing: Grammar/Spelling	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
11. Report Writing: Time Used	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
12. Field Performance: Non-stress	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
13. Field Performance: Stress	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
14. Traffic-Control of Scene	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
15. Interview Skills	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
16. Self-Initiated Activity	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
17. Officer Safety	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
18. Problem Solving/Decisions	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
19. Radio: Codes/Procedures	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
20. Radio: Listens/Comprehends	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
21. Radio: Articulation	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
Relationships				
22. With Citizens-Telephone	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
23. With Citizens-General	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
24. With Other Ethnic Groups	1 2 3 4 5 6 7	[ ]	[ ]	[ ]
25. With Other Department Members	1 2 3 4 5 6 7	[ ]	[ ]	[ ]

Most satisfactory area of the day: Category #_____

_____
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Least satisfactory area of the day: Category #_____

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Areas to study and review/ remarks:

_____
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_____
_____
_____
_____
_____
_____

_____ _____
P.S.O. Signature Date

_____ _____
F.T.O. signature Date Field Training Coordinator signature Date

BARRINGTON POLICE DEPARTMENT

BARRINGTON POLICE DEPARTMENT
Report Evaluation Cover Sheet

Type of Report: _____ Case # _____
P.S.O. _____ Badge: _____ Date:_____

	Yes	No	N/A	
1.	_____	_____	_____	The information in this report is factual and organized.
2.	_____	_____	_____	The information is presented in appropriate form.
3.	_____	_____	_____	Unnecessary information has been eliminated.
4.	_____	_____	_____	This report is concisely written.
5.	_____	_____	_____	This report is clear and understandable.
6.	_____	_____	_____	This report is complete for this set of facts.
7.	_____	_____	_____	The writing in this report is legible.
8.	_____	_____	_____	This report is grammatically and structurally correct.
9.	_____	_____	_____	This report was completed in appropriate time.

COMMENTS:
_____
_____
_____
_____
_____

This report is: ACCEPTABLE_____ NOT ACCEPTABLE_____

_____ _____
P.S.O. Badge # Date

_____ _____
F.T.O. Badge # Date

BARRINGTON POLICE DEPARTMENT

P.S.O. HAND-OUTS
BARRINGTON POLICE DEPARTMENT

The following items should be handed out to all new P.S.O.s that are beginning their formal Field Training experience. If you have any recent updates or anything you would like to add to the list please do so.

- ❑ Village Map
- ❑ Copy of the P.S.O. Training Policy
- ❑ Code Sheets
- ❑ In-Car computer information
- ❑ Copies of updated Ordinances
- ❑ Response to Abducted Children Calls
- ❑ 10 code list
- ❑ Radio Channels
- ❑ Authorized Bond Card List
- ❑ Helpful Spanish for Police
- ❑ Map Book
- ❑ Policy & Procedure Manual
- ❑ Report Manual
- ❑ Copy of Training Schedule
- ❑ Rubber Gloves

BARRINGTON POLICE DEPARTMENT

BARRINGTON POLICE DEPARTMENT
P.S.O. Final Evaluation

Dates of evaluations _____ to _____

P.S.O. Name: _____ Badge: _____

Primary F.T.O.: _____ Badge: _____

This form is to be completed and reviewed with the trainee at the end of the eight week training period. It will be completed in addition to the daily P.S.O. reports.

Summary of eight week performance

_____
_____
_____
_____
_____

Significant Strengths

_____
_____
_____
_____
_____
_____

Significant Weaknesses

_____
_____
_____
_____
_____
_____

_____ _____
Primary F.T.O. Signature Badge # Date

_____ _____
Field Training Coordinator Signature Badge # Date

BARRINGTON POLICE DEPARTMENT

BARRINGTON POLICE DEPARTMENT
FIELD TRAINING AND EVALUATION PROGRAM
P.S.O. Extension Form

DATE: _____

TO: Chief Dorn

From:

This is to inform you that _____ has not satisfactorily completed the 8 week P.S.O. training program. I would recommend that _____ remain in the P.S.O. training program until an acceptable rating can be achieved.

_____
Field Training Officer

_____
Field Training Coordinator

_____
Field Operations Commander

BARRINGTON POLICE DEPARTMENT

BARRINGTON POLICE DEPARTMENT
PROGRAM ACKNOWLEDGMENT FORM

RELEASE FROM PROGRAM

I, _____, by signing this acknowledgment form, signify that I have completed the P.S.O. Training and Evaluation program and state that I feel confident and competent in performing the duties of a P.S.O.. I have read, been instructed in and have demonstrated competency and understanding of all the material in the P.S.O. TRAINING AND EVALUATION PROGRAM manual. I have also read, understand and have a working knowledge of Department Standards, Rules and Regulations and Department General Orders. I understand that if I am unable to perform any of the tasks noted in the manual, or fail to abide by the terms of it or of Department Rules and Regulations, Employee Manual or Department General Orders, I will be subject to retraining, suspension, or termination of my employment.

P.S.O.: _____Badge#_____
Print Full Name

P.S.O.: _____Date_____
Signature

Witness:_____Badge#_____
Print Full Name and Rank

Witness:_____Date:_____
Signature

Field Training Officer Assigned to P.S.O.:

First FTO: _____ Dates: _____
FTO Signature & Badge # Training Period: From To Dates

Second FTO: _____ Dates: _____
FTO Signature & Badge # Training Period: From To Dates

Third FTO: _____ Dates: _____
FTO Signature & Badge # Training Period: From To Dates

_____ _____
Field Operations Commander Chief of Police

BARRINGTON POLICE DEPARTMENT

P.S.O. GENERAL CHECKLIST

NOTES	Date	Trainee	F.T.O
Station Familiarization			
Key Fob Issued	_____	_____	_____
Mailbox Location	_____	_____	_____
E-Mail and Password	_____	_____	_____
Voicemail and Password	_____	_____	_____
Enroute CAD/PIPS Demo	_____	_____	_____
Records Area	_____	_____	_____
Evidence Lockers	_____	_____	_____
Squad Car Key Box	_____	_____	_____
Report Forms Location	_____	_____	_____
Investigation Area	_____	_____	_____
Locker Room Area	_____	_____	_____
Jail/Booking Area Orientation	_____	_____	_____
***Jail Fire Suppression/Equip.	_____	_____	_____
Community Orientation			
Good Shepherd Hospital	_____	_____	_____
Barrington Animal Hospital	_____	_____	_____
Village Hall	_____	_____	_____
Public Works	_____	_____	_____
BFD Station	_____	_____	_____
Village Limits	_____	_____	_____
Cook County Circuit Clerk's Office	_____	_____	_____

BARRINGTON POLICE DEPARTMENT

NOTES	Date	Trainee	F.T.O
Community Orientation			
CC - State's Attorney's Office	_____	_____	_____
Lake County Circuit Clerk's Office	_____	_____	_____
LC - State's Attorney's Office	_____	_____	_____
Court Rooms, Lake & Cook	_____	_____	_____
Area Police Departments			
South Barrington Police	_____	_____	_____
Barrington Hills Police	_____	_____	_____
Squad Car Orientation			
Squad Gas Fuel System	_____	_____	_____
Lights/Siren/PA Operation	_____	_____	_____
CenCom Radio Use	_____	_____	_____
Barrington F1 Band Use	_____	_____	_____
Flare Use (demo'd once)	_____	_____	_____
Fire Extinguisher	_____	_____	_____
Lock-Out Tools Use	_____	_____	_____
Stuffed Animal Giveaway	_____	_____	_____
Reports			
Incident/Offense	_____	_____	_____
UCR Codes	_____	_____	_____
Activity/Service Codes	_____	_____	_____

BARRINGTON POLICE DEPARTMENT

NOTES	Date	Trainee	F.T.O
Reports			
Computer Entry Reports	_____	_____	_____
Property/Evidence	_____	_____	_____
LEADS Entries	_____	_____	_____
Non-Lethal Weapon	_____	_____	_____
Chemical Irritants	_____	_____	_____
Parking Citations	_____	_____	_____
AA Citations	_____	_____	_____
Written Warning	_____	_____	_____
Consent Form	_____	_____	_____
Vehicle Tow/Impound	_____	_____	_____
Waiver of Constitutional Rights	_____	_____	_____
Lock-Out Forms	_____	_____	_____
Damage to City Property	_____	_____	_____
Impoundment/Tow Tags	_____	_____	_____
Abandon Vehicle Report	_____	_____	_____
Ride Authorization	_____	_____	_____
Supplies Requisition	_____	_____	_____
Vacation Watch Forms	_____	_____	_____
Action Report Form	_____	_____	_____
Supplemental Property	_____	_____	_____
Department Memo	_____	_____	_____
Crime Prevention Notice	_____	_____	_____

BARRINGTON POLICE DEPARTMENT

NOTES	Date	Trainee	F.T.O
Reports			
Found Property Report	_____	_____	_____
Officer Daily Log Sheet	_____	_____	_____
Animal Bite Report	_____	_____	_____
Policy Review			
Chemical Irritant	_____	_____	_____
Impact Weapons ASP	_____	_____	_____
Racial Profiling	_____	_____	_____
Video Training			
N.I.M.S. (internet)	_____	_____	_____
Racial Profiling	_____	_____	_____
Employee Assistance Program	_____	_____	_____
Cultural Diversity	_____	_____	_____
Mental Illness	_____	_____	_____
Sexual Harassment	_____	_____	_____
Bloodbourne Pathogens	_____	_____	_____

P.S.O. Signature:_____Date:_____

FTO Signature:_____ Date:_____

FTO Coordinator:_____ Date:_____

Harassment Evaluation Form.pdf

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WC Form 45 First Report of Injury.pdf

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ILLINOIS FORM 45: EMPLOYER'S FIRST REPORT OF INJURY

Please type or print.

Employer's FEIN	Date of report	Case or File #	Is this a lost workday case? Yes / No
Employer's name		Doing business as	
Employer's mailing address			
Nature of business or service		SIC code	
Name of workers' compensation carrier/admin.	Policy/Contract #		Self-insured? Yes / No
Employee's full name		Social Security #	Birthdate
Employee's mailing address			Employee's e-mail address
Male / Female	Married / Single	# Dependents	Employee's average weekly wage
Job title or occupation			Date hired
Time employee began work	Date and time of accident		Last day employee worked
If the employee died as a result of the accident, give the date of death.		Did the accident occur on the employer's premises? Yes / No	
Address of accident			
What was the employee doing when the accident occurred?			
How did the accident occur?			
What was the injury or illness? List the part of body affected and explain how it was affected.			
What object or substance, if any, directly harmed the employee?			
Name and address of physician/health care professional			
If treatment was given away from the worksite, list the name and address of the place it was given.			
Was the employee treated in an emergency room? Yes / No		Was the employee hospitalized overnight as an inpatient? Yes / No	
Report prepared by	Signature	Title and telephone #	

Please send this form to the ILLINOIS WORKERS' COMPENSATION COMMISSION 4500 S. SIXTH ST. SPRINGFIELD, IL 62703-5118 IC45 5/09

By law, employers must keep accurate records of all work-related injuries and illness (except for certain minor injuries). Employers shall report to the Commission all injuries resulting in the loss of more than three scheduled workdays. Filing this form does not affect liability under the Workers' Compensation Act and is not incriminatory in any sense. This information is confidential.

Ride Along Waiver-02262015.pdf

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VILLAGE OF BARRINGTON

WAIVER AND RELEASE

DESCRIPTION OF PROGRAM OR ACTIVITY:		APPLICABLE DATE(S):
PARTICIPANT NAME:		PARTICIPANT DATE OF BIRTH:
PARTICIPANT ADDRESS:		
PARTICIPANT PHONE NUMBER:	PARTICIPANT E-MAIL ADDRESS:	

EMERGENCY CONTACT INFORMATION:	
NAME:	PHONE:
ADDRESS:	RELATIONSHIP:

IF THE "ACTIVITY" IS A POLICE DEPARTMENT RIDE-ALONG, COMPLETE THE FOLLOWING:	
Reason for observing police activity:	
Referred by whom:	
Do you have a preference for an officer?	☐ Yes ☐ No If "Yes", insert Officer name:_____
Reason for officer preference:	

If under 18 years of age you are required to have this Waiver and Release completed and signed by your parent(s) or legal guardian(s). All participants must complete and execute this agreement prior to participating in a program or activity (the "Activity") of the Village of Barrington and/or its Police Department.

I _____, residing at _____ _____, and being _____ years of age, acknowledge and agree that participation in the above-described activity for the Village of Barrington INVOLVES A RISK OF SERIOUS INJURY AND/OR OTHER HAZARDS, AND I VOLUNTARILY AGREE TO AND DO HEREBY ASSUME ALL SUCH RISKS AND/OR HAZARDS. I further understand that the VILLAGE OF BARRINGTON does not provide medical or liability insurance to participants.

WAIVER AND RELEASE

I/we hereby wish to participate, and/or I/we hereby give my/our child[ren]/ward(s) listed above permission to participate, in the aforesaid Activity of the Village of Barrington and/or its Police Department as described above. If the above participant(s) is/are my/our child[ren]/ward(s), I/we hereby affirm that I/we have legal custody of said child[ren] or am/are the legal guardian(s) of said ward(s) and have the authority to grant permission to allow said child[ren] or ward(s) to be participants in the Activity and to execute this Waiver and Release Form.

For and in consideration of the undersigned and/or my/our child[ren]/ward(s) being given the opportunity of observing police operations and functions of the Village of Barrington Police Department by riding in a car operated by members of the Police Department and by any and all other means of observation whatsoever, the undersigned, on behalf of myself and/or my/our child[ren]/ward(s), recognizes, acknowledges, and assumes any and all risks pertaining thereto, and hereby releases the Village of Barrington, its elected officials, officers, employees, agents, and Barrington Police Department and its police offices, and all other personnel of the Village of Barrington and/or the Barrington Police Department of any and all liability whatsoever for any injuries, damages and claims the undersigned, his or her heirs, or dependents may sustain in and about any patrol car in any other way during the course of the observation and studies by the undersigned and/or my/our child[ren]/ward(s) of the operations and function of the Village of Barrington Police Department. The undersigned, on behalf of myself and/or my/our child[ren]/ward(s), also authorizes the Barrington Police Department to run a criminal history check on me and/or on my/our child[ren]/ward(s), as part of the pre-ride-along background investigation. I agree to the guidelines which are attached to this Waiver and Release.

The undersigned understands that persons eligible to be considered for a ride-a-long are police department explorers (including participants in the CERT program), village residents, interns, students from Barrington High School, persons currently on Barrington Police Department employment eligibility lists, and Barrington Police Department employee family members and/or friends.

On behalf of myself/ourselves individually and/or my/our child[ren]/ward(s), and my/our respective heirs, successors, and assigns, I/we recognize and acknowledge that there are certain risks of serious injury to participants in the Activity, and I/we voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity that I/we and/or my/our minor child[ren]/ward(s) may sustain as a result of said participation. On behalf of myself/ourselves individually and/or my/our child[ren]/ward(s), and my/our respective heirs, successors, and assigns, I/we further agree to waive and relinquish all claims I/we or my/our minor child[ren]/ward(s) may have (or accrue to me/us or my/our child[ren]/ward(s)) as a result of participating in the Activity against the Village of Barrington, its Police Department, and/or any Activity co-sponsors, including their respective directors, trustees, officers, employees, volunteers, and other agents ("releasees"). To the greatest extent permitted by law, on behalf of myself/ourselves individually and/or my/our child[ren]/ward(s), and my/our respective heirs, successors, and assigns, I/we do hereby fully release and forever discharge all of said releasees from any and all claims for injuries, damages, or loss that I/we or my/our minor child[ren]/ward(s) may sustain or which may accrue to me/us, or to my/our heirs, successors, and assigns, or to my/our minor child[ren]/ward(s) and arising out of, connected with, or in any way associated with my/our or my/our child[ren]'s/ward(s)'s participation in the Activity.

I/we have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering via fax, I/we understand and agree that my/our facsimile signature(s) shall substitute for and have the same legal effect as my/our signature(s) on an original form.

I/we do hereby authorize such medical treatment of myself/ourselves and/or my/our child[ren] or ward(s) in the event of a medical emergency which, in the opinion of the attending physician and/or other qualified medical personnel, is necessary. This Waiver and Release form is completed and signed for the additional purpose of authorizing medical treatment of myself/ourselves and/or my/our child[ren] or ward(s) under emergency circumstances in my/our absence or incapacity. This authority is granted after reasonable effort has been made to contact me/us or the specified emergency contact. I/we give my/our permission to the attending physician and/or other qualified medical personnel to render such treatment as would, in his or her opinion, be necessary and agree to pay the usual charges for such treatment.

I/we further understand that participants may be videotaped or photographed during the Activity and such videos or photographs may be used in publications or by other parties and I/we hereby waive any and all rights to the use of said videos or photographs taken by persons other than myself/ourselves, and I/we hereby consent to the waiver and release of any and all rights I/we may have to control or choose whether and how such video and/or photographs of myself/ourselves and/or my/our minor child[ren] or ward(s) may be used.

I/we consent to a police records check of the participant as part of the review of this Waiver and Release.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Waiver and Release.

I/WE HAVE CAREFULLY READ THIS DOCUMENT, INCLUDING THE "GUIDELINES FOR RIDE-ALONG PARTICIPANTS" IF THE "ACTIVITY" IS A POLICE DEPARTMENT RIDE-ALONG, AND HAVE HAD ANY QUESTIONS EXPLAINED TO ME/US. I/WE FULLY UNDERSTAND THE MEANING AND CONTENT OF THIS DOCUMENT AND VOLUNTARILY EXECUTE THIS RELEASE AND WAIVER FORM.

PARTICIPATION WILL BE DENIED if this Waiver and Release Form is not completed in full or if the signature of the adult participant or parent/guardian of a minor child and date are not on this Waiver and Release.

SIGNATURE(S):	**DATE:**
☐ **PARENT(S)** ☐ **GUARDIAN(S)** **of Participant**	
PRINT NAME(S):	

Guidelines for Ride-Along Participants

- Generally, the Ride-Along program is for those having a legitimate purpose relating to Law Enforcement, such as: police department explorers (including participants in the CERT program), persons currently on the Barrington Police Department employment eligibility lists, interns, Barrington Police Department employee family members and/or friends.
- Generally, one Ride-Along per year per person will be permitted.
- "Business casual" is the accepted style of dress.
- The Shift Supervisor will have the responsibility to enforce this dress code, and the discretion to refuse or postpone participation in the program if the participant is not properly dressed.
- Participants are strongly encouraged to wear a spare ballistic vest.
- Participants will not possess or carry any firearms, batons, knife or other dangerous weapon, while participating in the program. Sworn police officers are exempt from this requirement, but must notify the officer they are riding with that they are armed, and possess proper identification and acceptable clothing with POLICE markings. The Shift Supervisor must be notified as well.
- Participants will not accompany an officer on a call which by its nature, factually or inherently, poses a possible risk of exposure to injury. During these situations participants will stay in the squad car. These types of incidents may include, but are not limited to:
    - Calls that suggest violence has or is going to occur.
    - Calls where there is the possibility of an arrest occurring.
    - Calls where the officer believes there is a risk exposure.
    - Traffic Stops.
    - Alarm investigations.
    - High Speed Pursuits.
    - Calls that would be considered confidential in nature.

Participants **WILL NOT** be permitted to:

- Take photographs, video recording, or sound recording, of any kind during the ride-along unless prior permission has been obtained from a Watch Commander or Assistant Chief.
- Converse with prisoners, suspects, witnesses, or other parties contacted on police business, unless requested by the host officer.
- Enter a crime scene or handle evidence.
- Use department equipment including but not limited to radios and computers (desktop, or in-car), without permission.
- Discuss any police activity that is considered confidential: to include dissemination of LEADS information, names of victims or crimes involving juveniles.

For Office Use Only	
Waiver obtained by:	☐ **Records** ☐ **Officer** ☐ **Walk-Up**
Date Request Approved:	
Request Approved By:	
The applicant was allowed to:	**(1) Ride in Car #** _____ **(2) From (time)** _____ **to** _____
Date on which ride-along took place:	
Ride-along was with:	**Name of Officer:** _____

Preliminary Review Worksheet 12-0203.pdf

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Art 36-1.pdf

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Lake County Asset Forfeiture 2011 v3 Standard.pptx

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INTERGOVERNMENTAL RISK MANAGEMENT AGENCY
Four Westbrook Corporate Center, Suite 940
Westchester, IL 60154
(708) 562-0300

IRMA NON-WORKERS COMPENSATION ACCIDENT REPORT FORM

PLEASE EMAIL ACCIDENT REPORT TO IRMA PROMPTLY – CLAIMS@IRMARISK.ORG
OR SUBMIT VIA FAX- 708-562-0900

Please complete the sections of the report that are applicable. Please print in ink. The individual having responsibility for reporting the accident should complete the report **by the close of the work shift**. The claimant should not complete this form.

The supervisor/department head of the employee who filled out the form should complete section VIII. The report shall then be forwarded to your claims coordinator **by the end of the work shift or within 24 hours**. This completed form shall then be forwarded to IRMA the **same day** the claims coordinator receives it.

I. MEMBER INFORMATION

NAME OF IRMA MEMBER (MUNICIPALITY)	CONTACT PERSON NAME AND PHONE NUMBER	DEPARTMENT
DATE OF LOSS	TIME OF LOSS _____ A.M. _____ P.M.	WAS EMPLOYEE INJURED YES _____ NO_____
LOCATION OF LOSS	EMPLOYEE NAME/DRIVER IF AUTO	
POLICE OR FIRE DEPT. REPORT #	STREET/SIDEWALK CONDITIONS: ___DRY ___OTHER___WET ____SNOW/ICE	WEATHER CONDITONS: ___CLEAR/CLOUDY ___RAIN ___SNOW ___ OTHER

II. MEMBER PROPERTY DAMAGE

ITEMS DAMAGED:	AGE OF ITEM (S) DAMAGED	VIN NUMBER:	ESTIMATE OF DAMAGE $
MAKE OF OUR VEHICLE/MOBILE EQUIPMENT:	YEAR:	MODEL:	LICENSE NUMBER (S)

III. MEMBER DESCRIPTION OF ACCIDENT

IS OTHER PARTY MAKING A CLAIM? ___ YES ___ NO PLEASE EXPLAIN

IV. CLAIMANT ACCIDENT / INJURY INFORMATION

NAME		SEX	AGE/D.O.B.
BUSINESS PHONE	HOME PHONE	ADDRESS	
NATURE OF INJURY/PART OF BODY _____ FATALITY		WHAT WAS INJURED PERSON DOING?	
WHERE TAKEN? (Name of hospital/clinic, address, phone number)			

V. CLAIMANT AUTOMOBILE INFORMATION

OWNER OF OTHER VEHICLE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN OWNER	AGE	ADDRESS	CITY	STATE	ZIP	PHONE

MAKE OF VEH	YEAR	MODEL	LICENSE NO.	VIN NO.	AREA OF DAMAGE	ESTIMATE OF DAMAGE $

IS VEHICLE INSURED? ____YES ____NO	COMPANY/AGENCY NAME, POLICY NO. & PHONE NO.	WHERE VEHICLE CAN BE SEEN

VI. CLAIMANT NON-AUTO PROPERTY DAMAGE (i.e. fence, building, etc.)					
OWNER OF PROPERTY	ADDRESS	CITY	STATE	ZIP	PHONE ( )
DESCRIBE DAMAGED PROPERTY		LOCATION OF PROPERTY			
IS PROPERTY INSURED? _____YES _____NO	COMPANY/AGENCY NAME, POLICY NO. & PHONE NO.				

VII. WITNESS INFORMATION				
NAME	AGE/D.O.B.	ADDRESS	BUS PHONE ( )	HOME PHONE ( )
NAME	AGE/D.O.B.	ADDRESS	BUS PHONE ( )	HOME PHONE ( )

VIII. ADDITIONAL COMMENTS

Conditions (Describe any conditions or defects contributing to the accident)

Describe any unsafe acts or procedures contributing to the accident.

What precautions could have been taken to avoid accident (if any?)

Remedy (As a supervisor, what action have you taken or do you propose taking to help prevent a similar accident?)

Comments:

X_____
SUPERVISOR/DEPT. MANAGER SIGNATURE & DATE

X_____
CLAIMS COORDINATOR SIGNATURE & DATE

PLEASE EMAIL ACCIDENT REPORT TO IRMA PROMPTLY – CLAIMS@IRMARISK.ORG
OR SUBMIT VIA FAX- 708-562-0900

PLEASE SEND ANY SUPPORTING MATERIAL, SUCH AS AVAILABLE REPORTS, NEWSPAPER ACCOUNTS, PICTURES, REPAIR ESTIMATES AND/OR BILLS, AS SOON AS POSSIBLE.
POLICE REPORTS / AMBULANCE REPORTS / ESTIMATES OF REPAIR
NOTE: IF MEMBER PROPERTY IS DAMAGED BY A CLAIMANT VEHICLE, PLEASE FILE A STATE OF ILLINOIS ACCIDENT FORM WITH THE SECRETARY OF STATE.

WRITTEN STATEMENT AND EXPLANATION OF RIGHTS

Victims of violent crimes have constitutional and statutory rights. These rights apply whether the offender is an adult or a juvenile. Violent crimes include homicide, felony assaults and batteries, kidnapping, sexual assault and abuse, arson, domestic battery, misdemeanors that result in death or great bodily harm, stalking, driving under the influence, and violations of orders of protection, civil no contact orders and stalking no contact orders.

Some of the victims' rights become rights only if you request them. These rights are marked with an asterisk (*). Contact your local state's attorney to request these rights. If you have questions or need referral services in your area, please call the Attorney General's Crime Victims Assistance Line, 1-800-228-3368 (TTY: 1-877-398-1130.)

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Compensation Act. For information and applications, contact the Attorney General's Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130) or visit the Attorney General's website at www.illinoisattorneygeneral.gov/victims/cvc.html.

General Rights:

You should be treated with fairness and respect for your dignity and privacy throughout the criminal justice process.

You can ask the police for information about the status of the investigation. The police must notify you if they reopen a closed case.

You can hire an attorney to represent you.

You have the right to have a translator or sign language interpreter for all court proceedings.

You may have an advocate or support person with you in the courtroom, subject to the rules of evidence.

*You have the right to be notified of court proceedings and when proceedings are cancelled or rescheduled.

You can attend court proceedings.

You can attend the trial, unless the court finds that your testimony will be affected if you hear the testimony at trial.

*You can be notified when the offender is released from custody.

After Charges Are Filed:

You have a right to a prompt disposition of the charges after the arrest of the accused.

You can get information about the charges from the prosecutor.

You can get information about victim services, social services and financial assistance from the prosecutor.

The judge must consider your safety when setting release conditions for the offender.

The prosecutor can assist you in having your property that was seized by police returned to you as soon as possible.

The prosecutor can communicate with your employer to minimize your loss of pay and benefits when you attend court proceedings.

The prosecutor will tell you if there is a secure waiting area during court proceedings so you are not near the offender or the offender's family.

*You have the right to talk to the prosecutor about plea offers before the prosecutor negotiates with the offender, if practical.

If the Offender is Convicted or Found Not Guilty By Reason of Insanity:

You can make a written statement about how the crime has affected you for sentencing. If you are in the courtroom for the sentencing hearing, you can make an oral statement. Your written victim impact statement can be sent to the Prisoner Review Board.

You can have the prosecutor ask the judge to order the offender to pay restitution for your crime-related expenses.

*You can ask the prosecutor to explain in non-technical terms what the plea, verdict and sentence mean.

*You can get information about the final disposition of charges, whether the defendant appeals the conviction or sentence, and whether the defendant challenges the conviction in other ways.

After Sentencing:

*If the defendant is sentenced to jail or prison, you can be notified when the defendant is released on parole, mandatory supervised release, electronic detention, work release, or furlough, or when the defendant is discharged or escapes. You can also be notified if the defendant is being considered for parole, submit information for consideration by the Prisoner Review Board, and be notified if parole is granted.

*You can provide information to the Prisoner Review Board for consideration by the Board at proceedings to determine conditions of release and revocation of parole or mandatory supervised release.

*If the defendant was convicted of a felony, you can get a picture of the offender when the offender is released from custody.

*If the defendant goes to a Department of Human Services facility, you can be notified when the court approves passes and when the offender leaves the facility on a pass, leaves on conditional release, escapes or is discharged.

*You can be notified if an offender escapes from custody, is caught after an escape or dies before final discharge.

Acknowledgment of Rights

Victim's Signature:_____ Date: _____

Provided by the Office of the Attorney General Pursuant to 725 ILCS 1420/4(b). This material is available in alternate format upon request.

OAG/CV-01/30/13

To be given to the victims of the following offenses:

First Degree Murder	Second Degree Murder	Involuntary Manslaughter
Reckless Conduct	Child Pornography	Domestic Battery
Battery	Assault	Hate Crime
Stalking	Kidnapping	Arson
Criminal Sexual Assault	Criminal Sexual Abuse	Exploitation of a Child
Violation of Order of Protection	Driving Under the Influence	Hit and Run of Pedestrians

BARRINGTON POLICE DEPARTMENT
REQUEST NOT TO RECORD LINEUP / PHOTO SPREAD FORM

Eyewitness Refusal to be Recorded Pursuant to 725 ILCS 107A-2(e)

I, _____, do hereby request _____
(Print Name of Eyewitness) (Printed Name of Administrator)

located at _____ on _____ _____ AM/ PM,
(Location of Lineup / Photo Spread) (Date) (Time)

not to record any portion of the lineup/photo spread I am about to view.

I understand there is a preference under the law 725 ILCS 107A-2(f)(10) that this procedure is to be recorded.

No police officer has suggested in any way that I should refuse to have this lineup/photo spread recorded.

The refusal to have this lineup/photo spread recorded is my personal preference.

_____ _____ _____ AM / PM
(Eyewitness Signature) (Date) (Time)

_____ _____ _____ AM / PM
(Administrator ID # Signature) (Date) (Time)

_____
(Report #)

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