

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 150-A

REFERENCE STANDARDS:

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SUBJECT: Usage of Police Department Facilities

PURPOSE: This establishes a procedure for the scheduling of the police facilities in an orderly manner and to provide guidelines for the use of the Hanover Park Police Headquarters rooms.

## I. POLICE FACILITY USAGE

### A. Police Facilities May Be Used By:

1. Village sponsored organizations or groups;
2. Various village departments as required;
3. Non-profit corporations whose purpose is providing benefit or assistance to the Village (i.e. Village charitable groups, athletic, religious or youth services, neighborhood associations).

### B. Request For Use Of Police Headquarters Facilities

1. Community Room
  - a) All requests will be made to the Administrative Assistant to the Chief of Police. In the event the Administrative Assistant to the Chief of Police is not available, requests will be forwarded to the Support Services Sergeant.
2. Emergency Operations Center (EOC)
  - a) All requests will be made to the Administrative Assistant to the Chief of Police. The request may be submitted using the Outlook Community Room Calendar. In the event the Administrative Assistant to the Chief of Police is not available, requests will be forwarded to the Support Services Sergeant.

3. Roll Call Room
  - a) All requests will be made to the Administrative Assistant to the Chief of Police. The request must be submitted using the Outlook Community Room Calendar. In the event the Administrative Assistant to the Chief of Police is not available, requests will be forwarded to the Support Services Sergeant.
  - b) The Roll Call room shall only be used by the Police Department or other law enforcement agencies.
4. Investigations Conference Room
  - a) All requests will be made to the Administrative Assistant to the Chief of Police. The request must be submitted using the Outlook Community Room Calendar. In the event the Administrative Assistant to the Chief of Police is not available, requests will be forwarded to the Support Services Sergeant.
  - b) The Investigations Conference room shall only be used by the Police Department or other law enforcement agencies.
5. Patrol Conference Room
  - a) All requests will be made to the Administrative Assistant to the Chief of Police. The request must be submitted using the Outlook Community Room Calendar. In the event the Administrative Assistant to the Chief of Police is not available, requests will be forwarded to the Support Services Sergeant.
  - b) The Patrol Conference room shall only be used by the Police Department or other law enforcement agencies.
6. The Support Services Sergeant will maintain overall responsibility for all the rooms and the reservation processes. The Support Services Sergeant or his designee will be responsible for approving all room reservation requests.

## II. POLICE DEPARTMENT COMMUNITY ROOM

### A. Use Policy

1. The Hanover Park Police Headquarters has a Community Room available for public use. The room is intended for use by civic and community, not for profit, secular, and adult groups that benefit or give assistance to Hanover Park. The Community Room is provided free of charge, therefore the police department reserves the right of refusal for specific articulated reasons. The maximum rated occupancy for the room is 75 persons, with a 50 person limit seating capacity.

B. Procedure

1. External Village Requests

- a) A request must be submitted to the Department to ensure appropriate use of the Community Room. The request must be made either in person, fax or emailed and received at least 10 business days but no greater than 6 months prior to the meeting date. Request forms will be available from Records and on the Village's website. (Appendix A).
- b) All requests will be forwarded through the Administrative Assistant to the Chief of Police. If the Administrative Assistant to the Chief of Police is unavailable, the request will be forwarded to the Support Services Sergeant.

2. Internal Village Requests

- a) A request must be submitted to the Police Department to ensure appropriate use of the Community Room. The request shall be submitted using the Outlook Community Room Calendar.
- b) All requests will be sent to the Administrative Assistant to the Chief of Police. If the Administrative Assistant to the Chief of Police is unavailable, the request will be forwarded to the Support Services Sergeant.
- c) At the time the request is submitted, the Administrative Assistant to the Chief of Police will coordinate access and use of the features of the room.

3. In the event of a room request conflict, Internal Village Requests will be given priority over External Village Requests. If a conflict occurs between External Village Requests, governmental meetings will take priority over other requests. Non-government requests will be given priority by the earliest date the request was received and the benefit of the event to the Village of Hanover Park as the determining factors.

C. General Rules

1. Governmental meetings will take priority status and may cause rescheduling of other events.
2. The room is not intended for use by private groups for entertainment purposes.
3. Consumption of alcohol and smoking are not allowed in the Hanover Park Police Headquarters.
4. A representative from the organization requesting use of the room will provide their name and telephone number.
5. The person representing the organization reserving the Community Room must be present during the entire event, and provide a state issued identification card to the Records Unit personnel to be held for the duration of the meeting.

6. A general description of the event to be scheduled and the number of expected participants is required.
7. All events will be scheduled on an accessible, shared calendar located in Outlook under Public Folders. The Administrative Assistant to the Chief of Police will have the primary meeting group scheduling responsibility, and will enter the meeting group information on the master calendar. In the event the Administrative Assistant to the Chief of Police is unavailable, secondary scheduling responsibility will be the Support Services Sergeant.
8. Thirty minutes prior to the event the group representative will check in with the Hanover Park Police Records Unit.
9. At the time of check-in, a member of the Records Unit will unlock the room and inspect it for proper number of tables, chairs, and overall cleanliness. This will be documented on the Community Room Inspection Checklist, (Appendix C). The staff member will then give the meeting representative a brief orientation of the room and its functions.
10. A podium is available for meeting use with a computer connection for the overhead projector. The laptop computer will be supplied by a member of the group that is meeting. Documented training on the use of the podium will be required of the group member by a Hanover Park Police Department employee, (Appendix B).
11. At the conclusion of the event and after the room has been cleaned up, notification will be made to the Records Unit by the group's representative.
12. The Police Department staff member will then conduct a post meeting inspection of the Community Room for overall cleanliness; making sure no departmental property is missing and/or damaged and left in clean working order, and then documented on the Community Room Inspection checklist, (Appendix C).
13. When the room is found to be in order after the staff member's inspection, the identification card will then be returned to the group's representative. Records Unit personnel will then relock the Community Room.
14. The kitchen facilities of the Community Room will generally not be made available to groups using the room. Requests for use of the kitchen facilities will be considered on an individual basis.
15. The furniture and equipment in the Community Room is not to be moved, rearranged or taken out of the room nor may any other furniture be brought into the room without approval from the Support Services Sergeant or his designee.
16. Bottled water and beverages served out of lidded cups/glasses may be consumed in the room if written approval has been given and these items are provided by the event organizer. No punch bowls, 2-liter bottles, etc. are allowed in the room.

17. The meeting organizer is responsible for providing lidded cups/glasses, plates, napkins, etc. Coffee, sugar, creamer, stir sticks, etc. will not be provided by the police department. These items must be provided by the meeting organizer.
18. No adhesives, tape, tacks, etc. are to be used on the walls, furniture, or any other surfaces in the Community Room in order to post any signage, labels, etc.

D. Clean-Up Responsibilities

1. It is the responsibility of the sponsoring person to make sure all garbage has been picked up and put in trash cans.
2. Trash cans are provided in the community room along with a supply of liners.
3. Full trash liners should be removed from the trash cans, sealed and placed besides the cans. A fresh liner should be placed in the trash can.
4. All liquid containers should be emptied prior to placing in trash cans and no liquid is leaking from the trash cans or liners.
5. Up to 50 chairs can be made available. At the conclusion of the event the group representative is responsible for returning the chairs in the manner in which they were found.
6. If tables are used, the tables are to be wiped clean. The tables are not to be folded.
7. The floor is to also be cleaned.

# HANOVER PARK POLICE DEPARTMENT HEADQUARTERS

## COMMUNITY ROOM USE POLICY

### POLICY:

The Hanover Park Police Headquarters has a Community Room available for public use. The room is intended for use by civic and community, not for profit, secular, adult groups that benefit or give assistance to Hanover Park. The Community Room is provided free of charge, therefore we reserve the right of refusal for specific articulated reasons. The maximum rated occupancy for the room is 75 persons, with a 50 person limit seating capacity.

### PROCEDURE:

A request must be submitted to the Police Department to ensure appropriate use of the Community Room. The request must be made either in person, fax or emailed and received at least 10 business days but no greater than 6 months prior to the meeting date. Request forms will be available from the Records Unit or Village website. All requests will be channeled through the Administrative Assistant to the Chief of Police. If the Administrative Assistant to the Chief of Police is unavailable, the request will be forwarded to the Support Services Sergeant. The Support Services Sergeant will maintain overall responsibility for the Community Room and the reservation process. In the event of a room request conflict, priority will be considered by the date the request is received and the benefit of the event to the Village of Hanover Park as the determining factors. At the time the request is submitted, a room use agreement form will be signed and submitted by the group's representative. Access to the room will be allowed only after the completed use agreement form has been submitted and the request approved. ***Meeting attendees must be informed by the group's representative prior to the meeting that those attending the meeting must park in the far west portion of the Metra commuter parking lot.***

### GENERAL RULES:

1. Governmental meetings will take priority status and may cause rescheduling of other events.
2. The room is not intended for use by private groups for entertainment purposes.
3. Consumption of alcohol and smoking are not allowed in the Hanover Park Police Department.
4. A representative from the organization requesting use of the room will provide their name and telephone number.
5. The person representing the organization reserving the Community Room must be present during the entire event, and provide a state issued identification card to the Records Unit personnel to be held during the duration of the meeting.
6. A general description of the event to be scheduled and the number of expected participants is required.
8. Prior to the event the group representative will check in with the Hanover Park Police Records Unit.
9. At the time of check-in, a member of the Hanover Park Police Records Unit will unlock the room and inspect it for proper number of tables, chairs, and overall cleanliness. The staff member will then give the meeting representative a brief orientation of the room and its functions.
10. A podium is available for meeting use with audio and/or video connections for the overhead projector. A DVD player is provided. No computers or pointing devices are supplied. Training on the use of the podium will be required of the group member at least 24 hours in advance of the room use and will be supplied by an employee of the Hanover Park Police Department.

# **HANOVER PARK POLICE DEPARTMENT HEADQUARTERS**

## **COMMUNITY ROOM USE POLICY**

11. At the conclusion of the event and after the room has been cleaned up, notification will be made to the Hanover Park Police Department Records Unit by the group's representative.
12. The Police Department staff member will then conduct a post meeting inspection of the Community Room for overall cleanliness; making sure no departmental property is missing and/or damaged.
13. When the room is found to be in order after the staff member's inspection, the identification card will then be returned to the group's representative. Records Unit personnel will then relock the Community Room.
14. The kitchen facilities of the Community Room will generally not be made available to groups using the room. Requests for use of the kitchen facilities will be considered on an individual basis.
15. The furniture and equipment in the Community Room is not to be moved, rearranged or taken out of the room nor may any other furniture be brought into the room without approval from the Hanover Park Police Department.
16. Bottled water and beverages served out of lidded cups/glasses may be consumed in the room if written approval has been given and these items are provided by the event organizer. No punch bowls, 2-liter bottles, etc. are allowed in the room.
17. The meeting organizer is responsible for providing lidded cups/glasses, plates, napkins, etc. Coffee, sugar, creamer, stir sticks, etc. will not be provided by the police department. These items must be provided by the meeting organizer.
18. No adhesives, tape, tacks, etc. are to be used on the walls, furniture, or any other surfaces in the Community Room in order to post any signage, labels, etc.

### **CLEAN-UP RESPONSIBILITIES:**

1. It is the responsibility of the sponsoring person to make sure all garbage has been picked up and put in trash cans.
2. Trash cans are provided in the community room along with a supply of liners.
3. Full trash liners should be removed from the trash cans, sealed and placed besides the cans. A fresh liner should be placed in the trash can.
4. All liquid containers should be emptied prior to placing in trash cans. Please ensure no liquid is leaking from the trash cans or liners.
5. Up to 50 chairs can be made available. At the conclusion of the event the group representative is responsible for returning the chairs in the manner in which they were found.
6. If tables are used, ensure the tables are wiped clean. Please clean the floor around the tables. Do not attempt to fold the tables.

# HANOVER PARK POLICE DEPARTMENT HEADQUARTERS

## COMMUNITY ROOM APPLICATION

To request a reservation for the Community Room(s), please complete and submit the form below to the Village of Hanover Park Police Department Headquarters, Administrative Assistant to the Chief of Police, 2011 Lake Street, Hanover Park, Illinois 60133

Phone: (630) 823-5500 Fax: (630) 823-5499 Email: kperez@hpil.org

The application must be received at least 10 business days but no greater than 6 months prior to the meeting date.

Note: A state issued identification card will be required to be deposited with the Police front desk staff prior to the beginning of the meeting. The Identification card will be returned at the conclusion of the meeting.

If no conflict exists, the room will be made available on a first come, first served basis.

***Meeting attendees are required to park in the far west portion of the Metra commuter parking lot.***

Group Name: \_\_\_\_\_ Type of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Daytime Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Please circle the applicable answers:

Will beverages be served?      Yes      No      (Lidded Cups to be provided by the event organizer)

Will food be served?      Yes      No

Will your group require the use of the overhead projector?      Yes      No

***Audio/Video connections are available and a DVD player is provided for the overhead projector. No computers or pointing devices are provided. If overhead projector is to be used, training is required to be completed 24 hours in advance of the meeting and is provided by the Support Services Sergeant or his designee.***

Day and Date Requested: \_\_\_\_\_

Meeting Times - Start: \_\_\_\_\_ Finish: \_\_\_\_\_

*When requesting meeting time, please be sure to include adequate time for your group's setup **and** cleanup.*

Total Estimated Attendance: \_\_\_\_\_

Brief Description of the Nature of the Meeting: \_\_\_\_\_

By completing this application, the applicant agrees that they have read and will abide by the Village of Hanover Park Police Department's Community Room Policy (a copy of which is attached), and to indemnify, keep, hold harmless, and defend the Village of Hanover Park, its agents, officials and employees against all loss, damages, injuries, deaths, claims, suits, liabilities, judgments, costs, and expenses which in any way may accrue against the Village of Hanover Park in consequence of the above group and its members using a meeting room of the Village of Hanover Park.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only:

Date Application Received: \_\_\_\_\_

Approved or Denied (Circle one)

Date Group Notified of Approval/Denial: \_\_\_\_\_

Date Police Department Notified: \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_



**HANOVER PARK POLICE DEPARTMENT HEADQUARTERS**

**COMMUNITY ROOM PODIUM/COMPUTER EQUIPMENT TRAINING FORM**

(Must be Scheduled & Completed 24 hours in Advance of the Event)

Name/Phone # of Person to Receive Training: \_\_\_\_\_

*(must be present during entire event)*

Training: Scheduled for \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Training Completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Training Provided by: \_\_\_\_\_

	Training Provided by	Event Contact	Date
<input type="checkbox"/> Podium, screen, projector			
<input type="checkbox"/> Lights			
<input type="checkbox"/> Blinds			
<input type="checkbox"/> Coffee Prep Area			
<input type="checkbox"/> Parking Instruction			

# Community Room Inspection Checklist

	PRE-Event Inspection					POST-Event Inspection					
Inspection Checklist	Inspection Completed by (Initials)	Yes	No	N/A	Comments	Inspection Checklist	Inspection Completed by (Initials)	Yes	No	N/A	Comments
Chairs/tables positioned and clean						Chairs/tables returned to original positioning and wiped clean by event contact.					
Podium powered up & unlocked						Podium powered down & locked.					
Laptop set-up on Podium						Laptop Locked in Podium					
Coffee brewer turned on.						Coffee brewer turned off.					
Coffee decanters empty and clean.						Coffee decanters emptied, rinsed, and exterior wiped down.					
Sink clean						Sink cleaned.					
Counter tops clean						Counter tops cleaned.					
Community Room & carpet clean						Community Room & carpet cleaned and all materials removed					
Coffee Prep Area clean						Removal of all materials, supplies from the host organization from the Coffee Prep Area and cleaned.					
Door of Community Room Unlocked. (Alum wrench required.)						Door of Community Room Locked. (Alum wrench required.)					