3. Patrol procedures:
   a) Operators will be required to keep both hands on the handle bars whenever possible.
   b) Operators will never be involved directly or indirectly with a police motor vehicle pursuit, other than to conduct traffic control to ensure safety for the community, i.e. block traffic or pedestrians from crossing a route where a police pursuit is traveling.
   c) Bicycle operators when responding to priority calls shall utilize emergency equipment when appropriate.

4. SELECTION OF PERSONNEL

A. PROCESS AND REQUIREMENTS

1. In general, interested sworn personnel, who are off probation, shall submit a letter of interest to their assigned sergeant. A copy will be forwarded to the Deputy Superintendent of Patrol. Candidates will be selected by designated Command Staff.
2. 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.

B. BICYCLE PATROL UNIT SUPERVISOR

1. The Bicycle Patrol Unit supervisor will be selected from the rank of Sergeant by the Deputy Superintendent of Patrol or his/her designee.
2. 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.
   f) Other activities as required to maintain the efficient operation of the Bicycle Patrol Unit.

5. TRAINING

A. BICYCLE PATROL TRAINING COURSE

1. Participants in the program must successfully complete an initial Department approved bicycle-training course after acceptance into the program. Thereafter bicycle patrol officers should receive periodic in-service training to improve skills and refresh safety, health and operational procedures. The

initial training shall minimally include the following:

a) Bicycle patrol strategies
b) Bicycle safety and accident prevention
c) Operational tactics using bicycles
d) Basic bicycle care and maintenance

B. UNIFORMS AND EQUIPMENT

1. Officers shall wear the department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes department-approved helmet, protective eyewear and approved footwear.

2. 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.

3. Optional equipment includes jacket in colder weather, turtleneck shirts or sweaters when worn under the uniform shirt, and a radio head set and microphone.

4. Bicycle patrol officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

5. Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

C. CARE AND USE OF PATROL BICYCLES

1. Officers will be assigned a specially marked and equipped patrol bicycle with an attached gear bag.

2. Bicycles utilized for uniformed bicycle patrol shall be primarily black or white in color with a Police decal affixed to each side of the crossbar or the bike's saddlebag.

3. 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).

4. A bicycle is a police vehicle as authorized by 625 ILCS 5/1-162.3.

5. 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

6. Each bicycle gear bag shall include a first aid kit, tire pump, repair tool, tire tube, security lock, and equipment information and use manuals. These items are to remain with/on the bicycle at all times.

7. 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).

8. Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to insure 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).

9. If a needed repair is beyond the ability of the bicycle officer, a memorandum will be completed and forwarded to the program supervisor for repair by an approved technician.

10. Each bicycle will have scheduled maintenance yearly to be performed by a department approved repair shop/technician.

11. At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

12. 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.

13. 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.

14. Bicycles shall be properly secured when not in the officer's immediate presence.

D. OFFICER RESPONSIBILITIES

1. 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.

2. 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).

3. 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)).

By Order of:

[redacted]

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-01- 07 B

EFFECTIVE DATE: June 1st, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: TRIKKE VEHICLE OPERATIONS

1. PURPOSE:

To provide a standard set of procedures that will ensure the greatest due care and safety for Cicero police department members who are trained to operate a Trikke Vehicle. Community policing will be the primary goal for Trikke operations.

2. POLICY:

It will be the policy of the Cicero Police Department to provide a standard basic training requirement for department members who operate the three-wheeled, Trikke Vehicle. Training shall include classroom instructions by an experienced Trikke operator, who will also provide Trikke riding instructions that will conclude with a required videotaped operator obstacle course.

3. DEFINITIONS:

a. ***Community policing:*** An assignment that concentrates patrol to the direct needs of the community, (e.g. parks, playgrounds, pools, special events, crowd control, parades, side-walk sales, business contacts, and other police functions that fulfill the needs of the Cicero community)

b. ***Trikke Basic Training:*** Includes a lesson plan that covers Trikke safety, equipment, inspections, patrol procedures, and physical operator skills training.

4. PROCEDURES:

a. Safety:

1) The following equipment shall be worn at all times while operating the Trikke.

a) Department approved helmet.
b) Cotton BDU uniform pants.
c) Safety glasses (sunglasses are acceptable).
d) Black boots.
e) Black socks.
f) Black gloves (optional).
g) Department issued body armor.
h) Full duty belt and equipment.
i) Variances to the above equipment requirements may be made with the approval of an exempt member of the Police Department.

2) Trikke operators will comply with the following safety procedures:

   a) Discontinue Trikke operation when weather or equipment issues prohibit safe operations,
   b) Never shift gears while in motion. The Trikke must be at a complete stop,
   c) Never place objects or equipment onto the Trikke,
   d) Never, under any circumstances, allow passengers onto the Trikke,
   e) Always park in a designated area and be required to engage the parking brake and remove the ignition key before leaving the area,
   f) Utilize the flashing lights when appropriate while operating the Trikke, and
   g) Be required to conduct a daily Trikke inspection, to include:

      1. Battery level,
      2. Brake function test
      3. Tires and wheels for wear and air pressure.
      4. Lighting function test
      5. Check for damage to the vehicle

3) Patrol procedures:

   a) Operators will be required to keep both hands on the handle bars whenever possible.
   b) Operators will never be involved directly or indirectly with a vehicular police pursuit, other than to conduct traffic control to ensure safety for the community, i.e. block traffic or pedestrians from crossing a route where a police pursuit is traveling.
   c) Trikke's will not be operated above posted speed limits.

By order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-01-07A

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **ALL TERRAIN VEHICLE [ATV] OPERATIONS**

1. PURPOSE:

To provide a standard set of procedures that will ensure the greatest due care and safety for Cicero police department members who are trained to operate an All Terrain Vehicle. Community policing will be the primary goal for ATV operations.

2. POLICY:

It will be the policy of the Cicero Police Department to provide a standard basic training requirement for department members who operate the four-wheel, All Terrain Vehicle. Training shall include classroom instructions by an experienced ATV operator, who will also provide ATV riding instructions that will conclude with a required videotaped operator obstacle course.

3. DEFINITIONS:

a. ***Community policing:*** An assignment that concentrates patrol to the direct needs of the community, (e.g. parks, playgrounds, pools, special events, crowd control, parades, side-walk sales, business contacts, and other police functions that fulfill the needs of the Cicero community)

b. ***ATV Basic Training:*** Includes a lesson plan that covers ATV safety, equipment, inspections, patrol procedures, and physical operator skills training.

4. PROCEDURES:

a. Safety:

1) The following equipment shall be worn at all times while operating the ATV.

a) Department approved helmet.
b) Cotton BTU uniform pants.
c) Safety glasses (sunglasses are acceptable).
d) Black boots.
e) Black socks.
f) Black gloves (optional).
g) Department issued body armor.
h) Full duty belt and equipment.

2) ATV operators will comply with the following safety procedures:

   a) Never stop or park directly behind another ATV. Offset parking shall be considered standard practice,
   b) Discontinue ATV assignment when weather or equipment prohibit safe operations,
   c) Never shift gears while in motion. The ATV must be at a complete stop,
   d) Never place objects or equipment onto the ATV, unless first properly secured,
   e) Never, under any circumstances, allow passengers onto the ATV,
   f) Always park in a designated area and be required to engage the parking brake and remove the ignition key before leaving the area,
   g) Always physically look behind prior to reversing the ATV,
   h) Utilize the head and tail lights at all times while operating the ATV, and
   i) Be required to conduct a daily ATV inspection, to include:

      1. Fluid levels,
      2. Chain/drive-shaft, chassis and suspension for defective parts, and
      3. Tires and wheels for wear and air pressure.

3) Patrol procedures:

   a) ATV operators when turning shall always utilize turn signals, either by equipment or hand/arm.
   b) Operators will be required to keep both hands on the handle bars whenever possible.
   c) Operators will never be involved directly or indirectly with a police pursuit, other than to conduct traffic control to ensure safety for the community, i.e. block traffic or pedestrians from crossing a route where a police pursuit is traveling.
   d) ATV's will be operated at posted speed requirements.
   e) ATV's will never be operated at a speed exceeding 45 MPH.
   f) ATV operators when responding to priority calls shall always utilize emergency equipment.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-01-04

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **CANINE OPERATIONS**

1) POLICY:

The Cicero Police Department will establish guidelines for the management of the department's canine unit and the use of a police canine in field operations.

2) PROCEDURES:

a. Ownership of assigned canine(s):

1) The dog(s) assigned to the canine unit are the property of the Cicero Police Department.
2) The dog(s) commissioned in the program will not be used for purposes other than in their official police duties.
3) No dog(s) will be used for "stud" purposes without prior approval granted by the superintendent of police.
4) Any/all registrations into canine organizations or societies will be requested in writing for approval by the superintendent of police.
5) Should the officer retire, become injured, be reassigned, or be relieved from the program for any reason or the canine is retired, injured or relieved of duty for any reason, the canine may be reassigned, removed from duty or ownership may be transferred to the handler or otherwise disposed of at the discretion of the Superintendent of police.

b. Canine use:

1) The primary functions of the canine unit are to:

a) Detect concealed narcotics.
b) Track persons.
c) Search buildings for suspects.
d) Search open areas for suspects.

2) The canine unit may be assigned to public relation demonstrations as assigned by the deputy superintendent of patrol or his/her designee.
3) Police canines will not be handled, taunted, teased or given commands by any department personnel other than the assigned handler.
4) No person will touch or pet the canine without the approval and in the presence of the canine handler.
5) Any use of a canine unit, contrary to or in direct violation of this policy, may result in disciplinary action against the handler to include but not be limited to reassignment.

c. Request for canine unit service:

1) On-duty canine unit:

   a) Requests for assistance by Cicero Police personnel for the on-duty canine unit will be made directly from the officer requesting the unit via the Communications Center, subject to cancellation by the shift commander.

2) Off duty call-out - canine unit:

   a) The on-duty shift commander must approve call-out of the unit.
   b) Communications will telephone, or if needed, page the on-call canine unit, explain the situation and request an ETA.
   c) Communications will notify the on-duty shift commander of the ETA.
   d) Based upon the situation and the ETA the shift commander may choose to cancel the call-out.

3) Public relations demonstrations:

   a) The canine unit may be deployed and used for public demonstrations only with the approval of the Deputy Superintendent of Patrol or his designee, and with the concurrence of the canine officer that the situation does not pose a threat to the public or the canine.
   b) The canine officer must carefully evaluate each request for a public demonstration to insure that the dog is never put in a position to become a risk to the health or safety of the public or the animal.
   c) At no time will the police canine be left alone with department or civilian personnel without the handler being present.

d. Deployment of the canine unit:

   1) Use of the police canine unit is authorized in the following situations:

      a) Search of open areas for drugs or persons,
      b) Search of enclosed structures for drugs or persons,
      c) Random exploratory sniffing of luggage, packages or other inanimate objects may be conducted in public facilities as authorized by the on-duty shift commander. Exploratory sniffing will be confined solely to those areas open to the general public and, whenever possible, with advance knowledge and consent of the appropriate facility manager.
      d) The use of drug detection canines in schools is permitted only when:

         1. The school's principal or designated authority requests or approves use of the canine in writing (fax confirmation of a verbal request is acceptable).
         2. There is reasonable suspicion to believe that illegal narcotics are being distributed and/or consumed on the premises such that the interests of the school are being compromised and,
         3. The search is limited to inanimate objects in public areas and the exterior of student lockers unless reasonable suspicion exists to gain admission to lockers and related areas where there is a reasonable expectation of privacy.
         4. Exigent circumstances exist such as search warrants etc.

      e) Sniffs of the exterior of residences alone are not permitted to establish probable cause to obtain a search warrant.
      f) Drug sniffing canines may be used to sniff motor vehicles when:

1. Reasonable suspicion exists to believe the operator or passengers are in possession of illegal narcotics; or
2. During a valid traffic stop the canine is used to sniff the vehicle's exterior in an exploratory manner. Unless the Canine alerts/indicates to the vehicle, the operator may not be detained longer than is necessary to conclude the business associated with the initial stop.

2) The use of the police canine unit is authorized when the following conditions have been met:

a) The canine handler will review the circumstances of each situation and make a determination as to whether or not the canine unit should be used. The canine handler is the best-qualified individual to determine when and how his canine should be deployed.
b) When the canine handler determines the canine should not be deployed, he will explain the reason(s) to the shift commander.
c) If agreement cannot be reached concerning the canine's use, the deputy superintendent of patrol will be contacted to resolve the problem.
d) A record of any difference of opinion regarding the tactical deployment of the canine will be entered into the handler's log.
e) The canine handler and department will maintain accurate records that document the use and the proficiency of individual canines. This documentation will be readily available to canine officers and others who may need it to seek a warrant.

e. If the canine unit is the initiating vehicle in a pursuit, it will relinquish the position to the first marked unit available.
f. Incapacitated handler/other canine emergencies

1) Canine handler injured or killed:

a) In the event the canine handler is injured or killed and it becomes necessary to remove the canine from the scene, the shift commander will evaluate the situation and determine the best method of removing the canine.

2) Canine bites and injuries:

a) When a canine bites or in any way injures an individual, whether or not in the line of duty, the handler will:

1. Render immediate medical attention to the person bitten or injured.
2. Examine the affected area to determine the extent of injury.
3. Obtain emergency medical treatment for the person, if necessary.
4. Notify the shift commander.
5. Take color photographs of the affected area if possible prior to and following medical treatment.
6. Arrest the person bitten or injured if/when appropriate.
7. Complete a general report form whenever it has been alleged that a canine has bitten or otherwise injured an individual.
8. Complete the Cook County Animal Bite Report if/when appropriate.
9. The police canine is exempt from a veterinary exam and the check dates as mandated by Cook County Department of Animal Control.
10. Report the health of the biting animal to the Cook County Department of Animal and Rabies Control on the first (1) and tenth (10) days following the bite.

11. Forward copies of all reports through the chain of command to the Superintendent of Police prior to the end of the current tour of duty.

g. Canine care, maintenance and training:

1) Canine handlers are personally responsible for the daily care and feeding of their animal, to include:

a) Maintenance and cleaning of the kennel and yard area where the canine is housed.
b) Provision of food, water and general diet maintenance as prescribed by the departmentally authorized veterinarian.
c) Grooming on a daily basis.
d) Daily exercise.
e) General medical attention and maintenance of health care records to include periodic check-ups with department veterinarian.
f) Preparing and maintaining written records regarding the activity, use, veterinary and training associated with their dog.

2) Where the handler is unable to perform these and related duties due to illness, injury, vacation or special leave:

a) Another pre-selected canine handler may be assigned to temporarily care for the dog; or
b) The canine may be housed in a departmentally approved kennel when the handler is unavailable.

3) At no time will the handler take the dog away from home other than on duty or call out, training, or as approved by the Deputy Superintendent of Patrol.
4) Teasing, agitating or roughhousing with the police canine is strictly prohibited unless performed as part of a training exercise.
5) Handlers will not permit anyone to pet or hug their canine without their permission and immediate supervision. Should a civilian express a desire to do so, he should be informed that the police canines are serious working dogs and are trained to protect their handler and that they can be dangerous if improperly approached.
6) The dog will be primarily housed in the issued outside chain link kennel. The handler may, at their discretion, house the animal inside their residence during times of inclement weather.
7) Handlers should make every effort to socialize their dog with department and family members and are reminded to exercise due regard for the safety of all persons during these times.

h. Administrative Responsibilities:

1) The handler will ensure that all re-certifications and refresher training is accomplished. He will advise the deputy superintendent of patrol when re-certifications or training is required.
2) The handler will provide a written monthly report to the deputy superintendent of patrol, documenting the use of the canine. The report will highlight any problem areas encountered or anticipated, as well as successful missions.

i. Training of canine unit:

1) The canine and handler will have to attend Canine Basic Handler School 6-8 weeks.

2) The canine unit will participate in a maintenance-training program that consists of a minimum of four (4) hours of regular shift training per week.
3) All department personnel will be trained in regard to the required procedures when the canine is used.
4) The canine handler as an on-going procedure to ensure the ability of the canine to perform to the standards and proficiency set forth by the Cicero Police Department will conduct in-service training.
5) Requests for additional training will be forwarded to the Deputy Superintendent of Patrol for approval.

j. Canine unit expenses, equipment and uniform:

1) All approved food and veterinary expenses will be provided by the department.
2) Canine unit equipment

   a) The canine unit will be issued all necessary items and equipment for the proper care, feeding, handling and housing of the assigned canine.
   b) The handler will maintain equipment in good condition, conducting periodic checks of all issued equipment for serviceability or replacement.
   c) The handler will notify the deputy superintendent of patrol of any needed replacement equipment.

3) Canine assigned vehicle:

   a) The canine handler will be assigned a marked patrol unit equipped to ensure safe transportation of the canine and safety for personnel and citizens.
   b) Canine unit vehicle(s) will only be operated by the handler unless an officer is requested to move the vehicle when the canine is not present in the vehicle.
   c) The canine unit will not be used to transport prisoners.
   d) The Canine vehicle may be used by the handler within the Town of Cicero while off-duty, when the canine accompanies the handler. This includes transport of family members.
   e) The handler will request permission from the Deputy Superintendent of patrol to take the canine and/or the vehicle out of the town on personal business.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-01-02

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **INCAPACITATED/INTOXICATED INDIVIDUALS**

1) POLICY:

The Cicero Police Department will:

a. Support and comply with the provisions of the Illinois Alcoholism and Other Drug Abuse and Dependency Act.
b. Implement policy and procedures for controlling incapacitated or intoxicated persons in accordance with the Act.

2) DEFINITIONS:

a. ***Intoxicated Person:*** A person whose mental or physical functioning is substantially impaired as a result of the current effects of alcohol or other drugs within the body.
b. ***Incapacitated Person:*** A person is unconscious or otherwise exhibits by overt behavior or by extreme physical debilitation, an inability to care for his own needs or to recognize the obvious danger of his situation or to make rational decisions with respect to his need for treatment.

3) PROCEDURES:

a. Incapacitated Persons:

1) A person who appears to be in immediate need of emergency medical treatment while in a public place, and who shows symptoms of excessive alcohol consumption or other drug use or dependency, will be taken into protective custody and taken forthwith by ambulance to the nearest emergency room. Taking a person into protective custody does not constitute an arrest. Detaining officers may use whatever reasonable force is necessary to protect themselves or others from harm.

2) When the incapacitated person is a juvenile, the assigned officer will:

a) Immediately notify parent/legal guardian.
b) Notify Shift Commander.
c) Notify DCFS, if after all reasonable attempts have been exhausted and no positive contact with a parent/legal guardian has been made.
d) In instances when a parent/legal guardian does not exist, DCFS will be notified.

3) When an incapacitated person has violated a law, appropriate medical treatment of the incapacitated person takes precedence over enforcement action.

a) If the person will be charged with a misdemeanor, an arrest will be subsequent to treatment.

b) If the officer plans to charge the person with a felony, the person will be guarded until arraigned, incarcerated or returned to the Cicero Police Department lockup facility or remanded to the Cook County Sheriffs.
c) In all instances involving the incapacitated person, the officer will arrange for ambulance transportation to the nearest hospital or facility offering emergency medical treatment.

4) An intoxicated person under the age of 21 will be treated as a incapacitated

b. Intoxicated Persons:

4) When an officer provides transportation for an intoxicated subject, the officer will immediately inform communications of the subject's destination.
5) When an intoxicated person violates a law, and does not appear to be in need of medical treatment or detoxification, the person will be placed under arrest and transported to the headquarters for processing. In these instances, enforcement of the law will take precedence over treatment of intoxication. When an officer transports an intoxicated subject, the same radio procedures will be used as for transporting prisoners.
6) When an intoxicated person has not violated a law, the officer may, with supervisor approval, offer to transport the intoxicated person to that person's home, provided such location is within a reasonable distance from the scene of public intoxication.

a) If an intoxicated person accepts transportation home, the officer will:

1. Only leave the person at their home if there is a responsible individual to monitor the individual while the person is intoxicated.
2. Remain until the person enters the building.

b) If an intoxicated person accepts transportation to a treatment or health care facility, the officer will remain until the person is accepted for treatment.
c) An officer's responsibility to provide transportation ends when the officer transports an intoxicated person to his home or the person is accepted by a treatment or health care facility.
d) If an intoxicated person refuses to accept transportation, and the officer can articulate specific facts and circumstances indicating that the person is not a danger to themselves or others, and the person is not otherwise committing a crime, the officer will return to assigned duties.

c. Reporting

1) The officer will complete a general report form for each incident involving transportation and/or custody of an intoxicated or incapacitated person.
2) Identification will be checked and a LEADS inquiry run on each such person encountered.
3) Criminal activity will be reported separately from activity encompassed by the Illinois Alcoholism and Other Drug. Abuse and Dependency Act

d. Confidentiality and Records

1) When taking a person into protective custody, no entry or other record will be made to indicate the person has been arrested or charged with a crime.
2) Officers are required to complete a general report form setting forth the circumstances surrounding the incident and the actions taken by the officer.
3) This report will be treated as a confidential investigative record and its contents will not be disclosed without the appropriate authorization.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-01-01

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **PATROL ADMINISTRATION**

1) POLICY:

The Cicero Police Department will establish procedures for managing patrol coverage within the town of Cicero.

2) PROCEDURES:

a. Patrol organization and function:

1) The patrol division is the operational first line level of the Cicero Police Department and functions under the direction of a Deputy Superintendent of Patrol
2) The patrol division is charged with fulfillment of the following responsibilities:

   a) Patrolling the town in order to deter crime and to be able to respond promptly to calls for assistance.
   b) Responding to emergency and non-emergency calls for service.
   c) Enforcing all criminal laws and local ordinance violations.
   d) Enforcing traffic laws, investigating traffic crashes and directing traffic in order to facilitate the safe and expeditious movement of vehicles and pedestrians throughout the town.
   e) Identifying and apprehending criminals within the scope of the law.
   f) Conducting preliminary investigation of crimes, offenses and incidents.
   g) Generating comprehensive written reports on all incidents that necessitate formal documentation by department policy and/or law.
   h) Developing positive relationship between citizens and the department by assisting persons in need and in providing a safe community.
   i) Reducing the fear of crime through high visibility and personal contact.

b. Priority of services system:

1) General Order 41-02-01-A, "Patrol Procedures; Addendum 1: Emergency/Routine Call Response Classification," provides the procedures for prioritization of calls and guidelines for emergency response.

2) Traffic Enforcement:

   a) Major traffic crash investigations.
   b) Personal injury traffic crash reporting.
   c) Enforcement activities targeted to high traffic crash locations.
   d) Enforcement activities targeted to areas that generate citizen complaints.
   e) Non-moving violations.
   f) Reporting and/or removing abandoned vehicles.

3) Investigations:

a) Conduct preliminary criminal and juvenile codes investigations.
b) Assist the investigation division as required.
c) Assist other agencies as appropriate.

4) Community relations activities:

a) Crisis intervention.
b) Personal contacts with the public.
c) Intelligence gathering.
d) Juvenile diversion and boot camp.
e) Vacation watch programs.
f) Neighborhood watch programs.

c. Patrol division objectives:

1) The objectives for the patrol division will be established annually.
2) The objectives will be reasonable, attainable, quantifiable, and measurable where possible, yet provide sufficient flexibility to allow for change as needed.

d. Patrol organizational relationships:

1) The Deputy Superintendent of the patrol division will conduct both formal and informal meetings periodically with the supervisory staff of the division to enhance cooperation, communications and to coordinate efforts to attain the goals of the department.
2) Additional formal and informal meetings are generally held between lieutenants, sergeants and patrol officers with considerable frequency for the same purposes.
3) The exchange of information is also accomplished through:

a) Watch and daily reports.
b) Roll call briefings.
c) Attendance by investigators at roll call briefings.
d) Distribution of crime intelligence and analysis bulletins.
e) Directives, memoranda and general orders.

e. Patrol response procedures

1) Coverage policy:

a) The Cicero Police Department provides 24-hour-a-day police service seven days a week to the Cicero community.
b) Emergency calls for service are responded to immediately.

2) Continuous patrol coverage at shift change:

a) The Deputy Superintendent of the patrol division is responsible for establishing procedures that will ensure that continuous patrol coverage is maintained, particularly during shift change.
b) Requests for police service of a non-emergency nature received within 20 minutes of the scheduled starting time of the next shift may be held at the direction of the shift commander for assignment to personnel of the next shift.

c) Patrol officers may be held over beyond their normal duty hours at the direction of the shift commander to meet minimum staffing requirements or to meet unforeseen circumstances.

f. Watch selection/assignment procedure:

1) Patrol officers are afforded the opportunity to make shift selections based upon department seniority and in accordance with the current labor agreements.
2) The Superintendent of Police retains the right to make adjustments to assignments based on valid operational needs of the department, including selections involving officers with specialized training or those holding specialized collateral assignments.

g. Patrol beat designators:

1) The Deputy Superintendent of the patrol division will designate geographic beat boundaries based on an evaluation of various factors, including, but not limited to:

a) Population,
b) Call for service trends.
c) Traffic patterns and density.
d) Residential and commercial dominance.
e) Geographic size.
f) Highway configurations.

h. Patrol shifts minimum staffing.

1) Minimum staffing requirements of ten (10) patrol vehicles for each patrol watch are established to provide the best possible police protection and services within budgetary constraints, while affording adequate protection and back-up for fellow officers. Patrol supervisors are counted as a part of minimum staffing. The second watch shift commander will use judgment when determining minimal staffing levels on scheduled officer court dates to avoid diminished coverage.
2) Based on the above, the amount of area to be covered, and the frequency of calls for service the following watches will be maintained.
3) The three patrol shifts of two teams each are based on time segments of the work day as follows:

a) First watch, early team-2300 hours to 0700 hours
b) First watch, late team-0000 hours to 0800 hours
c) Second watch, early team-0700 hours to 1500 hours
d) Second watch, late team-0800 hours to 1600 hours
e) Third watch, early team-1500 hours to 2300 hours
f) Third watch, late team-1600 hours to 0000 hours

4) Patrol Sergeants:

a) The Watch Sergeants will begin their tour at a designated starting time that will be either early or late team and will attend a daily roll call session.
b) When two or more Watch Sergeants are scheduled to work the same tour the Watch Lieutenant will ensure that both starting times are covered by a Watch Sergeant.
c) Refer to General Order 41-01-01-A for duties and responsibilities.

5) Patrol Lieutenant:

a) Will be assigned a shift and start time per the Deputy Superintendent of Patrol

b) Refer to General Order 41-01-01-C for duties and responsibilities.

6) The Watch Commander:

a) The Watch Commander will be assigned to a shift by the First Deputy Superintendent. The start time will be according to the needs of the department.
b) Refer to General Order 41-01-01-C for duties and responsibilities.

7) Exigent or emergency circumstances

a) The above policy concerns minimum strengths and does not restrict shift commanders from ordering out personnel that may be required to handle exigent or emergency circumstances.
b) Shift commanders confronted by exigent or emergency circumstances must justify the reasonableness of the call out to the Deputy Superintendent of the patrol division.
c) The Superintendent of police, or his designee, may adjust this minimum staffing standard depending upon operational needs at his discretion.

1. In addition, minimum-staffing standards may be raised at any time based on a circumstantial basis.
2. Watch staffing strengths are set at minimums that are expected to provide adequate staffing on an average day.
3. Time off requests may be denied or canceled depending upon any circumstances supervisory personnel feel may cause a shortcoming in the required daily activities and services that must be provided.
4. The Deputy Superintendent of the patrol division prior to implementation, excluding exigent circumstances, will approve such a staffing strength allocation.

i. Patrol officer scheduling

1) Patrol officers will normally be scheduled a six day work schedule. Specifically, officers will work a four-on two-off day pattern. Each workday will consist of an eight-hour day including a one-half hour meal period.

a) Officers should be easily able to forecast their workdays in advance based upon the workday cycle mentioned above.
b) The Deputy Superintendent of the patrol division based on operational needs may change the officers work cycle from time to time.
c) In addition, officers work cycles are subject to changes when officers change their permanent shift selection from one watch to another.

2) Officers requesting time-off (holiday, personal day, compensatory time, etc.) must request such time off in advance, as specified by the Deputy Superintendent of patrol and the applicable collective bargaining agreement.

a) All requests are subject to timeliness requirements in accordance with labor agreement.
b) All time off requests will reflect the date and time of submission to the supervisor.
c) The supervisor will initial the date and time of the request.
d) The Watch Commanders will review and approve or deny any request for time off on a timely basis based upon the following considerations:

1. Minimum staffing strength requirements as set forth in paragraph h.1 of this order.
2. Anticipated preplanned major events, or significant conditions that might affect calls for service and ensuring availability of personnel as required.

3. Coordinating officer attendance at required and elective (approved) training.

j. Roll Call/Watch briefings

1) The watch commander's shift begins as designated, per the Deputy Superintendent of Patrol, in order to:

a) Gather and review all information for dissemination at the shift briefing.
b) Inspect the lock-up area and the police facility noting any/all areas of concern to be forwarded to the facility manager (deputy superintendent of administration, or designee).
c) Ensure needed equipment is available.

2) A formal shift briefing will be conducted by the shift commander at the beginning of each team's tour of duty. The roll call will be conducted to:

a) Disseminate information.
b) Assign vehicles.
c) Assign patrol beats.
d) Assign equipment.
e) Provide direction to patrol officers.
f) Inspect personnel for appearance, body armor, and proper equipment.
g) Hold roll call training on occasion.
h) Personally relieve the on-duty shift no later than 5 minutes to the hour via radio.
i) Collect and inspect vehicle keys, other equipment and reports from the shift being relieved.

3) Patrol Officers will be cognizant of all information disseminated and note all information pertaining to their assignment.
4) The shift commander will not use more than 25 minutes to conduct roll call except under unusual circumstances or with approval from the Superintendent of police or his designee. Upon completion the shift commander will advise dispatch by radio that roll call is complete.
5) At the completion of roll call, officers will report to their assigned beats without delay.
6) Officers will not request vehicles or equipment from the off-going watch; the on-coming watch commander will issue these items.
7) Officers being relieved will turn in equipment, reports and any other materials to the on-duty watch commander and will not transfer possession to individuals on the on-coming watch.
8) Officers will be relieved from duty after checking in with the on-duty watch commander.

k. The watch commander, prior to completing his tour of duty, will complete the watch commander's daily report, reflecting personnel assignments, details on activities, and other items that are required in the report.

l. Radio identification and codes

1) Radio Identification designators - The Cicero Police Department's radio call sign system consists of the officer's ID number.
2) Radio traffic will, for the most part, will be in "clear language."

3) When information transmitted over department radios needs to be spelled, the following phonetic alphabet will be used to spell the information.

A - Adam	J - John	S - Sam
B - Boy	K - King	T - Tom
C - Charles	L - Lincoln	U - Union
D - David	M - Mary	V - Victor
E - Edward	N - Nora	W - William
F - Frank	O - Ocean	X - X-ray
G - George	P - Paul	Y - Young
H - Henry	Q - Queen	Z - Zebra
I - Ida	R - Robert	

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-02-01-C

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **PARTOL PROCEDURES: ANIMAL CALLS**

1. POLICY:

The Cicero Police Department will establish a protocol for recovering and disposing of lost, found and deceased animals.

2. PROCEDURE:

a. Animal bites

1) Officers called to the scene of an incident where an animal has bitten a person will:

a) Complete a General Report Form (GRF) on the incident and
b) Complete an Animal Bite Record Card, if not previously completed by a Cicero Animal Control Officer.
1. Cards may be obtained from the Shift Commander.
2. Cards should be submitted to the records office for forwarding to the Cicero Animal Control Office.

2) If seizure of the animal is required, the Cicero Animal Control Officer will be requested to pick up the animal.

b. Lost and found animals

1) Information on lost and found animals will be collected by the telecommunicator receiving the call.

a) The telecommunicator will complete an Animal Lost and Found Report.
b) The Animal Lost and Found Report is maintained in the communications center.

2) When contacted by animal welfare organizations, all information on lost and found animals will be provided.
3) If an individual contacts the department looking for a lost animal, and the department has information, all information relating to their animal will be released to them. If information is not available, the caller will be advised to re-contact the police department again and to call animal welfare.

c. Animals in need of veterinary treatment

1) When an animal is collected by the Cicero Police Department, and the officer feels the animal needs veterinary treatment, the officer will contact Cicero Animal Control to handle further.

d. Destruction of Animals

1) When possible, officers will request Cicero Animal Control to respond to the scene where an animal needs to be destroyed.
2) Officer's are authorized to destroy an animal when, for humane or public safety reasons, the animal must be destroyed immediately. Officers should attempt to do so in a manner secluded from public view.
3) Nothing in this order precludes officers from destroying an animal immediately for the protection of the officer, another officer or a citizen.
4) See the general order on use of force, GO # 01-03-01, regarding discharging a firearm by an officer.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-02-01-D

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **MISSING PERSONS: ADULTS**

1. PURPOSE:

Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. However, there are many instances in which persons disappear for unexplained reasons and under circumstances where they are at risk. The role of the call taker and the initial responding officer are critical in identifying the circumstances surrounding missing persons and in identifying those persons at risk.

2. POLICY:

All reports of missing persons will be given full consideration and attention by all members of this department, to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this policy, and that particular care be exercised in instances involving missing children and those who may be mentally or physically impaired, or others who are insufficiently prepared to care for themselves.

3. DEFINITIONS:

a. ***Adult:*** Is anyone eighteen (18) years or older, unless classified as being emancipated minor, sixteen (16) years or older as outlined under Illinois law 705ILCS 405/1-3(2)(7) "Emancipation of Mature Minors Act".

b. ***Mentally/Physically Impaired:*** Any person who has a diminished mental and/or physical capacity or a medical condition that is potentially life threatening if not given proper medical care and/or treatment. This includes a patient from a mental institute, suicidal or a person who is at risk of harm to him/herself or another person.

c. ***Missing-critical:*** see 4.b (1)-(6) for definition for this order.

4. PROCEDURE:

a. Reporting of missing persons

1) There is no waiting period for reporting a missing person.
2) Missing person reports will be taken in conformance with the criteria of this policy and the criticality of the incident.
3) A person may be declared "missing" when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.

b. An individual may be considered "Missing-Critical" who meets the foregoing criteria and who, among other possible circumstances:

1) Appears to be missing under circumstances that suggest they may be the subject of foul play,
2) Because of his/her age (young or old), may be unable to properly safeguard or care for himself/herself,
3) Untreated/unattended patient from a medical facility.
4) Is a patient of a mental institution and is considered potentially dangerous to himself /herself or others,
5) Has demonstrated the potential for suicide; or
6) May have been involved in a boating, swimming or other sporting accident or natural disaster.

c. Based on the outcome of initial inquiries, a decision may be made concerning the potential danger posed to the missing person and the police response.
d. Initial report

1) The initial investigation officer must gather as much pertinent information as possible in order to properly classify a missing person report and initiate a proper response. This includes the following information:

a) Name, age, physical and clothing description of the subject and relationship of the reporting party to the missing person.
b) Time and place of last known location and the identity of anyone accompanying the subject or to have contact with subject.
c) The extent of any search for the subject.
d) Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
e) Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises, demonstrated unusual, uncharacteristic or bizarre behavior, is dependant on drugs or alcohol or has a history of mental illness.
f) The current physical condition of the subject and whether the person is currently on prescription medication.
g) Whether the dental records of the missing person are available and provide the name, address of these records i.e dentist office.
h) Whether the fingerprints of the missing are available.
i) Obtain most current photograph.
j) Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance.
k) Indications of missing personal belongings, particularly money or other valuables.
l) Any suggestions of foul play or accident.

2) As soon as it appears that a person is missing, the assigned officer will complete a General Report Form missing person report. For purposes of LEADS and other database entries the officer will classify the missing person in accordance with LEADS standards and have the reporting person sign the appropriate police report forms.

3) Illinois law mandates that as soon as the minimum information required for a LEADS entry is available, the missing person will be entered into LEADS, regardless of whether the reporting person signs the police report forms.

4) Communications personnel will:

a) Use the information available from the reporting officer and make the appropriate computer database entries (i.e. LEADS, NCIC etc.).
b) Notify field supervisor and the shift commander immediately upon classification of a report as "missing critical." Incident.

5) The field supervisor and/or the shift supervisor will have the authority to assign any/all working personnel to include Detectives, Community Service Officers and Parking Enforcement to assist in a "Missing Critical" incident. (Revised MAR2011).

6) In the case of a person being designated as "missing-critical" the shift commander will;

a) Direct the on-call investigator be summoned,
b) Make notification to the patrol/uniform division deputy superintendent, and
c) Direct available information regarding the subject is broadcast over to all officers on-duty and via LEADS message other area jurisdictions.
d) Ensure that an ISPERN dispatch is broadcast.
e) Notify and request assistance from air units if an air search is indicated.
f) Summon the canine officer(s) if ground searches are indicated.
g) Request a special response team when it is apparent that the preliminary investigation information suggests the need for additional assistance and time is critical.

e. Ongoing investigation

1) Ongoing investigations of missing persons will include, but not be limited to the following activities;

a) Request release of dental records and any available fingerprints.
b) Contact hospitals and the Office of the Medical Examiner as appropriate for injured or deceased persons.
c) Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area.
d) Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.
e) Provide identification and related information to all units of this department, neighboring police departments and, if parental or stranger to stranger abduction is suspected, the FBI.
f) Decisions to use local media to help locate missing persons will be made with the approval of the Superintendent and only after consultation with the missing person's family.
g) The lead investigator will maintain routine on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals will be informed that they must notify the lead investigator as soon as any contact is made with the missing person.
h) Officers are cautioned that the family or reporting person may be involved in the disappearance, and that the refusal of that person to sign a report or waiver, or to authorize use of the media or other activities, should in no way limit the officer from proceeding as he thinks appropriate. Such refusals should be noted in the written report.

f. Recovery of missing person and case closure of a Cicero Police Department case

1) Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals will;

a) Advise them that they are the subject of a missing person investigation;
b) Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and

c) Make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.

2) In all cases, reporting parties will be informed of the well being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts will be honored.
3) Missing persons will be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
4) Missing juvenile must be turned over to the parent/legal guardian.
5) Prepare a supplement form using the original General Report Case Number.
6) Notify Cicero Police Department dispatch to clear LEADS of missing person record.

g. Recovery of a missing person for an outside agency

1) Complete General Report From.
2) Notify agency of the recovery via LEADS message through communications.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-03-01-A

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **VEHICLE INSPECTION AND DAMAGE**

1. POLICY

It shall be the policy of the Cicero Police Department that all officers at the start and end of their tour will visually inspect and search their assigned vehicle, and report damage and malfunctions as set forth within this General Order.

2. DEFINITIONS

a. ***Vehicle Mileage and Maintenance Report:*** Commonly known as the orange mileage sheet. Officers are required to fully complete this document prior too, and during each tour of duty. This document also serves the multi-purpose of reporting oil changes, gasoline, a vehicle inspection checklist, weather conditions, and other pertinent vehicle and maintenance information.

b. ***Damage to Department Vehicle Report***: A two-layer, carbon copy document used by officers to report damage on any department vehicle, whether caused by crash or other means of damage. This report will be completed when new damage is caused to any police vehicle. Once completed it shall be forwarded to the affected Watch Commander for review and authorization. The affected Watch Commander will then submit the white (top) copy to the Deputy Superintendent of Patrol and insert the yellow (bottom) copy into the *Vehicle Damage Book* located at the front desk.

c. ***Damage to Vehicle Book:*** A designated three-ring binder maintained at the front desk that is used to store yellow (bottom) copies of all *Damage to Department Vehicle Report Forms*. This book shall act as the reference source for determining whether vehicle damage has been reported or not.

d. ***Motor Vehicle Breakdown and Repair Card***: A hard card designated for officers to use when reporting malfunctions or repairs on police department vehicles.

3. PROCEDURES

a. Vehicle Damage:

1) Whenever damage is found or occurs while the vehicle is in use, the officer will notify his supervisor and document the damage on a *Vehicle Mileage and Maintenance Report*.
2) The Shift Commander, after being notified of the damage, will confirm that the damage was not previously reported.
3) Whenever vehicle damage has not been previously reported, the supervisor or Shift Commander will complete the *Damage to Department Vehicle Report form.*

4) The completed *Vehicle Damage Report Form* will than be submitted to the Shift Commander with a copy going into the *Vehicle Damage Book.*
5) The Shift Commander will conduct an investigation and submit the findings to the Deputy Superintendent of the appropriate division. The Deputy Superintendent of the respective division will determine if:

   a) The damage was caused by neglect or abuse and if any department orders were violated, and if
   b) Any disciplinary action is warranted.

b. Malfunctioning equipment:

   1) Whenever a vehicle has malfunctioning equipment or damage the officer will notify his/her supervisor or Shift Commander.
   2) Officers will document the malfunctioning equipment on the *Vehicle Mileage and Maintenance Form* and complete a *Motor Vehicle Breakdown and Repair Card.*
   3) The supervisor or Shift Commander will determine if the vehicle will remain in service or be taken out of service.

c. Vehicle Inspection:

   1) The vehicle inspections will be conducted prior to, during and at the end of the officer's tour of duty. Inspections will be conducted to determine vehicle damage, hidden or lost contraband/weapons and other items of evidentiary value that need to be reported and /or replaced.
   2) During a vehicle inspection, officers will be required to ensure working order of vehicle windows, emergency equipment, a deactivation of rear door locks and windows, trunk, and other areas of the police vehicle that may conceal unclaimed property.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-02-08

SUBJECT: **Naloxone (NARCAN) Dispensing Program**

EFFECTIVE DATE: **April 1, 2018**

I. PURPOSE:

The purpose of this directive is to establish guidelines and procedures governing the utilization of the Naloxone (NARCAN) administered by trained personnel of the Cicero Police Department to treat and reduce possible injury and fatalities from opiate overdoses.

II. POLICY:

The Cicero Police Department is committed to providing services that enhance the safety of the citizens visiting and residing in the Town of Cicero. In doing so, the Department has established a program that provides for the utilization of the Naloxone (NARCAN) to be made available for use by specially trained employees of this Department. This program is intended to enhance the emergency response of Department personnel to victims in need of medical attention and offer assistance prior to the arrival of Fire Department Paramedics/EMS personnel.

III. DEFINITIONS:

Naloxone: Commonly known as NARCAN, Naloxone is in a class of medications called opiate antagonists. It works by blocking the effects of opiates to relieve dangerous symptoms caused by high levels of opiates in the blood

IV. PROCEDURE:

A. DEPARTMENT NALOXONE COORDINATOR

The administration of this program shall include a Naloxone Coordinator who is appointed by the Superintendent of Police or his designee on an annual basis.

1. Qualifications

The Naloxone Coordinator shall be certified as a Naloxone Instructor through the "Cook County Homeland Security/Loyola University Medical Center Law Enforcement Narcan Project" or similar training program authorized by the Illinois Department of Human Services.

2. Responsibility

The Department Naloxone Coordinator shall be responsible for the following:

a. The training of Department personnel and others, as directed by the Superintendent of Police or his designee in the operation of Department authorized Naloxone medication and equipment.

b. The maintenance and the records of the maintenance for the Department authorized Naloxone kits

1) Replacing Naloxone kits that are either damaged, unusable, expired, or had been used.
2) Ensuring that the Naloxone kits are current and not past its expiration date.
3) Ensuring proper and efficient deployment of Naloxone for field use.

c. The maintenance of licenses and/or certifications as it pertains to the authorized use of Naloxone, training personnel to coordinate this program.

1) Ensuring that authorized personnel are properly trained in its use.
2) Ensuring that any use of Naloxone is documented on an Investigation Report.

B. **NALOXONE TRAINING**

1. All participating personnel will receive initial training that will include, at minimum:
   a. An overview of 20 ILCS 301/5-23 Drug Overdose Prevention Program that permits law enforcement to use of Naloxone,
   b. Patient assessment (e.g., signs/symptoms of overdose),
   c. Universal precautions,
   d. Rescue breathing,
   e. Seeking medical attention and
   f. The use of Department issued nasal spray dispenser of naloxone.
2. Only personnel trained in the use of Naloxone are authorized to administer it in the field.

C. **INDICATIONS OF AN OPIOD OVERDOSE**

Authorized personnel shall utilize Naloxone on subjects believed to be suffering from an opioid overdose. Information that a subject is suffering from an opioid overdose includes, but is not limited to:

1. Blood-shot eyes,
2. Pinpoint pupils, even in a darkened room/area,
3. Depressed or slow respiratory rate,
4. Difficulty breathing (labored breathing, shallow breaths),
5. Blue skin, lips, or fingernails,
6. Decreased pulse rate,
7. Low blood pressure,
8. Loss of alertness (drowsiness),
9. Unresponsiveness,
10. Seizures,
11. Evidence of ingestion, inhalation, injection (needles, spoons, tourniquets, needle tracks, bloody nose, etc.)
12. Past history of opioid use/abuse.

D. **ADMINISTERING NALOXONE**

1. Trained personnel shall follow the protocols outlined in their Naloxone training.
   a. The trained member should place the overdose victim in the recovery position to avoid aspiration after being administered Naloxone.
   b. The overdose victim may be become combative after Naloxone takes effect.
   c. To reverse the effects of the opioid overdose, a single dose (spray) of Naloxone by way of the issued nasal spray is generally the application until paramedics or other emergency medical personnel arrive from the Fire Department.
   d. More than one dose of Naloxone may be used if paramedics do not arrive within 3-4 minutes of application of the first dose.
   e. Rescue breathing and/or CPR may be required before or after administration depending on the medical condition of the overdose victim.
   f. Since the duration of action of Naloxone may be shorter than that of some opiates, the effects of the opiate may return as the effects of Naloxone dissipates. This underscores the need of the person to be transported to a hospital for further evaluation.
   g. Any overdose victim, who is under arrest by this Department and who has been administered Naloxone, will be transported to a hospital for further evaluation and medical release, prior to being placed in the Department's lock-up facility. In instances when an overdose victim is already in our lock up facility and has Naloxone administered they will be transported by paramedics to a hospital in the same manner as described above.
2. When administering the Naloxone kit, trained personnel will maintain universal precautions against pathogens, perform patient assessment; determine unresponsiveness, absence of breathing and or pulse.

3. Personnel when feasible shall update communications that the patient is in a potential overdose state.
4. Fire Department Paramedics will be requested to respond if not already notified.
5. Any trained member of the Cicero Police Department who administers Naloxone shall remain with and monitor the victim until the arrival of the Fire Department Paramedics.
   a. The trained member shall advise the responding Fire Department Paramedics that Naloxone has been administered and its time and dosage. The time administered will be documented in writing on the dispenser and provided to paramedics. It will also be noted in the case report.

E. **DEPLOYMENT LOCATIONS**

The Naloxone Kits, containing at least one 4mg dose of naloxone, will be carried on the person of all sworn officers assigned to field duties. The Naloxone will be carried in its sealed container (with peel away backing). The Naloxone will be removed from its packaging just prior to deployment. Issued Naloxone will be kept in such a manner as to not expose it to extreme temperature.
Kits will also located in the following locations:

1. In the lock-up facility under lock and key
2. In the watch commander's office under lock and key

F. **MAINTENANCE**

1. Trained personnel authorized to use Naloxone kits are responsible for inspecting the kit prior to each shift to ensure all items are present.
2. Missing or damaged Naloxone kit(s) will be reported directly to an appropriate supervisor by memorandum.
3. The supervisor shall then forward the memorandum to the Naloxone Coordinator for follow up and replacement.
4. The Naloxone Coordinator shall ensure that each kit is accounted for, replaced and replenished.

G. **REPORT WRITING**

1. Upon administering Naloxone, the trained person or a sworn member of the department shall submit an report detailing the nature of the incident, the care the patient received including the number of doses of Naloxone administered and whether the Naloxone use was successful (to the extent possible at the time).
2. A copy of the report will be forwarded to the Naloxone Coordinator for filing and submittal to the Cook County Homeland Security/Loyola University Medical Center Law Enforcement Narcan Project Coordinator for proper documenting with the Illinois Department of Human Services/Department of Alcoholism and Substance Abuse and replacement (as applicable-based on grant funding).

IV ANNUAL REPORTING

The Naloxone Coordinator shall provide an annual report to the Superintendent of Police outlining the number of uses in the field, locations of the incidents, case report numbers, the success rate and any unusual circumstances surrounding the use during the preceding calendar year.

By Order of

[redacted]

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-02-06

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **RIDE-ALONG PROGRAM**

1. POLICY:

The Cicero Police Department will establish procedures for allowing people, other than the officers of the department, to act as observers in Cicero police vehicles or at police headquarters.

2. PROCEDURE:

a. Only persons specifically authorized by the Superintendent of Police (or his designee) will be allowed to act as observers in Cicero police vehicles or at police headquarters.
b. Before being allowed to ride, as observers in Cicero police vehicles or being admitted to other police activities, not normally open to public participation, citizens must sign a form releasing the Town of Cicero or officials and town employees from liability arising out of such participation.
c. Observers should report to the shift commander for assignment to a police officer.
d. Persons wishing to ride with members of the Cicero Police Department will first obtain a Ride-Along form from the front desk.

    1. The form will be completely filled out, signed and returned to the desk officer.
    2. The citizen will be advised that he will be contacted in order to schedule the appropriate time.

e. A criminal history will be obtained on the applicant. The request form and the results of the criminal history will be given to the on-duty shift commander, who will either approve/disapprove the request and forward the form to the appropriate shift commander.
f. Dress will be neat and appropriate for any occasion. Observers will carry protective clothing which is suitable for existing or probable weather conditions as occasions may arise making it necessary to be out of the police vehicle for an extended period of time.
g. No weapons of any type will be carried, except sworn officers or qualified retired police officers.
h. Officers with an observer will use their discretion in permitting the observer to exit the vehicle, approach the scene of an incident or remain in the vehicle. The safety of the observer will be considered along with other factors in making decisions regarding the observer's participation.
i. Seatbelts MUST be used at all times when in a police vehicle.
j. Observers are not allowed to record audio, videotape and/or photograph at any time during the ride along.
k. Observers should not intervene either physically or verbally unless:

    1) Specifically requested to do so by the officer to whom he is assigned.

2) To provide emergency assistance to the officer when the officer is incapable of requesting assistance.

l. When the tour of observation is finished, the shift supervisor will ensure:

1) The observer is cautioned that his observations may provide him with information that could be damaging to citizens' reputations or could create danger to police agents or informers; therefore, great discretion should be exercised in discussing specific details of what is observed.
2) All officers and observers are accounted for as they complete their tours of duty.Observers are allowed to ride three (3) times a year and cannot ride more than one (1) time in one month. The following are exempt from this regulation:

a. Active police officers from other jurisdictions (see n. below).
b. Media representatives.
c. Town Officials.
d. Police chaplain.
e. Student interns.
f. Police auxiliaries, or others specifically exempted by the superintendent.
g. Citizen academy graduates may ride more than three times per year and/or more than one time per month with written permission of the shift commander.

m. Citizen ride-along participants may not ride with the same officer more than once in the given time period as stated above.
n. Officers from another agency will be exempted from the provisions of this order provided their ride-along is part of a duty assignment or cooperative effort with the Cicero Police Department.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-02-06-A

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **RIDE-ALONG FORMS**

THE CICERO POLICE DEPARTMENT RIDE-ALONG PROGRAM INSTRUCTIONS FOR PATROL CAR OBSERVERS IN THE RIDE-ALONG PROGRAM. PLEASE READ CAREFULLY, YOUR SIGNATURE STATES YOU AUTHORIZE A BACKGROUND CHECK TO BE CONDUCTED, AND THAT YOU WILL ADHERE TO THE FOLLOWING:

1) All persons riding with officers of the Town of Cicero Police Department should be dressed in a presentable manner.
   NOTE: If the person(s) riding as observer(s) are not dressed satisfactorily, the Officers and/or Supervisors have the right to refuse observers to ride.
2) Persons riding in the capacity of observers are under the complete control of the Officer at all times.
3) Observers shall not leave the police car at the scene of any police activity or participate in any police activity unless directly requested by the Officer.
4) Observers shall not converse with prisoners, suspects, witnesses or other parties contacted on police business unless requested by the Officer.
5) Observers shall not interfere with the Officer's activities at any time. Although it is desirable, and you are encouraged to ask questions regarding procedures and activities, it must be done at an appropriate time.
6) Observers are not allowed to record audio, videotape and/or photograph at any time during the ride along.
7) Observers will not carry any firearm or handle any police equipment unless requested by the Officer.
8) Observers will be allowed to ride three (3) times a year and cannot ride more than one (1) time in one month.
9) Immediate family members should not ride with the related family members.

NAME _____ ADDRESS _____

PHONE _____ DOB _____ SEX _____ OCCUPATION _____

WATCH PREFERRED _____.

LIEUTENANT OR SERGEANT'S VERIFICATION OF RIDE-ALONG: _____

DATE RODE _____/_____/_____ HOURS COMPLETED: _____ THRU _____

WATCH _____ OFFICER ASSIGNED: _____

I, _____, do willingly participate in the Town of Cicero Police Department Ride-Along Program in that I will be riding with the Town of Cicero Police vehicles while on police patrol. I agree to the above requirements, and authorized a background check of myself. I hereby waive any and all rights, claims, or causes of action which may arise against the Town of Cicero, its liability carrier and any or all employees of said Town or account of my participation in the Police Ride- Along Program.

I hereby acknowledge that I assume responsibility for any accident or injury which may befall me while so engaged, and forever release the Town, its Police Department, its liability insurer and all employees of the Town from any claim, whether it be based upon negligence, inadvertent or unforeseen incidents. I further represent that I understand all risks involved and agree that this waiver and release shall be binding upon my heirs, executors, administrators, and assigns.

_____

Signature date

_____

Watch Supervisor Signature date

By Order of:

_____

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-02-05

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **TRANSPORTATION OF WHEELCHAIR-BOUND INDIVIDUALS, JUVENILES AND HANDICAPPED PERSONS**

1. Purpose

The purpose of this General Order is to set standards for the transportation of juveniles, wheelchair-bound individuals, and handicapped persons. These individuals may be either in custody, witnesses, or taken into protective custody by the Cicero Police department.

2. Procedures

A. Juveniles

When transporting a Juvenile in a Cicero Police Department vehicle:

1) All laws mandated by The State of Illinois will be followed in accordance with the ILCS Chapter 25, Child Passenger Protection Act.
2) If a child seat is unavailable, the Cicero Police Department will utilize the department's child seats which are readily available.
3) It is always an option to utilize the available seat from the family, including booster seats.
4) If the child requires transportation to the police station for custodial safety, the assigned officer will complete a Custodial Release form prior to the release of the child to any individual, parent, family member or family delegate.

B. Wheelchair-Bound Individuals

If a transported person is wheelchair-bound, all necessary measures will be performed to transport the individual in a safe and dignified manner:

1) The subject will be transported in a squad car, with their wheelchair placed in the trunk area.
2) If this is not possible, utilization of an ambulance may be considered.
3) If available, a Town of Cicero wheelchair accessible vehicle from Disability Services during their normal business may be provided.
4) It is the responsibility of the assigned Officers to ensure the wheelchair-bound person, as well as all their equipment and personal property, be subjected to a thorough inspection and search in accordance with General Order 72-05-01 Holding Facility Detainee Processing prior to their entrance into the police station.

C. Handicapped Persons

A person with a claimed disability as defined by the Americans with Disability Act (ADA) of 1990 and under Cicero Police Department control that are in need of transportation will be reasonably accommodated to the best of the department's ability and extent that is feasible.

1) Standard transport practices may be dangerous for many people with mobility disabilities. Cicero Police Officers should use caution not to harm an individual or damage his or her wheelchair.

2) The best approach is to ask the person what type of transportation he or she can use, and how to lift or assist him or her in transferring into and out of the Vehicle;

a. Some individuals who use assistive devices like crutches, braces, or even manual wheelchairs might be safely transported in patrol cars.

b. Safe transport of other individuals who use manual or power wheelchairs might require departments to make minor modifications to existing cars or vans, or to use lift-equipped vans or buses. The Cicero Police Department will consider other community resources, e.g., accessible taxi services. *(U.S. Department of Justice Civil Rights Division Disability Rights Section)*

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-02-04

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **MOTOR VEHICLE INVENTORIES**

1. POLICY:

a. The Cicero Police Department will:

1) Provide officers with guidelines for determining when and how a motor vehicle inventory will be conducted.
2) Safeguard the property in vehicles and conduct motor vehicle inventories in accordance with the following procedures.

2. PROCEDURES:

a. Legal Authority to Inventory

1) A Cicero officer may conduct a motor vehicle inventory without a warrant or probable cause when:

a) The vehicle has been lawfully seized or impounded;
b) When towing the vehicle for violations, or for related enforcement or safety reasons as defined by state law, and
c) When officers conduct the inventory within the scope of this order as an administrative procedure.

2) Examination of the contents of a motor vehicle pursuant to a criminal investigation or with the intent of discovering evidence of a crime is a search, not an administrative inventory. **Courts have identified three objectives that are served by allowing inventory searches (1) protection of the owner's property, (2) protection of the police against claims of lost or stolen property, and (3) protection of the police from potential danger.** The law will guide officers on motor vehicle searches when engaged in searches. See General Order 01-02-01, "Limits of Authority."

b. Scope of Inventory

1) The contents of all motor vehicles that are lawfully seized and/or impounded by this agency will be subject to inventory in accordance with the provisions of section B.1. of this order.
2) An inventory should be conducted in the location at which the vehicle is seized unless limited by reasons of safety or practicality. If so, it may be inventoried at a later time following impoundment.
3) The owner or operator of the vehicle, if available, will be asked to remove, if appropriate, all valuables from the vehicle prior to impoundment. If such items are not removed, they

will be secured within the vehicle before the vehicle is removed, and the owner/operator, if available, will be requested to verify the completeness of the inventory by signature.

4) A motor vehicle inventory may extend to all areas of the vehicle in which personal property or hazardous materials may reasonably be found, including but not limited to the passenger compartment, trunk and glove compartment.
5) All closed containers found within the vehicle will be opened for purposes of the inventory. Closed and locked containers may be forced open but will be logged on the impound report as such. If a key or lock combination is available, locked containers may be opened and inventoried.

c. Property Control

1) All items taken for safekeeping will be itemized on the property inventory form, and such materials turned over to the control of the property room for safekeeping.
2) The Cicero Fire Department will be consulted regarding the control and safekeeping of hazardous materials.
3) Contraband and evidence discovered during the course of a motor vehicle inventory will be deposited with the evidence custodian in accordance with procedures for control of criminal evidence. Notification of this fact will be provided to the investigative division.
4) Items not taken for safekeeping will be itemized on the tow form.

d. Street Sweeping Tows

1) When, due to the volume of vehicles being towed to clear a street for street sweeping, officers are unable to reasonably inventory vehicle contents, the officer will visually inspect the vehicle from the outside and note on the tow form any articles of value noted in plain view within the vehicle.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 41-02-03-A

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **MOTOR VEHICLE PURSUITS: PURSUIT TERMINATION DEVICES**

1. DEFINITION:

a. Pursuit Termination Devices (PTD) - are devices that contain numerous hollow steel spikes and when driven over, deflate a vehicle's tires at a rapid but controlled rate.

2. PROCEDURES:

a. Prohibitions

1) Pursuit termination devices are designed to be used against vehicles having at least four tires. Its use against motorcycles and three-wheeled vehicles substantially increases risk of bodily injury or death to the vehicle's operator and passengers. **UNDER NO CIRCUMSTANCES WILL PURSUIT TERMINATION DEVICES BE USED AGAINST A MOTORCYCLE OR THREE-WHEELED VEHICLE UNLESS THE USE OF DEADLY FORCE IS LEGALLY JUSTIFIED.**

b. Special Cautions

1) Unless a substantial risk to the public is imminent and apparent by not terminating a pursuit, PTDs will not be used against:

a) School buses (with passengers).
b) Buses transporting passengers.
c) Trucks transporting explosives or other hazardous materials.
d) Vans transporting passengers.
e) Any other vehicle that could reasonably be expected to be above the normal risk of causing serious damage or injury.

2) After being deployed, DO NOT hold onto any part of the PTD, as it could cause serious injury to hands, wrists or other body parts.
3) Once the PTD is in place, everyone at the scene should seek a secure location away from the path of the fleeing vehicle. DEPLOYING OFFICERS SHOULD NOT USE THEIR VEHICLE FOR PROTECTION.

c. Deployment

1) Pursuit termination devices should be deployed in areas with unobstructed views of the roadway from both directions so as to aid deployment and lessen the possibility of an accident. They should be used at a location that provides substantial protection for the deploying officer.

2) When the fleeing vehicle has passed the device's location, the PTD should be removed from the roadway so the pursuing vehicles may pass. The roadway should be free of moving traffic prior to any attempt to remove the device/device debris from the roadway.

d. Documentation

1) Officers who deploy a PTD will complete a Pursuit Driving Report and forward a copy to the training officer.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 41-02-03

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **MOTOR VEHICLE PURSUITS**

PREAMBLE

A prime objective of the Cicero Police Department is to arrest violators of the law while preserving the safety of the public, department members and violator(s). When a pursuit is necessary, the Cicero Police Department will make maximum use of all available resources such as air support, telecommunications and computer networks to reduce the threat to the public, department employee(s) and violator(s). The Cicero Police Department recognizes the inherent danger of a vehicle pursuit and therefore, Cicero Police Department officers will engage in vehicle pursuits only for the reasons outlined in the following directive.

1. POLICY:

The Cicero Police Department:

a. Will make every effort to ensure the safety of the public as well as department members at all times, and authorizes emergency use of department police vehicles when the necessity of immediate response or apprehension of offenders outweighs the level of inherent danger.

b. Recognizes the objective of a motor vehicle pursuit is to maintain police contact with a fleeing driver, without unnecessary endangerment to life and property, until the individual can be apprehended. Officer(s) and/or their shift commander(s) will continually evaluate the nature of the pursuit with respect to its danger and make judgment whenever necessary to terminate the pursuit

c. Will **NOT** initiate or become involved in pursuits for traffic offenses, misdemeanors or non-forcible felonies, unless the occupant(s), if allowed to escape, would likely present a danger to human life or cause serious injury unless apprehended without delay.

d. Will initiate a motor vehicle pursuit when an officer has an articulable reason to believe the occupant(s) of a fleeing vehicle have committed or attempted a forcible felony, or is attempting to escape by use of a deadly weapon, or otherwise indicates they will endanger human life or inflict great bodily harm unless arrested without delay. **All officers involved in a pursuit must, at all times, be able to justify their reasons for the pursuit.**

e. Will be aware when the act of the pursuit itself may be causing the evasive behavior, and will discontinue the pursuit when, in the officer's or a supervisor's judgment, discontinuation of the pursuit will probably result in a cessation of the evasive behavior.

2. DEFINITIONS:

a. ***Emergency warning device***: Oscillating lights, rotating lights, flashing lights, siren or any combination located on or within police vehicles.

b. ***Emergency roadblock:*** A roadblock used with a minimum amount of notice and preparation. This will normally be executed by one or more police vehicles for the purpose of stopping a vehicle known to be traveling a given route at a given time, or to reroute traffic away from or around a hazardous site. All oncoming vehicles shall have a clear view of the roadblock and have ample time to stop safely. The roadblock should contain a restricted route through or around it.

c. ***Fleeing or eluding:*** Any driver of a motor vehicle who, having been given a visual or audible signal by an officer directing such driver to bring their vehicle to a stop.

   1) Clearly, willfully and knowingly fails to obey such direction,
   2) Increases speed,
   3) Extinguishes lights, or
   4) Otherwise eludes or attempts to elude the officer.

d. ***Forcible felony***: (720 ILCS 5/2-8) Means treason, first degree murder, second degree murder, predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, robbery, burglary, residential burglary, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or permanent disability or disfigurement and any other felony which involves the use or threat of physical force or violence against any individual.

e. ***Forcible stop techniques:***

   1) ***Ramming:*** The deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop. **NOTE: RAMMING WILL ONLY BE USED WHEN THE USE OF DEADLY FORCE IS WARRANTED.**
   2) ***Pursuit Immobilization Technique:*** A forced stop technique in which the pursuing officer's vehicle makes minimal contact with the violator's vehicle.

      a) The contact, followed by a gentle push, causes a reduction in traction for the violator's vehicle.
      b) The subsequent loss of control brings the violator to a stop.
      c) This is a low speed forcible stop technique only.
      d) This procedure should only be used by officers trained in the technique.

   3) Boxing-in/rolling roadblocks:

      a) The technique of having trained officers collectively position their patrol vehicles on all sides of a suspect's vehicle. Once officers have positioned their patrol vehicles around the suspect's vehicle, the goal is to then reduce the subject's speed until it reaches a stopping point.
      b) Boxing-in roadblocks will only be conducted by law enforcement officers who are trained and certified to conduct this technique.

f. ***Pursuit:*** An active attempt by a law enforcement officer operating a motor vehicle and using an emergency warning device to apprehend one or more occupants of another moving vehicle who are attempting to flee or elude.

g. ***Pursuit Vehicles:***

1) ***Primary unit:*** The police vehicle that initiates a pursuit or any unit that assumes control of the pursuit as the lead vehicle (the first vehicle immediately behind the fleeing suspect).
2) ***Secondary unit:*** Any police vehicle that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance. The secondary unit may keep the communications center advised of the status of the pursuit and act as a buffer between the pursuit and surrounding traffic.
3) ***Support unit(s):*** Any other police vehicles that are not directly involved in the pursuit, but may be in a support role, and that attempt, with safe driving techniques, to remain in close proximity to the pursuit. They may be behind, in front of or be approaching the pursuit from the side. They may be used to block traffic from the anticipated route of the pursuit, warn traffic and/or pedestrians or be available to assist in any other way.

h. ***Roadblock:*** 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. All oncoming vehicles shall have a clear view of the roadblock and have ample time to stop safely. The roadblock should contain a restricted route or around it.

3. PROCEDURE:

a. Considerations

1) Factors in Pursuit Decision. The following factors, although not all inclusive, are considerations in the decision to initiate, continue or terminate a pursuit:

a) Nature of the violation;
b) Time of day;
c) Weather conditions;
d) Road conditions;
e) Availability of air support;
f) Geographic location;
g) Population density;
h) Familiarity with the area;
i) Police vehicle capability and reliability;
j) Non-police commissioned persons in the police unit;
k) Has suspect or vehicle been identified and is pursuit necessary;
l) The capabilities of the vehicle being pursued;
m) The safety of the responding officer;
n) The safety of the occupants of the pursued vehicle;
o) The safety of any innocent bystanders;
p) The actions being taken by the vehicle being pursued; and
q) The possibility of identifying the suspect at a later time.

b. Determination:

1) After making the considerations in paragraph C.1.a. above, and weighing those factors set out in paragraph C.1.b., and any other relevant factors, a pursuit will be initiated, or continued, only when the danger created by the possible escape of the fleeing violator outweighs the danger created by the pursuit, and no reasonable alternative exists.

c. Emergency Equipment

1) Officers will activate both the emergency red/blue lights and siren when engaged in a pursuit.
2) See General Order 41-02-01 A, Emergency Vehicle and Call Response, for guidance on the use of emergency equipment and driving options.

d. Pursuit Radio Procedure

1) Initial radio broadcast

a) Officer call sign;
b) Present location;
c) Direction of travel;
d) Reason for pursuit, including offense; and
e) Speed.

2) Dispatcher

a) Clear frequencies;
b) Notify all units of pursuit information; and
c) Ensure the shift commander and the supervisor of the primary unit officer are notified.

3) Shift commander/supervisor

a) Monitor the pursuit; and
b) Approve the continuation of the pursuit.

e. Additional radio broadcasts

1) Officer responsibility

a) Officers are responsible for status reports to the communications center. Normally, this will be the responsibility of the secondary unit.
b) The information in status reports should include:

1. Location;
2. Direction of travel;
3. Speed;
4. Description of vehicle (when not previously given);
5. Registration number (when known and not given previously);
6. Nature of offense the violator is wanted for (when not previously given); and
7. Number and description of occupants, if possible.

2) Dispatcher

a) Coordinate pursuit vehicle(s);
b) Relay information concerning pursuit to support and other units;
c) Alert other area authorities when appropriate;
d) Check registration of pursued vehicles(s) and relay information to all units; and
e) Utilize ISPERN notification when it appears the pursuit will leave Cicero.

f. Assignment of pursuit vehicles

1) Primary Unit:

   a) The Primary Unit is the police unit immediately behind the suspect vehicle. This unit should be a marked patrol car.
   b) When the police officer that is initiating the pursuit is operating a van, or unmarked vehicle, he will immediately notify the dispatcher and request a marked patrol unit to assume the position of primary pursuit.

      1. When the marked police unit has joined the pursuit, it will become the Primary Unit.
      2. The initial unit will abandon direct pursuit, but will proceed as a support unit to the termination point.

2) Secondary Unit:

   a) The secondary unit is the police unit providing immediate assistance and backup to the Primary Unit in pursuit situations. The secondary unit should be marked patrol car. The secondary unit is normally responsible for radio communications and status reports.

3) Dispatcher:

   a) The dispatcher will designate a marked police unit to join the immediate pursuit as a primary unit.
   b) The dispatcher will designate a marked police unit to join the immediate pursuit as a secondary unit.

4) In the event of mechanical failure or accident resulting in the primary unit being unable to continue or maintain immediate pursuit, the secondary unit will automatically assume the position of primary unit, and the dispatcher will assign a new secondary unit.
5) The number of units in a pursuit will normally be limited to two unless the initial pursuing unit requests additional units to safely effect the arrest of the suspects.
6) Units should avoid passing other police units during a pursuit unless requested to do so by the officers in the unit.
7) Support units may be assigned or be involved to assist in apprehension, traffic direction, traffic/pedestrian warnings, etc. Support units will not be part of the pursuit, but may be in front of, behind or lateral to the pursuit. Support units will use safe driving techniques to remain in proximity to the pursuit.
8) The dispatcher will remind officers initiating a pursuit to move to the ISPERN radio channel when the pursuit is leaving the town boundaries.

g. Termination of Pursuit:

1) Apprehension

   a) When the pursuit is successful, the primary unit will be responsible for the arrest, and the secondary unit will provide backup.

2) Police discretion

a) The primary pursuit officer, supervisor or a commanding officer will terminate the pursuit at his discretion by notifying the dispatcher of such decision.
b) Responsibility to terminate the pursuit lays with the officer, supervisor or shift commander, based on their evaluation of existing conditions and other considerations.
c) There should be articulable reasons for terminating or continuing a pursuit.

h. Contact with suspect vehicle lost:

1) When contact is lost with the pursued vehicle, the primary unit will broadcast any additional information to assist other units in locating suspects.
2) A search for the suspect vehicle and occupants will be conducted at the discretion of the supervisor.
3) A Field Supervisor will respond to the termination point of any pursuit and will be responsible for supervising police action at the scene.

i. Apprehension tactics (vehicle pursuits only):

1) Establishing Roadblocks

a) There are no statutes that either forbid or authorize a peace officer to blockade a public road in an effort to apprehend a person who has committed a crime.
b) Complete blockage of the roadway will not be utilized in the Town of Cicero.
c) Emergency roadblocks and forcible stop techniques may be used when appropriate (see definitions 2 and 5, above).

2) Use of pursuit termination devices

See General Order 41-02-03-A for information on pursuit termination devices.

j. Pursuits into Other Jurisdictions:

1) Notification

a) When the pursuit proceeds outside the town, the primary unit will notify the dispatcher, who in turn will notify other law enforcement agencies having jurisdiction in the area of the pursuit, and advise them that the pursuing units will utilize ISPERN.
b) The dispatcher will notify the supervisor of the primary unit as soon as practical any time the pursuit continues beyond the town limits.
c) When the pursuit is moving beyond the town limits, the vehicles will utilize ISPERN for communications.

2) Other Law Enforcement Units

a) When an enforcement unit from another jurisdiction joins the pursuit in its jurisdiction, it will become the primary unit when practical, and the primary pursuit unit from this department will become the secondary unit.
b) The original secondary unit from this department will then become a support unit.
c) Additional units to be committed outside the city must be authorized by a supervisor or shift commander.

k. Pursuits into this jurisdiction from other jurisdictions:

When a pursuit originates in another jurisdiction and enters the town limits of Cicero, Cicero officers will assist the pursuing officers in the following manner:

1) The Cicero police dispatcher will assign units to assist in the pursuit, using the guidelines established in this department's pursuit procedures, insofar as practicable.
2) The Cicero police dispatcher will maintain communications with the agency initiating pursuit when possible.

I. Required Documentation

1) Any and all pursuits will be documented by completing a Pursuit Driving Report even if the pursuit was terminated prior to apprehension of the pursued subject.
2) Copies of all Pursuit Driving Reports documenting a pursuit will be forwarded to the chain of command of the primary officer, up to and including the superintendent, and to the training officer.
3) Upon completion of a pursuit the shift commander will interview involved officers and prepare a summary from the initial notification of a fleeing suspect through the termination of the pursuit.
4) The training officer will conduct a semi-annual analysis each January and July of all pursuits to determine if there are any trends requiring training needs or directive changes. The analysis will be submitted through the chain of command to the superintendent.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-02-02

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **PRELIMINARY DEATH INVESTIGATIONS**

1. POLICY:

The Cicero Police Department will:

a. Respond to the reported deaths of all persons to investigate the death and provide assistance to survivors.
b. Direct responding officers to cooperate with homicide investigators, emergency medical responders, physicians, and the medical examiner to establish the manner of death whether naturally, by accident, suicide, homicide, or unknown causes.
c. Direct officers to approach the investigation of any death as a potential homicide, regardless of how it is reported.
d. Follow procedures as detailed in this order to assist in determining the cause and manner of death

2. PROCEDURES:

a. Initial Response

1) Deceased person or persons near death may be encountered in response to a wide variety of calls for service.
2) Officers who encounter such situations will, based on the circumstances, perform the following:

a) Identify and arrest any perpetrator(s) if present.
b) Ensure officer safety and the safety of others by protecting any weapons found at the scene until advised otherwise.
c) Administer emergency first aid if necessary and/or summon emergency medical personnel.

1. Death can only be determined in an official capacity by a physician. However, in cases involving unmistakable evidence of death (e.g., the presence of lividity or rigor mortis), emergency medical personnel need not be summoned.
2. If the officer determines the person is dead, the factors surrounding the determination will be entered into the officer's report.
3. Officers will resolve any doubt concerning the life or death of a subject by summoning appropriate medical assistance.

d) Where emergency medical personnel are on the scene or have been summoned, provide such personnel with as much latitude as possible to deliver emergency

medical services notwithstanding officers' responsibility to protect the crime or incident scene.

e) Isolate and protect the crime scene from any intrusion by non-essential personnel including officers not directly involved in the crime scene investigation.
f) Notify communications of the circumstances and request the response of a supervisor and any additional personnel as needed. If the death is perceived to be a homicide or potential homicide or the result of accident or suicide, an investigator will also be summoned, and the shift commander notified.
g) Observe and note pertinent circumstances at the scene.

    1. Record the nature of any physical modifications to the crime scene as the result of intervention by emergency medical personnel or others.
    2. Record in a crime scene log the identity of any persons who were present at or who entered the crime scene.
    3. Identify witnesses and record basic information regarding the event. Ask witnesses to remain, if possible. If not possible, determine their identity and how they can be contacted by investigators.
    4. Identify and ensure any suspects do not leave. Responding officers may conduct basic, preliminary questioning of a suspect or witness, but should normally defer interviews to investigators.

h) Ascertain if the deceased was under a physician's care for a potentially life-threatening health problem, and note the name, telephone number, and address of the physician.
i) In deaths apparently resulting from natural causes, determine, to the degree possible, the deceased's physical condition before death.
j) Do not release any information concerning the deceased to the press or the public without agency authorization and until next-of-kin have been notified as established by policy of this agency.

b. Supervisor responsibilities

1) General considerations

a) A supervisor will respond to any reported death.
b) Responsibilities of the supervisor include but are not necessarily limited to the following:

    1. Verify that appropriate requests have been made for assistance by crime scene technicians, investigators, and command personnel and request any additional personnel to protect the crime scene or conduct the investigation as necessary.
    2. Receive a verbal report from initial responding officers regarding pertinent conditions at the scene upon their arrival, circumstances surrounding the death, the presence of witnesses and/or suspects, disposition of the body, and related details.
    3. Ensure completion of preliminary information collection and the protection and integrity of the crime or incident scene.

2) Death by natural causes

a) The deceased's body may be released to a mortuary the next of kin have chosen if the following conditions are met:

1. The medical examiner's office has authorized the release; and
2. The death is pronounced by the medical examiner or a physician (the body may need to be transported to a hospital for the pronouncement of death).

b) Under the foregoing circumstances, investigators need not be summoned.
c) If the attending physician cannot be reached, or will not sign a death certificate in the above situation, the medical examiner's office will be notified and will make a determination regarding the disposition of the body.
d) Bodies will not be moved unless located in a spot deemed untenable (e.g., in danger of damage or destruction).
e) Emergency medical personnel or funeral home attendants may be requested to move bodies when necessary and permitted.
f) In all other cases, bodies may be covered but may not be moved without approval of the medical examiner or investigators.

3) Death by other than natural causes

a) In all cases of death the medical examiner's office will be notified.
b) In any case in which there is doubt concerning the cause of death, the criminal investigators will be notified and will be responsible for conducting an investigation of the death and notifying the medical examiner's office.
c) In cases of death by accident, suicide, homicide, or undetermined causes, the supervisor will coordinate with investigators and the medical examiner's office in protecting the scene and conducting a preliminary investigation of the incident.

c. Assistance to survivors

1) Providing basic support and crisis assistance to survivors is the responsibility of both responding officers and investigators.
2) The nature of such assistance must be dictated by the circumstances, but officers should use the following as a guide in these instances.

a) Officers should not leave the scene of a death where survivors are present until reasonably assured the survivors have adequate personal control and/or family or close friends readily available to provide support.
b) In gauging the need for assistance, officers will also consider the following:

1. The emotional reactions and physical condition of the survivors;
2. Availability of other adults in the home or immediate area;
3. Responsibility of the survivors for infants or small children;
4. Home environment, if apparent, (e.g., evidence of excessive alcohol use or drug use, lack of means of financial support, shortage of food, problem with shelter, etc.); and
5. Availability of a support system (e.g., including friends, family, close neighbors, access to clergy, means of transportation, etc.).

c) Officers should remain alert to the need of survivors for emergency medical assistance, for example, in cases of physical or emotional collapse or related problems.

d) Officers should be aware of confusion on the part of survivors. They should speak slowly and deliberately, and write down any pertinent information survivors may need. This may include such matters as the following:

1. Relocating of the body.
2. Locating personal effects.
3. Meeting identification requirements/procedures.
4. Providing notifying officers' names, agency, and telephone numbers.

e) Officers will refer to and follow procedures provided by this agency for the notification of next of kin.

d. Reporting Death

1. General Report Form by the assigned officer or investigator must be complete.
2. Preliminary Death Investigation Module by assigned officer or investigator (see Addendum "A" 41-02-02b)
3. Prepare any other documents.

By Order of:

_____

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-02-02-B

EFFECTIVE DATE: June 1st, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: PRELIMINARY DEATH INVESTIGATION: DEATH INVESTIGATION CHECKLIST

CICERO POLICE DEPARTMENT

DEATH INVESTIGATION CHECKLIST

This form is to be used as a supplementary source sheet for readily available information. It is designed to assist an investigating officer in preparing the official police report and is not intended to replace the official police report.

VICTIM:

Name of Deceased: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone No.: (_____)_____
Area Code

Sex: _____ Race: _____ Age: _____

Date of Birth: _____
Date Month Year

Social Security Number: _____

Driver's License Number: _____

Marital Status: S M W D Separated Unknown

NEXT OF KIN:

Name : _____
Last First Middle

Relationship: _____

Address: _____
Street City State Zip Code

Telephone Nos.: _____

_____

POLICE NOTIFIED BY:

Date: _____
Date Month Year Time

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone No.: (_____)_____
Area Code

Relationship to Deceased: _____

DECEASED FOUND:

Date: _____
Date Month Year Time

Address: _____
Street City State Zip Code

Location: [ ] Apartment [ ] Home [ ] Other

Entrance by: [ ] Key / Cutting Chain [ ] Forcing Door

[ ] Other _____

Type of Lock or Door: _____

Condition of
Doors: [ ] Open [ ] Closed [ ] Locked [ ] Unlocked
Windows: [ ] Open [ ] Closed [ ] Locked [ ] Unlocked

BODY FOUND:

[ ] Living Room [ ] Dining Room [ ] Bedroom

[ ] Kitchen [ ] Attic [ ] Basement

[ ] Other _____

Location in Room: _____

Position of Body: [ ] On Back [ ] Face Down [ ] Other _____

DATED MATERIALS:

[ ] Mail [ ] Newspapers [ ] TV-Guide [ ] Other _____

LAST CONTACT WITH DECEASED:

Date: _____
Date Month Year Time

Type of Contact: [ ] In Person [ ] Telephone [ ] Other _____

Name of Contact: _____
Last First Middle

EVIDENCE OF A CRIME:

[ ] Burglary [ ] Robbery [ ] Sexual Assault [ ] Other _____

IDENTIFICATION OF DECEASED: [ ] Yes [ ] No

How accomplished: _____

How to be accomplished: _____

EVIDENCE OF DRUG USE: [ ] Yes [ ] No [ ] Prescription [ ] Non-prescription

Description: _____

MEDICAL EXAMINER'S NOTIFICATION:

Name: _____ Star # _____
Last First Middle

Case # _____ On scene: [ ] Yes [ ] No

Medical Examiner Seals Placed: [ ] Yes [ ] No Number of Seals: _____

Location of Seals: [ ] Front Door [ ] Back Door [ ] Side Door [ ] Window(s)

CONDITION OF BODY:

[ ] Fully Clothed [ ] Partially Clothed [ ] Unclothed

Preservation: [ ] Well Preserved [ ] Decomposed [ ] Semi-Decomposed

Estimated Rigor: [ ] Complete [ ] Head
[ ] Arms [ ] Legs

Color: [ ] Blue [ ] Pink [ ] Red [ ] Black

Blood: [ ] Yes [ ] No Location: _____

Ligatures: [ ] Yes [ ] No Type: _____ Location: _____

APPARENT WOUNDS:

[ ] None [ ] Gunshot [ ] Stab [ ] Blunt force Number: _____

Location: [ ] Head [ ] Neck [ ] Chest [ ] Abdomen

[ ] Extremities [ ] Other

Hanging: [ ] Yes [ ] No [ ] Other _____

WEAPON(S) PRESENT:

Type: [ ] Firearm [ ] Knife [ ] Bludgeon

[ ] Other _____

CONDITION OF SURROUNDINGS:

[ ] Orderly [ ] Untidy [ ] Disarray

Odors: [ ] Strong [ ] Slight [ ] None

Evidence of Last Food Preparation

Where: _____

Type: _____

BODY REMOVAL:

Removed by: _____

Removed to: _____

DEATH CERTIFICATE:

Doctor/Medical Examiner: _____
Last First Middle

Will sign [ ] Won't sign [ ]

PRONOUNCEMENT:

Hospital: _____
Name Address

Doctor: _____
Last First Middle

Date: _____
Date Month Year Time

POLICE NOTIFICATION:

Supervisor: _____ Rank _____
Name

On scene: [ ] Yes [ ] No

Evidence Technician (s): _____
Name

On scene: [ ] Yes [ ] No

Officer/Detective: _____

On scene: [ ] Yes [ ] No

By order of:

_____
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-03-01

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **CICERO POLICE DEPARTMENT VEHICLES**

1) POLICY:

The Cicero Police Department will establish standards for equipping police vehicles with the necessary emergency and support equipment to allow safe and effective operation of the patrol vehicle while responding to various types of emergency calls for service. This order also provides policy and procedure for the use and maintenance of various types of equipment utilized largely by Patrol Division personnel.

2) PROCEDURE:

a. Vehicle markings

1) Vehicles, with the exception of detective, unmarked traffic, and command vehicles, will be conspicuously marked as police vehicles in order to provide a highly visible presence within the community.
2) High visibility of patrol vehicles provides the following positive consequences:

a) A deterrent to crime,
b) A sense of safety and security to the people of the community,
c) ~~Increased safety for patrol officers, especially while responding to emergency calls~~ for service.

3) Markings on vehicles will include, but not be limited to:

a) "Cicero Police" in large, reflective, highly visible lettering.
b) The emergency telephone number "911."
c) The unit number on sides and rear.

b. Patrol vehicle equipment

1) All patrol vehicles will be equipped so as to maximize their effectiveness.
2) The equipment will include, at a minimum:

a) Red and blue overhead emergency lights.
b) Siren and public address system.
c) Exterior spot, alley and take down lighting.
d) A radio transceiver capable of operating on ISPERN, the Illinois State Police Emergency Radio Network.

c. Unmarked vehicle emergency equipment

1) Any unmarked vehicle that is used in the field to make vehicle stops will be equipped to include, but not be limited to, the following emergency equipment:

a) Highly visible, red and blue lights and
b) A siren and public address system.

2) Officers deployed in unmarked vehicles are reminded that the emergency equipment in these vehicles is not as visible as the equipment in a fully marked patrol vehicle.
3) Officers are directed to exercise due care when operating unmarked vehicles with this equipment as visibility of the police car may, at times, be limited.

d. Patrol vehicle accessories

1) In order to enable officers to respond adequately to accidents or other emergencies, every patrol vehicle will be furnished with the following accessories:

a) A first aid kit that contains two blood borne pathogen personal protective equipment kits.
b) A fire extinguisher.

2) At the beginning of their assigned tour of duty, officers will inspect and search their vehicles (See Addendum 1, GO 41-03-01-A).

e. Traffic control vehicles will contain following additional items:

1) One digital camera.
2) Flares.
3) Measuring tape.
4) Measuring wheel.

f. ~~Detective vehicle accessories will contain the following additional items:~~

1) One digital camera.
2) One fingerprint kit.
3) Crime scene tape.

g. Field supervisory vehicle accessories will consist of the same items as those vehicles assigned to detectives, except the supervisory vehicle will **NOT** contain a fingerprint kit, but **WILL** contain flares and ***emergency plans for schools.***

h. Safety restraining devices

1) Persons driving or riding in department vehicles will use the seat belts/shoulder harnesses provided in each vehicle regardless of the person's seating position in the vehicle.
2) Unless a replacement vehicle is unavailable and an emergency exists, no person will operate a department vehicle in which any belt in the front seat is inoperable.
3) This policy does not apply to an employee possessing a written statement from a physician stating that such person is unable, for medical or physical reasons, to wear a seat safety belt.
4) All employees of the Cicero Police Department, while operating a department vehicle, will comply with 625 ILCS ACT 25, "Child Passenger Protection Act." Specifically, no

employee of this department will transport a child in a department vehicle for any reason unless the following requirements are satisfied:

a) Any child under age four (4) years will be properly secured in a child restraint system as defined within the Act.
b) Any child age four (4) or older, but under age six (6) years will be secured in either a child restraint system or a properly secured seat belt.
c) The Deputy Superintendent of Administration will ensure that an ample supply of child restraint devices is available for use in department vehicles. The field supervisor will arrange for the delivery of a child restraint system when advised by an employee of the department of the need to transport a child.

i. Department vehicles maintenance procedure

1) All maintenance and preventative maintenance of department vehicles will be performed by the dealer while under warranty. A private vendor may be utilized for out of warranty vehicles. All such maintenance will be scheduled through the assigned fleet officer assigned through the office of the Deputy Superintendent of Administration.
2) Employees assigned a department vehicle will assume responsibility to ensure that any malfunctions or mechanical problems with the assigned vehicle are promptly reported to the fleet officer and the office of the Deputy Superintendent of Administration.
3) Any employee experiencing difficulties with any vehicle of this department during their tour of duty, that would obviously cause additional damage to the unit will discontinue its use, and immediately notify the field supervisor and shift commander of such problem. The field supervisor upon any such notification will evaluate the problem with the vehicle and determine the appropriate course of action for the vehicle.
4) All requests for maintenance work on department vehicles will be documented on a form and in a manner as prescribed.
5) No employee will alter or authorize the alteration of any vehicle without the written approval of the Deputy Superintendent of Administration.
6) No employee will install equipment on his or her assigned vehicle without prior approval of the Deputy Superintendent of Administration.

j. Equipment maintenance procedure

1) Maintenance and servicing of all department equipment will be scheduled through the fleet officer.
2) Any employee experiencing a malfunction or failure of any equipment of the department will report the problem to their immediate supervisor without unnecessary delay.
3) All requests for maintenance work to be done on department equipment will be documented on a form and in a manner as prescribed by the assigned fleet officer.
4) Each employee of this department is responsible to ensure that any personal use equipment issued by the department is kept in good repair and working order.

By Order of:

_____

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 42-02-05

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **ABANDONED NEWBORN INFANT**

1. POLICY:

The Cicero Police Department will establish a procedure to be followed when a parent relinquishes a newborn infant in accordance with the Newborn Infant Protection Act.

2. DEFINITIONS:

a. *Newborn Infant:* A child that is 30 days old or younger.
b. *Facility:* A hospital, police station, fire station or emergency medical facility.

3. PROCEDURES:

a. If an infant is relinquished to The Cicero Police Department the following procedures will be followed:

1) Accept and provide all necessary emergency services and care to relinquished newborn infant.
2) Arrange for the transportation of the relinquished infant to the nearest hospital as soon as possible.
3) If the parent(s) return to the Cicero Police Department within 72 hours after relinquishing the infant, the officer shall inform the parent(s) of the name and location of the hospital to which the infant was transported.
4) Allow the relinquishing parent(s) to remain anonymous and to leave the Cicero Police Department without being pursued, provided that the infant shows no signs of abuse or neglect. Law enforcement personnel should make a physical appraisal of the infant and if any signs of abuse or neglect are observed, the relinquishing parent should be held until an investigation can be completed.
5) Inform the parent(s) that by relinquishing the child anonymously he/she will have to petition the court if he/she wants to prevent the termination of parental rights and retain custody.
6) Offer the parent(s) an information packet containing prescribed materials.
7) Complete a General Report Form (GRF).
8) File a report to the state within 12 hours of accepting a relinquished infant.

b. The investigating officer will make the following notifications:

1) The shift Commander who will follow the chain of command.
2) Department of Children and Family Services (DCFS).

c. An envelope with the state supplied forms will be located at the front desk for distribution to the parent(s) of the infant notifying them of their rights.

By Order of: _____
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 42-01-03

EFFECTIVE DATE: April 07, 2016

SUBJECT: Crime Scene Processing

I. Purpose

This directive continues:

A. the duties and responsibilities of Department members assigned to the protection and investigation of crime scenes.

B. the concept of forming inner perimeters, outer perimeters, and staging areas at crime scenes.

C. the use of crime scene barrier tape for creating perimeters.

D. the use of crime scene evidence markers.

II. Policy

It is the policy of the Cicero Police Department to secure and protect crime scenes, when appropriate; to collect, preserve, and submit evidence for analysis in a manner consistent with Department directives and legal requirements.

III. General Information

A. A crime scene can contain physical evidence that may be relevant to a successful investigation. Therefore, every crime scene will be evaluated for the presence of physical evidence.

B. A supervisor will immediately be notified when a preliminary investigator (assigned Patrolman) determines that physical evidence is present at a crime scene that requires processing by Department evidence technicians (Det. Div.) or the Illinois State Police-Crime Scene Investigations Unit (ISP-CSI) or the Cook County Sheriff's Police (CCSPD) Evidence Technicians.

C. When feasible, a supervisor will respond to the scene and determine if Detective Division personnel are needed for crime scene processing. If a supervisor is unable to respond, the preliminary investigator will make the request.

D. In the absence of exigent circumstances, a crime scene will be:

1. established by use of crime scene tape. In instances of a violent crime or major incident crime scene tape will be used to establish

a. an outer perimeter well in excess of the actual scene. This will allow for personnel (Command, other personnel with expertise but not necessarily involved in the actual investigation of the crime, etc. and not essential within the actual working crime scene to confer and plan without needing to actually enter the crime scene, and

b. an inner perimeter (if possible by use of red crime scene tape) will also be established that will be the known crime scene at the time. In many cases regarding violent crimes this will also indicate the possible presence of biohazards/bodily fluids etc. and special care and attention should be used by all investigating members inside this area. When in doubt of the exact size of the scene expand the size accordingly based on the type of crime and known facts at the time.

1). Only personnel actively investigating the crime scene will be allowed into the inner perimeter/crime scene. All members entering the inner perimeter/crime scene will be documented by name, star #, time entering the scene, and purpose for entering. This will be documented on a Department Crime Scene Log which will be kept by a designated Patrol Officer or Detective as determined by the scene supervisor.

2. protected, with sufficient personnel and crime scene tape, until it is completely processed for physical evidence. Evidence, when possible, will be marked with evidence markers until it can be processed.

E. Evidence will NOT be disturbed prior to processing, unless it is absolutely necessary to preserve life or to protect the evidence from loss or damage. If the movement of evidence is unavoidable it will be photographed before being moved, if feasible. [This section was moved and given a new letter based on content)

F. When a Department member determines there is a compelling reason to handle evidence before the crime scene has been evaluated by Detective Division personnel, he or she will wear fresh rubber gloves at all times for each, when feasible:

1. item of evidence touched, or

2. firearm touched

NOTE: Each item of evidence or firearm that has been touched prior to the processing of the scene will be inventoried by the recovering

Department member. Each firearm will be placed in a fresh Firearm's Evidence Box.

EXCEPTION: Recovered Firearms that require fingerprint or DNA processing will not be touched, handled, or removed by any members on the scene other than the locating officer with the approval of a supervisor. If exigent circumstances exist that require the immediate removal of the firearm, the recovering officer will handle and secure the firearm in a manner that minimizes the risk of spoiling or degrading the evidence. The exigent circumstance requiring immediate removal will be thoroughly documented in the appropriate case report narrative.

G. Whenever physical evidence is moved or disturbed prior to the scene being processed by the Detective Division, the involved member will:

1. immediately notify a Patrol Division supervisor assigned to supervise the preliminary investigation.
2. immediately notify responding Detective Division personnel
3. inventory the evidence, unless relieved of this responsibility by the assigned Detective
4. detail the circumstances in the narrative of the appropriate case report, if the member is the assigned preliminary investigator. {Moved to end of sentence for punctuation and flow]
5. detail the circumstances in a Supplementary Report, if the member is not the assigned preliminary investigator. {Moved to end of sentence for punctuation and flow]

H. Access to a crime scene will only be permitted to personnel who are responsible for:

1. rendering aid to the injured,
2. supervising the investigation,
3. protecting the crime scene,
4. investigating the crime,
5. processing the crime scene for evidence, or
6. processing deceased persons.

NOTE: All other personnel must receive authorization from the on- scene supervisor in charge/command of the scene to access a crime scene.

I. The Detective Division will assign a detective to respond to and investigate all crime scenes involving homicide, suicide, suspicious death, aggravated battery likely to cause death, the discharge of a firearm by or at a Department member has occurred (other than under normal circumstances during Department firearms training), or any incident in which the ranking Patrol Division supervisor on the scene requests the assignment of a Detective.

J. Evidence Technician personnel (Illinois State Police or Cook County Sheriff's Department) will be requested to all crime scenes involving any homicide, suicide, aggravated battery likely to cause death, incident where the discharge of a firearm by or at a Department member has occurred, or any incident in which the Patrol Division supervisor on the scene requests the assignment of Evidence Technician personnel.

Note: In instances involving an officer involved shooting (OIS) wherein anyone is struck by gunfire or suffers injury likely to cause death the Illinois State Police Public Integrity Task Force (ISP-PITF) will be immediately notified and they in turn will notify evidence technicians. The scene should be secured and evidence maintained until the arrival of the ISP-PITF and their Evidence Technician personnel.

By order of:

[redacted]

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 43-01-04

EFFECTIVE DATE: October 15, 2018

SUBJECT: 1505 Asset Forfeiture

1. **PURPOSE:**
Pursuant to 725 ILCS 150, 720 ILCS 570/505, 720 ILCS 550/12 and similar federal asset forfeiture statutes, the Cicero Police Department is actively seeking to seize currency and property that is deemed to be used in, or proceeds of, illegal drug transactions. The property and currency from these forfeitures, according to statute, shall then be used by the Cicero Police Department to further combat drug use and sales within the Town of Cicero. The list of items eligible for seizure includes, but is not limited to currency, vehicles, other conveyances, and real property including land.

2. **POLICY:**
   A. Several points of criteria exist to justify the recovery of certain items for seizure, and the general guidelines are as follows:
      1. In drug seizure, for possession only cases, an individual must possess **2 unit doses** or more of a **controlled substance**.
      2. In drug seizures of cash, less than $100 may not be seized for possession with intent cases or manufacture/delivery cases.
      3. For possession only cases, less than $500 may not be seized.
      4. An individual is suspected of any **felony** violation of the Cannabis Control Act defined in 720 ILCS 550 (Felony possession is currently 100 grams or more unless there is a prior conviction, in which case the threshold is 30 grams. Possession with intent may be 10 grams or more).
   B. Items eligible for seizure:
      1. <u>Currency:</u>
         a. The suspect is in immediate possession of both illegal drugs and currency, and the amount of currency recovered is at least $100 USC in Possession with Intent cases and $500 in Possession cases, or
         b. The illegal drugs are in close proximity to the currency, and no immediate suspect is identified, or
         c. A subject is in possession of currency and has no drugs, but admits the money was obtained from drug sales, or
         d. A subject in possession of U.S.C denies ownership and makes written disclaimer of the same or
         e. Under very specific circumstances, the seizure of extremely large amounts of currency without immediate proximity to illegal drugs is possible. If an unusual amount of currency is located, the GCTU should be contacted

immediately for further disposition. Currency should not be seized for the sole reason that it is a large amount unless the person in possession makes written disclaimer of ownership of said monies, admits proceeds are from drug sales, or reasonable circumstances exist to lead an investigator certified in asset forfeiture to believe it was derived from illegal drug sales, or

f. Probable cause exists

2. Vehicles:
   a. The illegal drugs are found somewhere inside a vehicle or other conveyance other than on someone's immediate person.
   b. Illegal drugs are found in possession of the vehicle's occupants.
   c. The conveyance was used to facilitate or intended to be used for the transporting, selling, concealing, possessing, or receiving of illegal drugs.
3. Other Conveyances:
   a. The seizure of utility vehicles, trucks, motorcycles, scooters, and other such conveyances directly used in the offense shall be governed as listed above.
   b. Other conveyances such as boats, mobile homes, trailers, etc. and all previously listed vehicles that are not directly used in the commission of a drug offense can be considered on a case by case scenario.
   c. Contact the Department Asset Forfeiture Coordinator for determining if a particular item is eligible for final approval.
4. Property:
   a. The seizure of property including, but not limited to jewelry, computers, televisions, precious metals, artwork, firearms, other weapons, surveillance equipment, scales, and other electronics shall be determined by the Department Asset Forfeiture Coordinator certified in asset forfeiture.
   b. All real property seizures including residential and commercial property will be conducted by the Department Asset Forfeiture Coordinator.

3. PROCEDURES:

A. Asset forfeiture is done through civil proceedings, and criminal charging is not necessary for a seizure to occur.

B. If the above criteria are met, the following procedures should be followed:
   1. Contact a supervisor to determine if the case needs additional assistance from the GCTU.
   2. When money is recovered from an individual, conduct an interview to ascertain where the money was obtained, if he/she is employed, his/her hourly wage, hours worked per week, what expenses the person has, and other pertinent information necessary to help establish the illegitimacy of the money. Make sure to document that in your report and if possible in a written offender statement.
   3. Document everything that led you to believe that the currency or property was involved in drug activity. This should include, but is not limited to: prior arrest history, citizen tips, informant tips, presence of drug paraphernalia or packaging materials, drug ledgers, scales, the use of an alias, statements by an individual or associates, weapons,

surveillance equipment, lack of employment, association with other subjects involved in drug activity, hidden location recovery, evasive behavior, positive alert by drug detection dog, and hidden vehicle compartments.

4. If a drug-related arrestee is in immediate possession of currency, transport the subject into the booking area as usual and recover the currency after intake by marking the prisoner property form accordingly. Issue the subject a receipt for the recovered currency and place it in the evidence locker with a separate inventory sheet.
5. Have individuals sign the release of liability disclaimer form if they state that they do not know who the owner is, of any particular currency.
6. Make sure to recover packaging material, scales, pagers, cell phones, ledgers or any other indicia of drug sales.
7. Money and vehicles recovered for seizure are not evidence so they should be designated simply as recovered property or indicated for towing.
8. Make sure to detail the method of vehicle use and location within the vehicle that the drugs were located in your incident report.
9. Vehicles should be towed to a tow yard approved by the Town of Cicero and the tow sheet must be marked "Hold for 1505". (The mileage of the vehicle must be documented on the tow sheet).
10. In all seizures, copies of all paperwork shall be forwarded to the Asset Forfeiture Coordinator. This includes: the incident report, all written statements, name checks, Criminal histories, consent to search waivers, vehicle registration information, title search information, tow sheet(s), inventory form(s), copies of complaints, Fair Market Value printout from Kelly Blue Book, vehicle mileage, and all other pertinent information that is related to the case and forfeiture.
11. In cases when Department Asset Forfeiture Coordinator determines no forfeiture proceedings will go forward, after the initial seizure, the initial investigating officer will, after being notified by the Department Asset Forfeiture Coordinator, do the following:
    a. Vehicles: Advise records and the towing director that the seizure will not proceed further.
    b. Currency: Advise the Evidence Custodian that the seizure will not proceed further.
    c. Other Items Seized: Advise the Evidence Custodian that the seizure will not proceed further

C. Supervisory Responsibilities
    1. Review Asset forfeiture paperwork to determine its correctness and completeness before the investigating officers forward the paperwork to the asset forfeiture coordinator.

D. Asset Forfeiture Coordinator Responsibilities
    1. Receives and reviews asset forfeiture packets
    2. Determines if forfeiture proceedings will continue based on the review
    3. For cases being processed for seizure, distributes asset forfeiture paperwork to the appropriate agencies (Cook County States Attorney's Office and Illinois State Police, as appropriate).

4. For cases not being further processed for seizure, advising the initial investigating officer that no forfeiture will be occurring.
5. Maintain all asset forfeiture records
6. Distribute funds and/or assets as awarded by the Cook County States Attorney's Office
7. Maintain Department records of asset forfeitures in "holding" and "final" bank accounts.

E. Evidence Custodian Responsibilities:
1. Deposit seized funds in the asset forfeiture "holding" account.
2. Forward requests for reimbursement to Asset Forfeiture Coordinator

F. Records Division Responsibilities:
1. Change the status of vehicles being held for seizure when notified that asset forfeiture proceedings are no longer being pursued.

By Order of:

[redacted]

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 42-02-04

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **CHILD SEXUAL ABUSE INVESTIGATION**

1. POLICY:

The Cicero Police Department will establish rules and guidelines to ensure the coordination and cooperation among all agencies involved in a child sexual abuse cases. These guidelines will be strictly adhered to.

2. PROCEDURES:

a. Children who are victims of sexual abuse require a wide variety of services.

1) Police officers must be mindful of the special circumstances that exist when a child has been victimized by a sexual abuser.
2) Officers must also be aware that a reported incident of sexual abuse may represent more extensive unreported incidents.
3) Special precautions must be taken if the alleged offender is employed or volunteers in organizations that include groups of children.

b. Responding to calls of alleged sexual abuse of a child

1) The first officer on the scene of a suspected child abuse case will limit the preliminary investigation and interview of the victim to background information pertaining to the case.
2) It should be remembered that if the physical safety of the child is at risk, or other facts so warrant, the child might be removed immediately to a safer environment.
3) If the incident is reported by an adult, **do not** interview the child. If the child is reporting the incident, gather minimal information - do not inquire into details.
4) If there is sufficient reason to believe sexual abuse may have occurred the officer will make immediate notification to a department investigator who will notify, without delay, the Illinois Department of Children and Family Services (DCFS) at 1/800-25-ABUSE.

c. Multidisciplinary response planning. The Deputy Superintendent of Investigations will ensure that there is a cooperative agreement between the department and child sex abuse related agency that establishes a general protocol to be followed in child sex abuse cases. This protocol will be provided to each investigator. It will provide for the following (but not be limited to) for child sex abuse cases:

1) The department will request multi-disciplinary planning and coordination in investigations of child sexual abuse cases.
2) Each participating agency must be contacted and notified about a potential case.
3) These participating agencies must determine the following:

a) When the interview should be held (day and time).
b) Where the interview should be held.
c) Who should conduct the interview.
d) Who will document the interview.

4) It is strongly recommended that participating agency representatives meet prior to the interview to exchange pertinent information and discuss the plan for the interview.
5) After the initial interview has been completed the participating agencies will maintain contact to determine the course of the investigation.
6) There are numerous outside agencies that may be called upon to assist, depending upon the nature of the case. In such cases, the deputy superintendent will ensure that appropriate notifications and requests for assistance are made.

d. Officers investigating cases of alleged sexual abuse of a child will complete a general report form that will be forwarded to the investigations division for follow-up.

By Order of:

_____
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 43-01-03

EFFECTIVE DATE: **August 1, 2018**

SUBJECT: **Firearm Turn-In Program**

1. MISSION:

a) The Cicero Police Department will aggressively target and remove illegally possessed firearms from the streets of Cicero. This will reduce the possession of firearms by criminals, reduce firearm-related crimes, and enhance the quality of life for the citizens of Cicero.

2. DEFINITIONS:

a) **FTIP (Firearm Turn-In Program)** - Any firearm legally and willingly turned over to the Cicero Police Department in an effort to promote public safety.

b) **Drop Location** - The agreed location designated by the police officer and civilian to recover an illegal or unwanted firearm. This procedure is a result of a preliminary investigation or a public citizen who requests anonymity.

c) **Offender Ambush**- Is an attempt by offenders to retaliate against the police and possibly acquire the firearms of the investigating officers.

d) **Recovery Team** - A team of Cicero Police Officers assigned to recover a firearm. The Recovery Team will consist of no less that (2) two officers to ensure officer safety and guard against the possible offender ambush.

3. PROCEDURES FOR INVESTIGATING OFFICERS:

a) The investigating officers conducting an arrest pursuant to a criminal investigation will inquire of the offender/arrestee if they would be willing to participate in the FTIP.

b) One of the investigating officers will personally notify his/her supervisor of any preliminary investigation involving a possible FTIP prior to the turn-in of any firearm, as well as notify his/her supervisor immediately after the recovery of any firearm. All officers involved in said investigation are responsible for ensuring that a supervising officer has been notified of both the possible FTIP and any successful FTIP.

c) The primary investigating officers will take control of any recovered firearm(s), and handle the recovered firearm(s) consistent with standard evidence recovery protocols.

d) In discussing the FTIP, the investigating officers will offer the arrestee/offender a prompt processing related to the arrest (as is afforded other arrestees). When applicable, advise the prosecuting assistant state's attorney that the arrestee/offender is willing to cooperate with law enforcement via the FTIP, and in specific situations, secure the offender's vehicle from impound.

e) The investigating officers will ask the arrestee/offender for any information regarding the existence of any illegally possessed or unwanted firearms, including the location of such firearms.

f) The investigating officers will make clear that the arrestee/offender will not be charged for offenses related to the simple possession of any firearm(s) that is seized through the FTIP, but will not provide immunity to the arrestee/offender for any other offenses that could be related to the firearm(s) seized (*e.g.* aggravated battery, attempted murder, etc.).

g) The investigating officers will follow all policies regarding the recovery and storage of evidence when recovering a firearm(s) through the FTIP, including ensuring that the recovered firearm(s) are properly inspected, secured, and all ammunition is extracted and properly stored as evidence.

h) If a "drop location" is used to recover a firearm, assisting officers arriving at the "drop location" will:

   1) In advance of the planned drop time, notify dispatch via phone ,canvass the "drop location" area for pedestrians and vehicles to ensure officers and public safety.
   2) Assisting Officer(s) will assist in the recovery of the weapon(s) while a second officer (or officers) provide security for the recovering officer(s).
   3) As soon as practicable after recovery of the firearm(s), a recovering officer will render the firearm safe and extract all ammunition.

i) The investigating officers will conduct a firearm LEADS and NCIC inquiry for each recovered firearm through the Cicero Police Department Communications Division.

j) The investigating officers will complete and submit to their supervisors an ATF trace form for supervisory review prior to trace form being submitted to the the ATF.

k) The investigating officers will transport all recovered firearm(s) and related items to the Cicero Police Department evidence vault

l) The investigating officers will prepare a detailed case report documenting the recovery of the firearm(s) including the:

   1) Name of the individual providing the information regarding the firearm(s);
   2) Specific representations made to the arrestee/offender regarding the benefits and protections provided based on their cooperation.

m) In a FTIP "Catch/Release" investigation where a subject is involved, the investigating officers will ensure the subject is processed as a Source/CI status (persuent to G.O. 43-01-02 Establishment of Informants, Other Sources of Information and Confidential Source Files).

   1) Prior to allowing a FTIP "catch/release," the officer(s) who will monitor the subject must obtain supervisory approval from the on-duty Watch Commander (Divisions/Units outside of patrol will utilize their Division/Unit head for approval) for FTIP"catch / release."
   2) In considering approval, supervisors shall not approve FTIP "catch/release" for any individual who is under 18 years of age without written consent of the parent(s) or legal guardian. Should that individual be a ward of the court, approval will be first obtained from the court.
   3) In considering approval, supervisors shall not approve FTIP "catch/release" where the subject has been convicted (or has pending) a felony offense considered as an offense against a person including but not limited to aggravated assaults, sex offenses, and similar or more serious offenses.

i. Further, and specifically, FTIP "Catch and release" **will not** be used in the following circumstances, without the approval of a Department Deputy Superintendent or Division Commander, or above:

a) When a subject is in custody on a complaint signed by a victim

b) When a subject is in custody for Domestic Battery

c) The subject's criminal history indicates convictions for:

1) DUI

2) Sex Offenses

3) Domestic Battery

4) Forcible Felonies

5) Subject has an active, serviceable arrest warrant issued for their arrest

4) Officers responsible for monitoring the individual as part of the FTIP "catch/release" shall complete all paperwork identified in this policy, including reports of recovery, and other paperwork for each occurrence of assistance that the individual provides.

n) Any firearms recovered as a result of an investigation outside the borders of the Town of Cicero will be recovered and processed according to Cicero Police Department policy regarding evidence handling (General Order: 84-01-01-A Recovered/Seized Firearms Evidence).

4. SHIFT/IMMEDIATE SUPERVISOR RESPONSIBILITIES:

a) The Shift/Immediate Supervisor will document the FTIP firearm in the Daily Activity Report.

By Order of:

[redacted]

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 43-01-02

EFFECTIVE DATE: **August 1, 2018**

SUBJECT: **Establishment of Informants, Other Sources of Information and Confidential Source Files**

1. PURPOSE:

The purpose of this Order is to set forth the standard operating procedures to be followed by members of the Cicero Police Department in the establishment and utilization of informants and other sources of information.

2. POLICY:

It is the policy of the Cicero Police Department, to utilize Informants and other resources of information to combat and investigate criminal activity, to include but not be limited to, violations of the Controlled Substance Act (720 ILCS 570) and the Cannabis Control Act (720 ILCS 550). Although this is the primary function of the GCTU, all units (with the exception of the Internal Affairs Division) within the Department will utilize the outlined procedure contained in this order. It is the policy of the Cicero Police Department that any individual acting in the capacity of a Confidential Source **MUST** be registered with this department.

3. DEFINITIONS

A. Informant:

An informant is generally defined as any source that is in a position to furnish information and/or perform a service or activity under the specific direction and control of Law Enforcement. In exchange for such intelligence information or other services provided by an informant, there may be an expectation of monetary compensation or some other consideration.

B. Confidential Source File

A separate confidential file, which includes, but is not limited to, the identity of the confidential source, their work history, their criminal history, and any related investigative reports and/or administrative information related to the C.S.

4. CLASSIFICATIONS:

A. SOURCE OF INFORMATION (SOI)

A source of information is an individual or group such as a civic organization or business that provides information on an occasional basis but not under the specific direction of Law Enforcement. Such an SOI does not expect compensation and is not an active participant in investigative activities. As with all sources, confidentiality will be protected to the extent

permitted by law.

B. Registered Confidential Sources: Various types of registered confidential sources are:

1) REGULAR USE INFORMANT

A regular use informant is an individual who assists by providing information regarding drug and/or non-drug related criminal activity and may also assist law enforcement with the initiation and development of drug or non-drug related criminal investigations. A regular use informant has a reasonable expectation of confidentiality and works under the direction and control of at least two Law Enforcement Officers. However, a regular use informant has no history of prior felony convictions, and there are no current pending criminal charges.

2) DEFENDANT INFORMANT

A defendant informant is one who has been arrested for a state or federal offense or who is subject to arrest and prosecution for such an offense. Prior to any use, coordination will be made with the appropriate prosecutor. No representations or assurances will be made to a defendant informant other than an agreement to make known to the prosecutor the nature and extent of any cooperation given by the informant.

3). RESTRICTED USE INFORMANT

A restricted use informant is an individual who meets any of the following criteria: The use of a restricted use informant requires the approval of the director of the GCTU or higher authority.

- One or more prior drug convictions or two or more other felony related convictions.
- Person(s) less than 18 years of age. In all such cases, written consent of the parent(s) or legal guardian must first be obtained. Should that individual be a ward of the court, approval will be first obtained from the court.
- Person(s) with a history of drug dependency or those who are currently participants in a drug treatment program.
- Person(s) with a history of mental illness.
- Person(s) on federal or state probation, parole or supervised release. Permission to utilize such individuals will be required if the use of such an individual would violate the terms and conditions of that person's parole, probation or supervised release.
- Any individual with a criminal history or reputation for violence.
- "Catch and Release"- a subject who is in the custody by this Department for an offense wherein probable cause has been established and who voluntarily offered to cooperate with law enforcement as relief from formal charges.

4) The Cicero Police Department **WILL NOT** utilize the following person(s) as registered Confidential Sources:

- Person(s) that have an active, serviceable arrest warrant issued for their arrest.
- Person(s) that are registered, or a non-registered sex offender.
- Person(s) with an active/pending criminal case **CAN** be registered and utilized as an active C.S., but they **CANNOT** be paid.

5. OPERATIONAL PROCEDURES:

A. All meetings with informants will be attended by a minimum of two Officers.

Contacts with active or inactive informants and their immediate families by Officers will be conducted in a professional manner. All employees are expressly prohibited, in other than a

strictly professional capacity, from any association with individuals known, reputed or suspected to be or to have been engaged in drug trafficking or other criminal activity.

B. During contacts with informants, every effort will be made to minimize the informant's knowledge and/or familiarity with the office facilities, floor plan, security procedures, operations, investigative activities, personnel, investigative techniques/ methods and the identity of other informants.

C. Expressly **prohibited are any romantic, sexual or social contacts**, direct or indirect business or financial relationships **with any informant** or the acceptance of any gifts, loans or services of value from an informant.

6. REACTIVATION:

A. **Reactivation of the informant may be accomplished by updated LEADS and NCIC inquiries** and a memorandum to the informant setting forth information obtained by a debriefing of the informant. Under no circumstances will an informant whose cooperation has proven unsatisfactory in the past be reactivated without the prior approval of the Director of the Gang Crimes Tactical Unit.

B. Despite stringent measures to ensure the confidentiality of informants, there are occasions when the informant's identity may be compromised and threats made and/or assaults may occur. In these circumstances, every effort is to be immediately, to ensure the safety of the informant and/or their family as needed. Such occurrences will require that the immediate notification of the Narcotics Unit Supervisor, and the Director of the Gang Crime Tactical / Narcotics Unit as well the appropriate prosecutor.

7. PROCEDURES FOR A CONFIDENTIAL INFORMANT FILE:

A. The establishment of a Confidential Informant File will require the preparation and submission, by the Case Officer, of the following documents, via their supervisors, to the Office of the Commander of the Gang Crimes Tactical/Narcotics Unit:

1) A classifiable fingerprint card (state arrest card)
2) A **current** photograph of the confidential informant revealing his / her front view.
3) A completed confidential informant agreement (confidential informants should NOT be given one-word names i.e. Red, Bear, Snickers etc., they should be given full names (i.e. John Smith, Juan Gonzalez).
4) A completed personal history report.
5) Printouts of NCIC and LEADS inquires (C.Q.H.).
6) A supplemental report documenting the initial contact and debriefing of the source.
7) A supplemental report documenting at least one in-depth debriefing of the source per calendar quarter.

B. An expenditure report.

C. The CS file information will be submitted as a completed packet (with the exception of the quarterly debriefing) to the case officer's immediate supervisor **PRIOR** to the informant being approved or used for **ANY** investigations.

D. The case officer's immediate supervisor will approve and enclose any additional documentation in an envelope marked **"CONFIDENTIAL"** and forward the packet to the Director of the Gang Crimes Tactical Unit for review and final approval.

E. All CS files will be stored and maintained in the designated locked file cabinet located in the GCTU drug unit's secure storage room.

F. **No person less than 18 years of age will be used as a CS without obtaining the parent's approval or guardian's written permission. In addition, authorization to use a person under the age of 18 years of age must be granted by the Director of the Gang Crimes Tactical / Narcotics Unit; if approved as an informant a parental consent form will be submitted into the file.**

8. PAYMENT PROCEDURES:

A. Payments to active informants for information and services can be authorized by the appropriate section's Commanding Officer. However, all authorized payments will be commensurate with the value of the information provided or the assistance rendered. **Payments will always be made by two Officers who will obtain the signature of the informant on a Source of Information Receipt of Funds Form at the time of payment.** Defendant informants will only be reimbursed for expenses incurred as a direct result of participation made in an investigation.

B. All payments to Confidential Sources **MUST** be approved by the Narcotics Unit Supervisor and the Gang Crimes Tactical / Narcotics Unit Director **PRIOR** to the payment being dispersed. This approval is to be made in writing with the use of the preprinted "Request for Official advanced funds "form.

C. **When an informant is to participate in an undercover operation** in which the informant may be exposed to Official Advance Funds, controlled substances or any other items of potential evidentiary value, the informant will be thoroughly **searched both before and after the operation by two Officers of the same sex as the informant**. All such searches and the results will be documented in the appropriate investigative report as well as in a brief factual typed or handwritten statement given by the informant. All statements will consist of the following format.

HEADING: The heading will read, "Statement of (informant code number) given at (location) on (date) to (name and title of at least two Officers taking the statement) regarding (activity such as negotiations, acquisition, purchase of drugs, or non-drug evidence) from (subject) relative to (case report number).

BODY: The body of the statement will be composed to the extent possible in the informant's own words, but the organization of the text should fully cover the subject's matter. The material may be set by the Officers.

CONCLUSION:

A closing statement will read, "I (informant code number) have read the foregoing statement consisting of (number) pages. I have initialed each page as well as any corrections. This statement is true and correct to the best of my knowledge and belief and is freely and voluntarily given by me without threats, coercion, or promises.

SIGNATURES:

The Officers who take the statement, as well as the informant, will sign the

original statement. The original will be submitted to the informant's file, and a copy of the statement with the informant's signature and initials deleted will be placed in the investigative file.

9. SUPERVISOR RESPONSIBILITIES:

A. the Case Officer's immediate supervisor has a number of responsibilities **PRIOR** to any C.S. being utilized. The most important responsibility that the supervisor has is to ensure that the C.S. is credible. In the event that a C.S. is determined not to be credible, the supervisor will immediately terminate the interview with the C.S. and he will prepare a detailed supplemental report detailing the interview and detailing the facts as to why the C.S. was deemed non-credible.

B. The case officer's immediate supervisor will be responsible for contacting a Gang Crimes Unit supervisor, who will then log the C.S. in the master log book and assign the C.S. a confidential source number. **NO** number will be issued prior to the case officer completing **ALL** the required paperwork and the paperwork being approved by the case officer's immediate supervisor.

C. Once **ALL** required paperwork is completed, and the case officer's immediate supervisor has reviewed and approved the whole packet, the supervisor will then forward the **COMPLETED** packet to the Director of the Gang Crimes Tactical Unit for final approval.

10. CONFIDENTIALITY:

The disclosure of an informant's identity will be avoided whenever possible. Informant confidentiality will be discussed with the prosecutor as warranted and all alternatives to disclosure are to be given full consideration. If disclosures of the informant's identity might adversely affect the outcome of a significant investigation, then any recommendation to dismiss a case to preclude disclosure will be approved by the Director of the Gang Crimes Tactical Unit.
Access to an informant file will be limited to the Case Officers who manage and have direct control over the informant and the concerned administrative officials approved by the Director of the Gang Crimes Tactical Unit.

The procedures in this order are to be implemented as administrative controls in order to protect the integrity of the Officers and their investigations and the confidentiality of the cooperating informants.

[redacted]
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 42-02-06

EFFECTIVE DATE: 01 January 2018

SUBJECT: ILLINOIS SEXUAL ASSAULT INCIDENT PROCEDURES ACT

I. PURPOSE :

This Directive

A. Documents the Department's sexual assault and sexual abuse procedural requirements in compliance with the Illinois Sexual Assault Incident Procedure Act, 725 ILCS 203, effective 01 January 2017, including:
   1. Sexual assault/abuse reporting policies, including third party reporting.
   2. Sexual assault/abuse victim notification requirements.
   3. Sexual assault/abuse victim transport requirements.
   4. Specific training for Assigned officers responding to or investigating a complaint of sexual assault or sexual abuse.

B. Introduces, into the order provisions of the IL Attorney General's revised Sexual Assault Incident Notice (Rev. 1/17).

II. GENERAL INFORMATION

A. The Illinois "Sexual Assault Incident Procedure Act," parts of which are effective 1 January 2017, implements new reporting procedures for law enforcement, provides sexual assault/abuse victims with increased notification and protections during the evidence-collection and testing process, and ensures transfer of evidence from the hospital to law enforcement agencies for testing. It also implements statewide training standards and guidelines for 9-1-1 operators and police in handling sexual assault and sexual abuse cases.

B. To ensure compliance with the Illinois Sexual Assault Incident Procedure Act, 725 ILCS 203, Assigned officers conducting a preliminary investigation of a sexual assault or abuse incident will follow the procedures established in this directive concerning incident reporting, victim notifications, and victim transport.

III. SEXUAL ASSAULT AND SEXUAL ABUSE REPORTS

A. Assigned officers will complete a written police report upon receiving the following, regardless of where the incident occurred:
   1. An allegation by a person that he or she has been sexually assaulted or sexually abused regardless of jurisdiction.
   2. Information provided from hospital or medical personnel that a victim has been sexually assaulted or sexually abused.
   3. Information from a witness who personally observed what appeared to be a sexual assault or sexual abuse or attempted sexual assault.
   4. In cases in which the victim may have been intoxicated or otherwise impaired, and is unsure if a sexual assault occurred or not.
      a. While not required by the Sexual Assault Incident Procedures Act, officers will prepare a report for these instances.

B. Pursuant to the Sexual Assault Incident Procedures Act, no law enforcement agency may refuse to complete a written report as required by the Act on any grounds (except in specific cases of third party reporting listed in Section III-E of this directive). The written report will include the following, if known:

1. the victim's name or other identifier;
2. the victim's contact information;
3. time, date, and location of the offense;
4. information provided by the victim;
5. the suspect's description and name, if known;
6. names of persons with information relevant to the time before, during, or after the sexual assault or sexual abuse, and their contact information;
7. names of medical professionals who provided a medical forensic examination of the victim and any information they provided about the sexual assault or sexual abuse;
8. 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;
9. whether a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen by law enforcement;
10. other relevant information.

NOTE: No officer will require a victim of sexual assault or sexual abuse to submit to an interview; however, information the victim related to medical professionals during the medical forensic examination and that the victim consented to disclose to law enforcement, will be included in the police report.

C. The assigned officer taking a report of a sexual assault/abuse that occurred <u>outside of the Town of Cicero</u> will, within 24 hours, send a copy of the report via fax or email to the law enforcement agency having jurisdiction in the location of the offense.

NOTE: Assigned officers taking a report of a sexual assault/abuse that occurred in another country will notify the foreign embassy of that country and will fax or email a copy of the report to the embassy.

D. Within 24 hours of receiving a report from another law enforcement agency of a sexual assault or abuse that took place in the Town of Cicero, the Assigned officer receiving the report will submit a written confirmation via fax or email to the law enforcement agency that sent the report. The written confirmation will confirm receipt of the report and will contain the name and identifier of the person sending the receipt and the name and contact number that will be given to the victim.

1. Any officer receiving an email or fax from another jurisdiction containing a report of a sexual assault/abuse that took place in Cicero will notify his or her immediate supervisor.
2. Any supervisor receiving notification of a sexual assault or abuse reported in another jurisdiction but that took place in Cicero will ensure a preliminary investigation is completed, the appropriate reports and notifications are completed, and a notice of receipt is sent to the originating jurisdiction.

E. Third Party Reports

A victim of sexual assault/abuse may give another person consent to provide information about the sexual assault/abuse to a law enforcement officer. Assigned officers will complete a written report unless:

1. The person contacting law enforcement fails to provide his or her name and contact information; or
2. The person contacting law enforcement fails to affirm that he or she has the consent of the victim of the sexual assault or sexual abuse.

NOTE: At the time of initial contact with a person making a third-party report, officers will provide the victim with the Sexual Assault Incident Notice and advise the victim of the information listed in Section IV of this directive.

F. If interpretation services are needed, officers will contact their immediate supervisor or Watch Commander for assistance in locating the appropriate interpreter. However, if the interpretation services are required in a hospital, then the hospital will assist in providing the interpretation services.

IV. VICTIM NOTIFICATION

At the time of the first contact with the victim, officers will:

A. Provide the victim with the Sexual Assault Incident Notice and advise the victim of the following information, including but not limited to:

1. information about seeking medical attention and preserving evidence, including specifically, collection of evidence during a medical forensic examination at a hospital and photographs of injury and clothing;
2. notice that the victim will not be charged for hospital emergency and medical forensic services;
3. information advising the victim that evidence can be collected at the hospital up to 7 days after the sexual assault or sexual abuse, but that the longer the victim waits, the less the likelihood of obtaining evidence.
4. the location of nearby hospitals that provide emergency medical and forensic service and, if known, whether the hospitals employ any sexual assault nurse examiners;
5. a summary of procedures and relief available to victims of sexual assault or sexual abuse under the Civil No Contact Order Act or the Illinois Domestic Violence Act of 1986;
6. the Department member's name and star number;
7. at least one referral to an accessible service agency and information advising the victim that sexual assault crisis centers can assist with obtaining civil no contact orders and orders of protection; and
8. if the sexual assault or sexual abuse occurred in another jurisdiction, provide in writing the address and phone number of a specific contact at the law enforcement agency having jurisdiction.

B. Advise the victim of the 5-year window for written consent for release of sexual assault evidence to law enforcement for testing.

1. A victim shall have 5 years from the completion of an Illinois State Police Sexual Assault Evidence Collection Kit, or 5 years from the age of 18, whichever is longer, to sign a written consent to release the sexual assault evidence to law enforcement for testing.
2. If the victim or a person authorized under Section 5.5 of the Sexual Assault Survivors Emergency Treatment Act does not sign the written consent at the completion of the medical forensic examination, he or she may sign the written release at the law enforcement agency having jurisdiction, or in the presence of a sexual assault advocate who may deliver the written release to the law enforcement agency having jurisdiction.
3. The victim may provide verbal consent to law enforcement and shall verify consent via email or fax.

   NOTE: The assigned officer will ensure the consent form is completed and sent with the evidence kit to the appropriate State Police laboratories.

4. Upon receipt of written or verbal consent, the law enforcement agency having jurisdiction shall submit the sexual assault evidence for testing in accordance with the

Sexual Assault Evidence Submission Act. No law enforcement agency having jurisdiction may refuse or fail to send the sexual assault evidence for testing that the victim has released for testing.

5. Per Section 6.5 of the Sexual Assault Survivors Emergency Treatment Act:
   a. In the case of a victim who is a minor 13 years of age or older, evidence and information concerning the sexual assault may be released at the written request of the minor.
   b. If the victim is a minor who is under 13 years of age, evidence and information concerning the alleged sexual assault may be released at the written request of the parent, guardian, investigating law enforcement officer, or Department of Children and Family Services.
   c. If the survivor is an adult who has a guardian of the person, a health care surrogate, or an agent acting under a health care power of attorney, then consent of the guardian, surrogate, or agent is not required to release evidence and information concerning the sexual assault.
   d. If the adult is unable to provide consent for the release of evidence and information and a guardian, surrogate, or agent under a health care power of attorney is unavailable or unwilling to release the information, then an investigating law enforcement officer may authorize the release.

      NOTE: A sexual assault advocate may deliver the written release to law enforcement.

C. Advise and provide a written notice to a **victim who does not sign a written consent to release the sexual assault evidence** prior to discharge from the hospital with the following information:
   1. that the sexual assault evidence will be stored by the Cicero Police Department for 5 years;
   2. that the victim may sign a written release to test the sexual assault evidence at any time during the 5-year period by contacting the Cicero Police Department or by working with a sexual assault advocate;
   3. the name, phone number, and email address of the Cicero Police Department; and
   4. the name and phone number of a local sexual assault crisis center.

D. Advise the victim of the Department procedure for those who may, in the future, want to sign a written consent to release the sexual assault evidence and for those who want to be notified or have a designee notified prior to the end of the 5-year period.

V. VICTIM TRANSPORTATION

The officer completing the preliminary report will offer to provide or arrange accessible transportation for the victim to:

A. a hospital for emergency and forensic services, including contacting emergency medical services.

B. to the nearest available circuit judge or associate judge so the victim may file a petition for an emergency civil no contact order under the Civil No Contact Order Act or an order of protection under the Illinois Domestic Violence Act of 1986.
   1. During the hours in which court is in session, officers will assist the victim with transportation to the Domestic Violence court to obtain a protection order.
   2. For all other hours, the officer will request his or her supervisor or appropriate supervisor contact the Detective Division who can assist the victim to attempt to acquire the above from the "Duty Judge."

VI. EVIDENCE COLLECTION AND PROCESSING

The Deputy Superintendent of Detectives, will ensure bureau-level procedures are established to ensure compliance with the evidence and notification requirements outlined in the Illinois Sexual Assault Incident Procedure Act, 725 ILCS 203, including but not limited to:

A. taking custody of the sexual assault evidence and submitting the evidence to the Illinois State Police Crime Laboratory.

B. responding to victims who want to consent to release the evidence for testing, in particular, after the initial collection of the evidence.

C. the storage of sexual assault evidence for at least five years from the completion of the kit or five years from when the victim turns 18 years of age.

D. the release of information to the victim regarding the submission of the evidence for testing and the status and results of the testing.

By the order of:

[redacted]

Perry Chiaga Jr.
Superintendent of Police

MANDATORY NOTICE OF VICTIM'S RIGHT TO INFORMATION REGARDING SEXUAL ASSAULT EVIDENCE TESTING*

You have consented to the testing of sexual assault evidence collected in your case.

This law enforcement agency must provide you with the following information regarding the testing of the evidence, at your request. You may designate another person to receive this information on your behalf.

You are entitled to the following information:

1. The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory or other appropriate laboratory by this agency. If you request this information, it must be provided to you within seven (7) days of the transfer of the evidence to a lab by this law enforcement agency.

2. Test results provided to this agency by the laboratory, including, but not limited to:
   - DNA test results, and
   - whether any drugs were detected in a urine or blood sample and information about any drugs detected.

   If you request this information, it must be provided to you within seven (7) days of this law enforcement agency receiving the results from the laboratory.

Requesting the Information

You may submit a request for this information at this time or by contacting this law enforcement agency at the address or phone number below at a later date.

Law Enforcement Agency	
Address	
Phone Number	Email (if available)
Report Number	

You or your designee must keep the law enforcement agency informed of the name, address, phone number and email of the person to whom information should be provided and any changes to that information.

* This form must be provided by a law enforcement officer to a victim who has signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview. This form must also be provided to a victim who signs a consent form to test sexual assault evidence at the law enforcement agency or with the assistance of a rape crisis advocate pursuant to 725 ILCS 203/35(c). This requirement is effective January 1, 2017.

SEXUAL ASSAULT INCIDENT PROCEDURE BULLETIN FOR LAW ENFORCEMENT—PUBLIC ACT 099-0801

A new law, Public Act 099-0801, contains requirements for law enforcement agencies regarding the handling of sexual assaults and sexual abuse crimes.

This document outlines the provisions of the Act that must be implemented by law enforcement agencies on January 1, 2017:

- Mandatory Report Writing
- Additional Responding Officer Responsibilities
- Collecting, Storing, and Testing of Sexual Assault Evidence
- Release of Information to the Victim Relating to Evidence Testing

Several other provisions, such as developing and implementing agency policy and training for all officers and those investigating sexual assault and sexual abuse cases, have delayed effective dates to allow for the development of policy guidelines and training curricula.

MANDATORY REPORT WRITING

Officers must document every allegation of sexual assault or sexual abuse and prepare a written report when contacted by any of the following:

1. a person who alleges to have been sexually assaulted or sexually abused,
2. hospital or medical personnel, when reporting under the Criminal Identification Act, or
3. a witness who personally observed what appeared to be a sexual assault or sexual abuse or an attempt of either crime.

The victim is under no obligation to speak to an officer or submit to an interview. The officer shall still prepare a report and document any information made available to the officer.

The officer shall write the report without making a determination of whether the statute of limitations has expired.

Third-Party Reports

A victim of sexual assault or sexual abuse may give consent to another person to provide information about the incident to law enforcement. The third-party reporter does not have to disclose the victim's name. The officer must complete a written report if the person contacting law enforcement:

1. provides their own name and contact information, and
2. affirms that he or she has the consent of the victim to make the report.

Officers must give the person making the third party report a copy of all victim notices required under this Act and ask that the person give the notices to the victim.

Reports Regarding an Incident Occurring in Another Jurisdiction

Officers must write a report regardless of the jurisdiction where the incident took place. An officer who receives information about an incident in another jurisdiction must prepare a written report. Within 24 hours of receiving the information, the officer must submit the report to the agency having jurisdiction. Agencies may use the Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction (P.A. 99-0801 – Form D) for this requirement. The law enforcement agency that receives a report from another jurisdiction must confirm receipt. The written confirmation must include:

1. the name of the person who received the report, and
2. a name and phone number of a contact person that can be given to the victim.

Contents of Reports

The written report shall include the following, if known:

1. the victim's name or other identifier and contact information,
2. the time, date, and location of the offense.
3. information provided by the victim,
4. information about the suspect, including description and name,
5. names and contact information of persons with knowledge of what happened before, during, or after the sexual assault,
6. names of the medical professionals who examined the victim and any information they provide,
7. if sexual assault evidence was collected, the name and contact information for the hospital, and whether the victim consented to testing of the evidence,
8. if a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen,
9. information the victim consented to allow the medical professionals to disclose, and
10. all other relevant information.

ADDITIONAL RESPONDING OFFICER RESPONSIBILITIES

Officers responding to incidents involving sexual assault or sexual abuse must:

1. provide victims with written information advising them of their rights and options. The written information can be found on the Illinois Attorney General's website, www.illinoisattorneygeneral.gov, and is linked below (P.A. 99-0801-Form A),
2. offer to provide or arrange transportation to a hospital emergency room for medical and forensic services, and
3. if the courthouse is closed but a judge is available, offer to provide or arrange transportation so the victim may file for an order of protection or civil no contact order.

COLLECTION, STORAGE, AND TESTING OF SEXUAL ASSAULT EVIDENCE

All sexual assault evidence collected at the hospital will be released to the custody of law enforcement whether or not the victim has signed a consent form for testing of the evidence. The evidence may include an Illinois State Police Sexual Assault Evidence Collecting Kit, clothing, blood and/or urine samples, and other items.

The hospital will notify the law enforcement agency having jurisdiction when evidence has been collected. The agency shall take custody of the evidence as soon as practicable, but not later than 5 days after the medical forensic exam was completed. If the evidence is not picked up, the hospital will notify the local State's Attorney's Office, which will contact the law enforcement agency within 72 hours to request that the agency take immediate physical custody of the evidence. The mandatory written report of the sexual assault or sexual abuse must include the date and time the evidence was picked up from the hospital.

If the Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form has been signed, the law enforcement agency must, within 10 days of the receipt of the evidence, send the evidence to an Illinois State Police Crime Laboratory or other appropriate laboratory (Northeastern Illinois Regional Crime Laboratory or DuPage County Forensic Science Center) for testing under the Sexual Assault Evidence Submission Act.

If Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form has not been signed, the law enforcement agency must store the evidence. If the victim is an adult, the evidence must be stored for 5 years.

If the victim is under 18 years of age, the evidence must be stored until the victim's 23rd birthday. If a law enforcement agency adopts a longer storage policy, it shall notify the victim or the victim's designee in writing of the longer period. The hospital will provide the original consent form to test the evidence to the law enforcement agency which picks up the evidence, for the agency's case file. A sample of the Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form is linked below.

After leaving the hospital, the victim may consent to testing in any of the following ways:

1. signing the original Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form, given to the officer who picked up the evidence, at the law enforcement agency where the evidence is stored,
2. signing a consent form in the presence of a sexual assault advocate who will deliver the written consent to the law enforcement agency on behalf of the victim, or
3. providing verbal consent to the law enforcement agency and confirming the verbal consent by email or fax.

Each law enforcement agency shall develop and implement a protocol for providing information to victims on how to consent to testing after leaving the hospital and the process for notifying a victim or the victim's designee of the impending expiration of the storage period, if such notice is requested by the victim.

RELEASE OF INFORMATION TO THE VICTIM RELATED TO EVIDENCE TESTING

Upon request, each law enforcement agency shall provide the following information in writing to a victim.

1. The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory or other appropriate laboratory. If this information is requested, it must be provided to the victim within seven days of the transfer of the evidence to the laboratory.
2. Test results provided to the agency by the laboratory, including, but not limited to:
   - whether a DNA profile was obtained from the testing of the evidence;
   - whether the DNA profile developed from the evidence has been searched against the DNA Index System or any state or federal DNA database;
   - whether an association was made to an individual whose DNA profile is consistent with the
   - sexual assault evidence DNA profile, provided that disclosure would not impede or compromise an ongoing investigation; and
   - whether any drugs were detected in a urine or blood sample and information about any drugs detected.

   If this information is requested, it must be provided to the victim within 7 days of the law enforcement agency receiving the results from the laboratory.

When a victim has signed a consent form to test evidence at the hospital, the law enforcement agency shall provide the victim, either at the hospital or during the investigating officer's follow-up interview, with written information informing the victim of his or her right to request this information. This information must also be provided to a victim who signs a consent form to test sexual assault evidence at the law enforcement agency or with the assistance of a rape crisis advocate. A victim may designate another person or agency to receive this information.

FORMS FOR LAW ENFORCEMENT USE

Available at www.illinoisattorneygeneral.gov

- Mandatory Notice for Survivors of Sexual Assault (P.A. 99-0801 – Form A)
  - Pursuant to 725 ILCS 203/25(a), at the time of first contact with a victim, a law enforcement officer shall advise the victim of the information on this form, written in a language appropriate for the victim or in Braille, or communicate this information in the appropriate sign language.

- Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence Testing (P.A. 99-0801 – Form B)
  - Pursuant to 725 ILCS 203/35(c), this form must be provided by a law enforcement officer to a victim who has signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview. This form must also be provided to a victim who signs a consent form to test sexual assault evidence at the law enforcement agency or with the assistance of a rape crisis advocate.

- Storage and Future Testing of Sexual Assault Evidence (P.A. 99-0801 – Form C)
  - Pursuant to 725 ILCS 203/30(e), this form shall be provided by a law enforcement officer to a victim who has not signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview.

- Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction (P.A. 99-0801 – Form D)
  - Pursuant to 725 ILCS 203/20(c), a law enforcement agency which receives a report of an incident occurring in another jurisdiction must prepare a written report and send the report to the agency having jurisdiction in person or via fax or email within 24 hours.
  - Pursuant to 725 ILCS 203/20(d), the law enforcement agency that receives a report from another jurisdiction must confirm receipt in person or via fax or email within 24 hours.

- Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form (Presented to the victim for completion by the hospital and provided to the law enforcement agency picking up the evidence.)
  - Pursuant to 410 ILCS 70/6.5, the hospital will provide the original consent form to test the evidence to victim for completion. The hospital will provide the consent form to the law enforcement agency which picks up the evidence, for the agency's case file.

If you have questions regarding this document,
please contact Jessica O'Leary, Assistant Attorney General,
Office of Illinois Attorney General Lisa Madigan, Policy Division
at joleary@atg.state.il.us or 312-814-1993
or
your agency's legal counsel.

STORAGE AND FUTURE TESTING OF SEXUAL ASSAULT EVIDENCE*

A consent form to test the sexual assault evidence collected today must be signed before law enforcement can send this evidence to a laboratory to be tested. You have indicated that you do NOT want to sign the consent for testing at this time.

If you are an adult, this evidence will be stored by law enforcement for five (5) years from today's date, _____.

If you are under 18 years of age, this evidence will be stored until your 23rd birthday.

You may request to be notified prior to the destruction of the evidence at the end of the storage period. This evidence will be stored at the law enforcement agency list below.

A consent form for the testing of this evidence may be signed at any time during the storage period. This can be done by contacting the law enforcement agency listed below or by working with an advocate from a rape crisis center.

Law Enforcement Agency
Address
Phone Number
Report Number

Rape Crisis Center
Address
Phone Number

*This form shall be provided by a law enforcement officer to a victim who has not signed a consent form to test evidence at the hospital, either at the hospital or during the investigating officer's follow-up interview, pursuant to 725 ILCS 203/30(e). This requirement is effective January 1, 2017.

Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction

Within 24 hours of receiving a sexual assault report of an incident in your jurisdiction from another law enforcement agency, you must provide that agency with the following information.

Law Enforcement Agency That Received the Initial Sexual Assault Report

Initial Agency Name: _____ **Case Number:** _____

Initial Agency Contact Name: _____

Title: _____ **Phone:** _____ **Fax:** _____

Email: _____

Date Transferred: _____ **Time Transferred:** _____

Confirmation of Receipt of Sexual Assault Report to be completed by Law Enforcement Agency with Jurisdiction Receiving Report

Agency with Jurisdiction Name: _____ **Case Number:** _____

Name of Person Receiving Report: _____

Title of Person Receiving Report: _____

Date Received: _____ **Time Received:** _____

Law Enforcement Agency Having Jurisdiction Contact Information to be Provided to Victim

Agency with Jurisdiction Name: _____ **Case Number:** _____

Name of Contact Person: _____

Title: _____ **Phone:** _____

Email: _____ **Fax:** _____

This written confirmation shall be delivered in person or via fax or email to the law enforcement agency that received the initial report.

MANDATORY NOTICE FOR SURVIVORS OF SEXUAL ASSAULT*

MEDICAL AND FORENSIC SERVICES

Survivors of sexual assault should seek medical attention as soon as possible. You may request transportation to the hospital.

Services Available

If you request medical forensic services, the hospital must offer a general medical exam, treat injuries, evaluate the need for medications, and collect forensic evidence. Upon request, a hospital must perform a forensic exam and complete an evidence kit up to 7 days after the assault regardless of your age.

Evidence Preservation

You may not be sure whether or not you want to participate in the criminal justice process right now, but it is important to know that critical evidence may be lost if you change clothes; bathe, shower or douche; use the restroom; eat; smoke; or brush teeth or gargle, depending on the nature of the attack.

The sooner the medical forensic exam is performed, the more evidence is available for collection.

Storage of Evidence

If evidence is collected from you but you are unsure about allowing law enforcement to test the evidence, the evidence will be stored for 5 years or, if you are under the age of 18, until your 23rd birthday. You can consent to test the evidence at any time during this period.

You will NOT be billed for any services provided in the emergency room. In addition, if you are eligible, the hospital will give you a voucher for 90 days of follow-up care.

HOSPITAL INFORMATION

The nearby hospital below provides emergency medical and forensic services for sexual assault survivors:

Hospital Name
Hospital Address

This hospital employs a Sexual Assault Nurse Examiner: Yes / No / Unknown (Circle One)

*This form must be provided by the responding law enforcement agency at time of initial contact pursuant to 725 ILCS 203/25(a). This requirement is effective January 1, 2017.

CIVIL NO CONTACT ORDERS / ORDERS OF PROTECTION

Survivors of sexual assault may petition for a Civil No Contact Order (CNCO) or an Order of Protection (OP) that can order the offender to:

- Stay away from you and away from specific locations, such as your residence, your work, and your school
- Have no contact with you

The CNCO or OP can be obtained in civil court at a local courthouse. You will not pay a fee for requesting the order. While you can obtain a CNCO or OP on your own, it is best done with the assistance of an advocate or attorney. If the courthouse is closed but a judge is available, you may request that the officer provide or arrange transportation to the judge.

You may be able to obtain sexual assault support services <u>for free</u>. These services include advocacy, counseling, assistance with information about the medical forensic exam, understanding the criminal justice system, and obtaining a Civil No Contact Order or an Order of Protection. You are encouraged to contact:

Rape Crisis Center Name	Hotline Number

RESPONDING LAW ENFORCEMENT AGENCY

Responding Officer's Name	Star/Badge Number
Responding Law Enforcement Agency Name	Agency Phone Number
Report Number	Date

LAW ENFORCEMENT AGENCY WHICH WILL COMPLETE INVESTIGATION

Law Enforcement Agency Name
Law Enforcement Agency Address
Law Enforcement Agency Phone Number

CICERO POLICE DEPARTMENT
GENERAL ORDER: 46-01-01

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **UNUSUAL OCCURRENCES**

1) POLICY:

The Cicero Police Department provides protective services to the citizens of Cicero. Department employees are charged with protecting citizens and property from crime, civil disorders, and man-made or natural disasters. This policy outlines the police department's responsibilities during these unusual occurrence operations. The Cicero Police Department, in an effort to provide effective responses to unusual occurrences and to limit the amount of danger and damage that may be caused, has developed emergency operations plans to deal with these incidents.

It is emphasized that the department's emergency plans are a part of the Cicero Emergency Management Plan. Whenever appropriate, the department will coordinate its efforts with federal, state and local agencies. Procedures set forth within this general order are intended to supplement those in the town plan, as well as to provide for appropriate police response when the unusual occurrence situation is not judged to be of such magnitude as to justify full town mobilization.

2) DEFINITION:

Unusual Occurrence: Generally of an emergency nature, an unusual occurrence is that which results from natural or man-made disasters (e.g. floods, earthquakes, tornadoes, explosions, etc.) and /or from civil disturbances (e.g. riots, disorders, violence arising from dissident gatherings and marches, rock concerts, political conventions, labor disputes, mass arrest etc.).

3) PROCEDURES:

a. The Deputy Superintendent of Administration is responsible for ensuring that all equipment used by the department during unusual occurrences is inspected monthly for operational readiness.
b. The Deputy Superintendent of Administration will immediately assess the equipment needs of any unusual occurrence. He will see that any equipment required in addition to that issued to every officer is distributed.
c. All emergency operations plans for the department will be maintained in an Emergency Operations Manual and will be available to all command personnel. The Emergency Operations Manual will be reviewed and updated annually.
d. All command personnel are expected to have a working knowledge of the department's emergency operations plans.
e. The Deputy Superintendent of Administration will:

    1) Plan responses to unusual occurrences, and coordinate the review and update of the plans.

2) Oversee all phases of operations for the Department.
3) Coordinate with outside law enforcement agencies committed to unusual occurrence operations within the jurisdiction of the Cicero Police Department.
4) Act as the principal advisor on unusual occurrences to the Superintendent.
5) Maintain liaison with the Cicero emergency services unit, and will coordinate the department's emergency operations plans with all affected agencies.

f. In the event of an unusual occurrence, the Deputy Superintendent of Patrol will be notified immediately and will take charge of the situation. If the Deputy Superintendent of Patrol is not available, it is the responsibility of the shift supervisor to notify, in order:

1) The Deputy Superintendent of Patrol, who will assume command of the situation.
2) The Deputy Superintendent of Investigation and
3) The Deputy Superintendent of Administration.

g. During an unusual occurrence, the 911 center plays a vital role, and will normally continue operations from the center. If the 911 center is rendered unusable, the following systems and procedures are in place:

1) The 911 center will be used as the Cicero Emergency Operating Center. The emergency 911 lines can be transferred to Berwyn police dispatch via the transfer switch located in the radio equipment room in the basement of headquarters.
2) Calls can also be received at the Ameritech office on 26th Street. One dispatcher will be sent to that location to activate the call box and answer the calls. Calls then must be routed to emergency dispatch either vial radio or cell phone.
3) Police department telephone lines are only backed up on extensions within the headquarters building. There is no backup to the police department lines outside the headquarters building.
4) Radio back-up can be done by the Berwyn Police Department. Berwyn PD has transmit and receive capability on the Cicero police primary dispatch channel.
5) The 911 center has a portable radio available within the center. It provides only limited coverage due to its range.
6) Parking enforcement has a portable radio in their office area with both transmit and receive capabilities.
7) The Cicero Public Works dispatch has the capability of radio communications with several agencies.

h. The Deputy Superintendent of Patrol may request activation of the emergency operations center. The functions of the center are detailed in the Town of Cicero Emergency Management Plan.

i. The Deputy Superintendent of Patrol, or his/her designee is responsible for issuing any alert orders.

1) Upon notification of an "ALERT" condition, employees will place themselves in readiness and maintain this condition until otherwise notified.
2) He/she will provide for or ascertain that transportation is available in case of recall.
3) Those placed on "ALERT" will not place themselves in a position where they are unable to be contacted by telephone or other means.
4) Sworn members will maintain complete uniform and associated equipment in readiness to report for duty properly equipped without delay.
5) In cases of immediate recall, as many members as are needed will be contacted. For additional guidelines, refer to the Department Call-Out procedure.

j. In an attempt to provide for unity of command, the highest ranking department member on the scene will exercise command and control over all civil law enforcement resources committed to the resolution of the incident until relieved by a higher ranking Department authority.

1) The order of command during unusual occurrences will be as follows:

a) Superintendent of Police,
b) Deputy Superintendent of Patrol,
c) Deputy Superintendent of Investigations,
d) Deputy Superintendent of Administration,
e) Shift Supervisor and
f) Field supervisor.

2) The on scene supervisor will retain responsibility for law enforcement efforts until relieved by a qualified authority and will also act as a liaison for other departments and agencies involved in the operations, including local, state, and federal authorities.

k. Assembly areas

1) The primary assembly area will be the Cicero Police Department.
2) Officers will report in uniform.
3) Responding personnel should be instructed to report to a supervisor at a primary or alternate assembly area and not at the scene of the unusual occurrence.
4) If an alternate assembly area is to be designated, the following considerations will be given:

a. The assembly area used during a large operation should be located in a facility having access to the following:

1. Adequate telephones.
2. Rest rooms.
3. Parking for responding vehicles.
4. Sufficient area to conduct activities.
5. Access to the area of the unusual occurrence.

l. Situation maps

1) The department has access to maps that may be used for plotting operational commitments during unusual occurrences.
2) These maps will be maintained at the shift supervisor's desk.

j. Other law enforcement support / other agency support

1) Chapter 65, Section 5/1-4-8 of the Illinois Compiled Statutes states that any requested municipality may furnish its policemen and police department equipment, to aid the requesting municipality in suppressing or attempting to suppress, any mob action, riot, or civil disturbance occurring within the requesting municipality, to preserve the peace and to protect the lives, rights, and property of citizens, regardless of whether any mutual assistance agreement exists.
2) The Cicero Police Department has a verbal agreement of Mutual Aid with local agencies for reciprocal assistance in the event of an emergency or other unusual occurrence.

k. Field command post

1) The Deputy Superintendent of Patrol or his /her designee will select an appropriate site if a situation warrants a field command post.
2) In all cases where there are joint emergency operations involving other agencies, a consolidated command post will be established with all responding agencies.
3) The field command post will be deactivated when all operational phases cease and the incident is terminated.

l. Medical treatment

1) Emergency medical providers will be notified, as appropriate. These may include MacNeal, Mt. Sinai, Loretto and Loyola.
2) Ambulances and emergency medical service personnel may be requested to be at the scene or holding facility depending on the situation.

m. Casualty information

1) In those situations where fatalities occur, the Cicero Police Department in conjunction with other law enforcement agencies and the Cook County Medical Examiner's office will coordinate and disseminate identification information.
2) The department will also coordinate and disseminate all information related to injuries.

n. Equipment requirements

1) The Deputy Superintendent of Administration will respond to special equipment requests in an unusual occurrence situation.

o. Transportation

1) After receiving an evacuation order, some residents may not have transportation.

a. When the need arises, the use of local school vehicles and town vehicles will be considered. This will be coordinated with the Cicero emergency services coordinator.

p. Traffic control

1) Preventing unnecessary traffic from entering the affected area will be the responsibility of the Deputy Superintendent of Patrol, or his designee, who will determine entry/exit procedures into the affected area.

q. Military support

1) The deployment of the Illinois National Guard to aid local law enforcement authorities in the event of an unusual occurrence is accomplished only by order of the Governor of Illinois at the request of the Town President, as recommended by the Superintendent of Police.

r. Special task force activities

1) Depending on the needs associated with the incident, personnel with specialized skills may be utilized; however, all activities will be coordinated with the supervisor in charge of the incident.

2) It will also be at the discretion of the deputy superintendent of patrol to form special groups to accomplish specific tasks.

s. Search and rescue

1) Command responsibility and authority for rescue operations is set forth in the Town of Cicero Emergency Management Plan.
2) Members of the Cicero Police Department may be assigned to perform the following duties:

   a) Assist in rescue operations as required.
   b) Maintain crowd control at the scene of rescue operations.
   c) Maintain traffic control at the scene of rescue operations.
   d) Searches for individuals may be conducted under the following circumstances:

t. Management control measures

1) Depending on the nature of the unusual occurrence and duration of manpower commitment, personnel in all divisions may be temporarily reassigned.
2) The supervisor may restrict the type of calls that will be responded to in an emergency situation. He/she will be responsible to decide when calls will be held and when normal operations will resume.
3) All supervisors will attempt to permit adequate and timely relief to personnel assigned to the occurrence.

u. Arrest confinement procedures

1) Officers will arrest and transport prisoners (including juvenile offenders) to the Cicero Police Department or other designated facilities.

v. Detention facilities

1) Upon arrival at the Cicero Police Department, persons arrested will be processed according to established procedures.
2) No prisoner will be released until his /her identification has been satisfactorily determined. Arrangements may be made for the use of a relatively large and conveniently located temporary detention area.
3) The following is list of possible locations that could serve as an adequate facility in the event of a mass arrest.

   a) Cicero Police Department Police Garage,
   b) Cicero Public Works Garage,
   c) Cook County Jail - Maybrook, and
   d) Cook County Jail - 26th and California.

4) Although arrested persons will be held in a temporary area for a brief period of time, their stay in the detention area may be of a duration that will require attention to basic human needs of food, water, sanitary facilities and medical treatment.
5) Site selection of a temporary detention area will include considerations of adequate sanitary facilities and water supply.
6) In the event that juveniles are arrested, they will be taken to a separate processing site.

w. Evidence collection

1) Any evidence seized during an unusual occurrence incident will be processed by the investigating officer or by an evidence technician.
2) Consideration may be given to having the scene and participants photographed and/or videotaped for possible future use in identifying participants and for evidence in subsequent court proceedings.

x. De-escalation procedures

1) As the emergency lessens, the strategy is to employ an economy of force by reducing the number of officers and amount of equipment in the involved area. Personnel reduction should coincide with the restoration of public services.
2) Care should be exercised in the withdrawal of emergency personnel to ensure that involved areas are protected. Some emergencies present additional problems because of a greater potential for looting.
3) Interior patrols should be maintained even after citizens are allowed limited access into closed areas. If personnel are withdrawn too early, the emergency may be aggravated.
4) When law enforcement mutual aid is employed, the order of the emergency force withdrawal should be in the order of federal, state, and, finally, local. The withdrawal of these forces should be phased to:

   a) Relieve those forces which have been deployed the greatest length of time.
   b) Ensure that the assignments of remaining mutual aid forces are evenly divided.
   c) Ensure that there is a reserve of sufficient personnel for immediate response to an escalating problem.

5) When emergency personnel are withdrawn from the occurrence, they should be directed to an assembly area and debriefed. The debriefing will serve to:

   a) Obtain intelligence for operations planning.
   b) Critique tactics employed for emergency control.
   c) Encourage the reporting of incidents not previously known or included in incident reports.
   d) Ensure all participating agencies have an opportunity to contribute to after action reporting.

6) Provisions must be made for service, repair or replacement of damaged equipment, and the re-stocking of expended supplies. Damaged or lost equipment must be reported to the Deputy Superintendent of Administration.

y. Post occurrence (aftermath) duties

1) The restoration of order occurs only after control is established, the severity of the emergency diminishes, and recovery operations begin.
2) As control is established in the involved area, law enforcement response may be reduced.
3) There still remains an obligation to assist and support other involved departments and agencies working in the area in whatever law enforcement role is necessary.
4) After order is established, attention should be directed toward restoring public services.

z. After action reports:

1) Crimes and Arrest information will be reported in the following manner:

a) Adult felony arrests will be categorized by gender and listed alphabetically with the charge and case file number.
b) Adult misdemeanor arrests will be categorized by gender and listed alphabetically with the charge and case file number.
c) Juvenile felony arrests will be categorized by gender and listed numerically by case file number and charge. There will be no reference to the names of the juveniles documented within the report.
d) Juvenile misdemeanor arrests will be categorized by gender and listed numerically by case file number and charge. There will be no reference to the names of the juveniles documented within the report.

2) Deaths and injuries will contain significant information.

a) Following the statistical summary, there should be a description of the circumstances surrounding any death or injury.
b) The description should include names listed alphabetically, location of occurrence, the cause and type of death or injury, and, when applicable, a case file number.
c) The names of juveniles will be omitted from this section of the report. All references to juveniles will be listed by sex, age, location of occurrence, and the cause and type of death or injury.

3) The report will contain a listing of all known property damaged. Department owned property will be listed separately from all other property damage.
4) A listing of all commodities used that require replacement, with the estimated cost of replacement.
5) A record of all the equipment and supplies used during the unusual occurrence, including the costs incurred for the use of Department equipment and the cost of expended logistical items.
6) A summary and evaluation of the operations and procedures used during the unusual occurrence.

a) This should include suggestions for modifying procedures and/or operations and recommendations for training when applicable.
b) The summary will represent a compilation of all critiques related to the unusual occurrence.
c) Any recommendations will be evaluated and any updates to this plan will then be made.

aa. Rehearsals

1) Rehearsals will be conducted as needed.
2) Need will be determined by the superintendent of police or his/her designee and may be limited in nature.

By Order of:

_____
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 46-01-05

EFFECTIVE DATE	**September 1, 2012**
REVIEW DATE	**September 1, 2015**
SUBJECT:	**Excited Delirium**

A. POLICY

It is the policy of the Cicero Police Department to handle instances of Excited Delirium (ED) as a life-threatening medical emergency, to train its officers in the identification of the symptoms of ED, and to facilitate the medical treatment needed. ED is often disguised as a police problem. Once officers encounter a person displaying symptoms of excited delirium (err on the side of caution if unsure), steps must be taken to ensure appropriate medical intervention as soon as possible. A person in this acute excited state should be considered in extreme medical crisis, and may die, despite all reasonable precautions taken by officers and other emergency responders to help and protect him.

In addition to whatever law enforcement response may be required, the incident shall be managed as a medical emergency. As there can be no medical intervention without custody, officers will take reasonable and necessary action, consistent with provided training and this directive, to ensure that the person receives a police response which is appropriate to his needs, while also protecting the safety of all concerned.

B. DEFINITION

Excited Delirium - A state of extreme mental and physiological excitement, usually associated with chronic illicit drug use, characterized by exceptional agitation and hyperactivity, hyperthermia, hostility, exceptional strength, aggression, acute paranoia, and endurance without apparent fatigue.

Excited Delirium presents as a cluster of physiological (physical) and behavioral symptoms, which may include:

- Bizarre and/or violent behavior
- Shedding of clothes or nudity
- Confusion or disorientation
- Aggression
- Exceptional physical strength
- Profuse sweating
- Endurance without apparent fatigue
- Hyperthermia
- Ability to effectively resist multiple officers
- Hallucinations

- Incoherent/nonsensical speech
- Attraction to glass (smashing glass common)
- Hyperactivity
- Drooling/Foaming at the mouth
- Acute paranoia
- Fear and panic

C. PROCEDURE

1. Communications Responsibilities

a. Upon receipt of a call for service that may lead the dispatcher to believe that a person is exhibiting signs of possible Excited Delirium, as described above, a minimum of two (2) officers will initially be assigned and a street supervisor will be notified to respond as well.

b. Dispatchers will also request Cicero Fire Department Paramedics/Emergency Medical Service (EMS) when the nature of the call dictates (information from the original caller indicates a medical emergency), or when requested by officers on the scene. Fire Department personnel shall be advised to stage at a safe location until notified that the scene is secure.

2. Responding Patrol Officer(s) Responsibilities

a. Responding officers shall assess the situation to determine if the person may be suffering from Excited Delirium (ED). That determination will be based on a rapid assessment of the overall scenario and behavior of the subject. If ED is suspected, (when in doubt err on the side of caution), immediately request EMS and a street supervisor if they have not been initially dispatched.

b. If the subject is armed and/or combative or otherwise poses a threat that requires immediate intervention, officers shall employ reasonable and necessary force to protect themselves and others and take the subject into custody.

c. If the subject is unarmed and presents no immediate threat to self or others, officers shall, if practical, contain the subject while maintaining a safe distance and remove others, who might be harmed, from the area.

d. Officers shall formulate a plan prior to making physical contact with the subject, if possible, and request additional personnel as needed. The object of the plan is to de-escalate the situation, calm the individual and gain control of the person so that he/she may be medically cared for. Custody is necessary for medical intervention, when the subject exhibits behavior that indicates they are a threat to themself or others. If practical, attempt to gain the subject's voluntary compliance.

1). One officer should attempt to engage the subject in conversation. Remain calm, speak in a conversational, non-confrontational manner, and reassure the subject that you are trying to help.

2). Attempt to have the individual sit down, which may have a calming effect. Also, refrain from making constant eye contact, which may be interpreted as threatening.

3). Because of the subject's mental state, statements and questions may need to be repeated several times. The subject may be extremely fearful and confused, so be patient and reassuring, as it may take some time for him to calm down.

e. Once sufficient officers are present and if the determination is made that physical force is necessary, the custody plan must be executed quickly, and with overwhelming force, to minimize the intensity and duration of any resistance and to avoid a prolonged struggle, which may increase the risk of sudden death. If possible, officers should ensure medical personnel are staged nearby prior to executing the custody plan.

f. Officers shall take into consideration all available force options and control techniques, with the realization that ED subjects' often demonstrate unusual strength, resistance to pain, as well as instinctive resistance to the use of force. Primary consideration should be given to proper application of the Electro-muscular Disruption Device (EMD; aka: TASER), which has proven effective as it temporarily causes neuromuscular incapacitation, providing officers with a window of opportunity to safely control and restrain the subject. Immediately upon EMD (TASER) application, a multi-officer take-down team, using a coordinated group tactic, should swarm the subject, gain physical control and handcuff him while he/she is temporarily incapacitated by the EMD (TASER). If feasible, three (3) sets of handcuffs will be used to accommodate medical treatment.

g. Once the subject is in custody and the scene is secured, immediately summon EMS personnel to the scene from the staging area. Until primary responsibility for the care of the subject is transferred to EMS personnel, officers must keep the restrained subject under constant observation. Place the individual in a supine position or on his side and continually monitor and assess vital signs. Be especially vigilant if he suddenly stops resisting and becomes tranquil. Initiate CPR as indicated.

h. Officers shall coordinate with on-scene EMS personnel and transfer custody of the subject to them, assisting in any way to avoid delay in the transportation of the individual to a medical facility. An officer shall be assigned to accompany EMS personnel during the ambulance transport. Upon arrival at the emergency room, request that the subject's core body temperature be recorded by medical personnel.

3. **Supervisor Responsibilities**

a. A street supervisor shall respond to all ED incidents and assume command.

b. A street supervisor shall ensure that all necessary forms and reports are completed as required, to include as much of the following information as possible:

1). Description and duration of subject's behavior prior to and after police contact, to include subject utterances and actions, i.e., running, shouting, pacing furiously, etc.

2). Type and duration of resistance

3). Number and identity of officers involved

4). Method of subject transport, to include time transport begins and ends

5). Struggle against restraints during transport

6). Presence or absence of sweating by subject

7). Approximate air temperature/humidity at scene of incident

8). Describe, if necessary, resuscitation efforts, number of times attempt was made, and by whom

9). Note the subject's body temperature at scene, if available, at arrival at medical facility and, if applicable, upon death.

BY ORDER OF:

_____

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 46-01-02-A

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **BOMB THREAT INFORMATION FORM**

BOMB THREAT INFORMATION FORM

BOMB THREAT

Questions to ask:

1. When will the bomb 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 did you place the bomb? _____
8. What is your telephone number? _____
9. What is your name? _____
10. What is your address?_____

EXACT WORDING OF THE THREAT:

_____

_____

_____

_____

_____

Sex of caller: _____ Race: _____ Age: _____

Date of call: _____ / _____ / _____Time of call: _____ Length of call: _____

Number that received the call: _____

CALLER'S VOICE:

_____ Calm	_____ Nasal	_____ Soft	_____ Loud
_____ Angry	_____ Clearing Throat	_____ Ragged	_____ Stutter
_____ Excited	_____ Lisp	_____ Laughter	_____ Normal
_____ Slow	_____ Raspy	_____ Disguised	_____ Crying
_____ Rapid	_____ Deep	_____ Slurred	_____ Accent
_____ Distinct	_____ Deep Breathing	_____ Whispered	_____ Familiar
_____ Cracking Voice			

If there was an accent, how would you characterize the accent? _____

If the voice was familiar, whom did it sound like? _____

BACKGROUND SOUNDS:

_____ Street Noises	_____ Factory machinery	_____ Static
_____ Crockery	_____ Animal Noises	_____ Car
_____ Voices	_____ Clear	_____ Booth
_____ PA System	_____ Long Distance	_____ Motor
_____ House Noises	_____ Office Machinery	_____ Music

Other _____

THREAT LANGUAGE:

_____ Well enunciated	_____ Incoherent	_____ educated
_____ Taped	_____ Foul	_____ Message read by threat maker
_____ Irrational	_____ Angry	_____ Laughing

Remarks: _____

_____

_____

Report call immediately to the Cicero Police Department at 9-1-1.

Date _____ / _____ / _____ Name _____

Phone number _____

By Order of:

_____

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 46-01-02

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **BOMB THREAT - BOMB INCIDENT RESPONSE**

1. POLICY

The Cicero Police Department will:

a. Establish standard procedures for operations in bomb situations;
b. Define areas of responsibility in bomb situations;
c. Ensure cooperation between the department, officials of the target of the bomb threat, and agents of any other agency that may be called to assist.

2. DEFINITIONS

a. ***Bomb Incident:*** A situation involving a suspicious item that may be an explosive device.
b. ***Bomb Threat:*** A telephoned or written threat received by an employee of the police department that indicates that an explosive device has been or will be set.

3. PROCEDURES

a. Written bomb threats will be handled as little as possible, and the investigations division will be notified.
b. Telephoned bomb threats:

1) Bomb situations will be handled as inconspicuously as possible. It is necessary to maintain a low profile in bomb situations in order to avoid panic.
2) Upon receiving a threat:

a) The employee receiving the threat will secure all pertinent information concerning the bomb threat (see Addendum 46-01-02-A, Bomb Threat Information Form);
b) If the person receiving the threat is not a telecommunicator, then the employee will provide the information received immediately to the communications center, and then to the on-duty shift commander, who will ensure the appropriate notifications are made;
c) On-scene officer in charge and the shift commander will ensure sufficient police personnel and equipment is assigned;
d) The on-scene officer in charge will, when appropriate, request residents/employees to conduct a search of locations familiar to them, with instructions only to identify the location and description of any suspicious foreign objects.
e) Officers entering the scene should advise the communications center that they are turning off their radios. No radios or cell telephones will be operated within 100 feet of the scene.
f) Occupants of the building will be told to not use radios or telephones.

Note: It will not be the responsibility of the officer to determine whether a building evacuation should take place at this time. This will be an owner/management decision. Exception to this rule is as followed:

c. Discovery of a suspicious item:

1) Notify the Cook County Bomb Squad via the communications center if any device that could be a bomb or other explosive or incendiary device is found;
2) The communications center will maintain a current contact number for the Cook County Bomb Squad or other Bomb/Arson authority. The communications center supervisor will check this number monthly.
3) Police and supervisory personnel will be responsible for the evacuation of the area where detonation of the device could injure persons.

   a) The assigned officers and/or supervisors will physically check the outside perimeter prior to the evacuation.
   b) Notice of evacuation will be by word of mouth or by a pre-arranged signal since the use of a public address system or and alarm may trigger some bomb devices.
   c) Evacuation of person will be slow and orderly to a safe place behind the cover of a building or at least 500ft from the device, if in the open.
   d) Notification of persons in the surrounding areas and buildings that may be affected by a blast situation will be the responsibility of the on-scene supervisor.

4) Allow access to the device only to Cook County Bomb Squad personnel, who will assume command of the scene upon their arrival; and
5) **OFFICERS WILL NOT:**

   a) Handle any suspected device, nor place it in a department vehicle or facility.
   b) Use radio equipment within 100 feet of the suspect device.
   c) Turn on or off any electrical light switches.

d. Search Procedures:

1) If a search is to be conducted, utilize personnel familiar with the building. Teams consisting of at least on person familiar with the building and one police officer will conduct the search.
2) Teams will be assigned to specific search areas. Special search areas as follows:

   a) Begin the search on the outside of the building working in and on the lowest level and work up.
   b) When a specific time has been given for the detonation of a device the search operation will be stopped for a minimum of 15 minutes before the given time and until 15 minutes after the given time of detonation.

e. Communications center

In the event a bomb threat is received by the communications center:

1) The 911 dispatcher receiving the call will advise the on-duty communications supervisor when the dispatcher feels it is appropriate and safe to do so.
2) The dispatcher receiving the call will attempt to determine whether the caller is an adult or a child, and whether the target involved has been a target for previous bomb threats.
3) If possible, determine the location of the caller.

4) The dispatcher will assign a field supervisor and a uniformed officer to the location of the incident, and will notify the shift commander; and
5) Upon request of an officer or supervisor that assistance is required to handle a suspect device, the dispatcher will notify the Cicero Fire Department and/or the Cook County Bomb Squad, as appropriate, that a suspect device has been located and assistance is being requested.

f. Post Blast Investigation:

1) In the event that an explosion occurs, regardless of the circumstances, the Cook County Bomb Squad, BATF and the Cicero Fire Department will be contacted and advised of all pertinent information about the incident. Further procedures are as follows:

a) A sufficient number of personnel will be sent to the scene to maintain order and security. The patrol supervisor will take command of the scene pending the arrival of the Cook County Bomb Squad and Arson Unit personnel and/or department investigators.
b) If fire breaks out as a result of the explosion, the fire department will be instructed not to clean up after the fire is struck so as to preserve any possible evidence.
c) The follow-up investigation of bombing incidents and/or found devices will be handled by the police detectives, the fire marshal or his inspectors, and/or personnel from the Cook County Bomb Squad and Arson Unit.
d) The area will be cleared of all persons during the post blast investigation to lesson the danger of further explosions that may be caused by a possible secondary delayed device.

g. Bomb Threat Information Form

1) The Deputy Superintendent of Administration will have the bomb threat form provided in Addendum 1, GO 46-01-02-A printed and provided to all employees. It will be provided in quantity to the front desk and to the communications center.
2) When any employee receives a bomb threat they will take notes about the bomb threat using the form.
3) The form will be provided to outside persons who:

a) Have received bomb threats in the past.
b) Are likely to receive bomb threats in the future.

h. Radioactive Material:

1) In incidents involving the release of suspected radioactive material, the officer on the scene will request that the communication center immediately notify the U.S. Department of Energy, Argonne National Laboratory, or Argonne Security Personnel.
2) Communication will also notify the following

a) The shift supervisor.
b) The street supervisor.
c) The Cook County Bomb Squad and Arson Unit.

3) Officers/Supervisors will make every reasonable effort possible to rescue victims if survivors are believed to be alive and entrapped, and protect the scene and restrict persons from the area, evacuating all persons from a distance of at least 1500 feet. Souvenir collection MUST BE strictly enforced.

4) Segregate and detain persons who have had possible contact with the radioactive material, so that they can be further examined.
5) Remove the injured from the area with as little contact as possible and have those transported to the nearest hospital. Be sure to advise the transportation that the victim has been exposed to radioactive material.

i. Training:

All members of the Cicero Police Department including civilian communications and clerical desk aid personnel, will be provided with a review of the procedures set forth within this directive and have access to General Order Addendum 46-01-02-A entitled *Bomb Threat Information Form.*

By Order of:

_____
Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 42-01-04

EFFECTIVE DATE: **April 10, 2019 (revised-minor)**
[Page 4 of 8: IX-8-last sentence from previous order deleted]

SUBJECT: **Eyewitness Identification**

I. PURPOSE:

This policy sets forth guidelines to be used when members of this department employ Eyewitness Identification Techniques.

II. DEFINITIONS:

A. Definitions related to the policy include:

1. **Eyewitness Identification Process-** Any field identification, live lineup or photographic identification.
2. **Field identification (Show-up)**-a live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.
3. **Live 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.
4. **Photographic 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.
5. **Eyewitness** - A person viewing the line-up whose identification by sight of another person may be relevant in a criminal proceeding.
6. **Fillers** - A person or a photograph of a person who is not suspected of an offense and is included in a line-up.
7. **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.
8. **Lineup** - Includes a photo lineup or physical lineup.
9. **Lineup Administrator** - The person who conducts a lineup.
10. **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.

III. POLICY

This department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

IV. INTERPRETIVE SERVICES

A. Officers should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

B. Before the interpreter is permitted to discuss any matter with the witness, the investigating officer should explain the identification process to the interpreter.

C. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

V. EYEWITNESS IDENTIFICATION FORM

A. The Criminal Investigations Supervisor shall be responsible for the maintenance of an Eyewitness Identification Process for use by members when they are conducting eyewitness identifications.

The process and any related forms or reports should provide:

1. The date, time and location of the eyewitness identification procedure.
2. The name and identifying information of the witness.
3. The name of the person administering the identification procedure.
4. If applicable, the names of all of the individuals present during the identification procedure.
5. An admonishment that the suspect's photograph may or may not be among those presented and that the witness is not obligated to make identification.
6. An admonishment to the witness that the investigation will continue regardless of whether identification is made by the witness.
7. A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.
8. The process and related forms should be reviewed at least annually and modified when necessary.
9. Eyewitness Identification Forms-Addendum A- English, Addendum B- Spanish

VI. EYEWITNESS IDENTIFICATION

A. Officers are cautioned not to, in any way; influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Officers should avoid mentioning that:

1. The individual was apprehended near the crime scene. The evidence points to the individual as the suspect.
2. The evidence points to the individual as the suspect.
3. Other witnesses have identified, or failed to identify, the individual as the suspect.

B. In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

C. Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

VII. PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

A. A photo lineup or photo spread can be used to identify a suspect involved in a criminal investigation. This process should be used when a suspect is not known to the victim or witness to the crime.

B. A photo lineup or photo spread should consist of six (6) or more photographs. Photos used in the lineup as fillers should bear similar characteristics to the suspect to avoid causing the suspect to stand out.

C. Each eyewitness who views a photo lineup or photo spread shall sign the Eyewitness Identification Form (Addendum A)

D. A photo lineup or photo spread should not be administrated if the suspect is in custody unless certain circumstances exist causing a live person lineup to be not practical. In cases in which a suspect is in custody a live person lineup should be conducted using the same guidelines as a photo lineup.

E. All lineups shall be photographed or otherwise recorded.
(See Criminal Procedure 725 ILCS 5/107A-5 for further information and requirements pertaining to photo lineups and live person lineups).

VIII. PROCEDURE

Factors to Consider in Eyewitness Identification

A. In order to determine whether an out-of-court confrontation/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 confrontation/ identification.
5. The length of time between the crime and the confrontation/identification.
6. Whether the eyewitness was a "casual observer" or the victim of the crime. Compliance and non-compliance with legally required practices outlined in this policy.
7. Courts consider the totality of the circumstances when determining if the confrontation/ identification was suggestive or otherwise unreliable.

IX. SHOWUP PROCEEDURES

1. In order to minimize potential suggestiveness, the following procedures shall be utilized in the administration of Show up identifications.
2. Consideration should be given regarding time factors. Generally, Show ups 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).
3. Use Show ups only when suspect is detained within one hour of the offense.
4. 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.
5. Courts have ruled that the least intrusive investigative technique reasonably available should be utilized for show ups. Absent exigent circumstances or

consent, eyewitnesses should betransported in a departmental vehicle to the location of a detained person for identification or elimination as a suspect. Exigent circumstances may include instances such as; theeyewitness was injured or physically unable to be taken promptly to view a detained suspect or the eyewitness was otherwise incapacitated.

6. Prior to performance of any Show up, investigators and officers should obtain (and document) a detailed description of the suspect.
7. When multiple eyewitnesses are involved, consideration should be given as to how many eyewitnesses should be utilized to perform a Show up identification. It may be beneficial tohave 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.
8. Prior to viewing a detained suspect, eyewitnesses should be advised that the person(s) they will be viewing may or may not be the suspect and that they are not obligated to make an identification.
9. Personnel shall not provide any verbal or non-verbal cues to any eyewitness that may influence the eyewitness' selection.
10. 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 until after the show up is completed.

X. FIELD IDENTIFICATION CONSIDERATIONS

A. Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications.

B. When initiating a field identification, the officer should observe the following guidelines:

1. Obtain a complete description of the suspect from the witness.
2. Assess whether a witness should be included in a field identification process by considering:
3. The length of time the witness observed the suspect.
4. The length of time that has elapsed since the witness observed the suspect.
5. The distance between the witness and the suspect.
6. Whether the witness could view the suspect's face.
7. The quality of lighting when the suspect was observed by the witness.
8. Whether there were distracting noises or activity during the observation.
9. Any other circumstances affecting the witness's opportunity to observe the suspect.
10. If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
11. When feasible, officers should bring the witness to the location of the suspect, rather than bring the suspect to the witness.
12. A person should not be shown to the same witness more than once.
13. In cases involving multiple suspects, witnesses should only be permitted to

view the suspects one at a time.

14. A person in a field identification should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.
15. If a witness positively identifies an individual as the perpetrator, officers should not conduct any further field identifications with other witnesses for that suspect. In such instances officers should document the contact information for any additional witnesses for follow up, if necessary.

XI. COMPOSING PHOTO AND PHYSICAL LINEUPS

A. The following procedures will be utilized for the development of photo or physical lineups.

1. 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.
2. 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.
3. 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.
4. A random pattern as to position of the suspect shall be utilized. Suspects shall be placed in different positions in each lineup, with regards to different cases and/or eyewitnesses in the same case.
5. 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.
6. 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.
7. For all photo lineups, a minimum of 5 fillers should be selected and displayed for each identification procedure. The identity of persons utilized in photographs should be documented.
8. 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. The identity of all persons utilized in a physical lineup should be documented.
9. 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.

10. Individuals portrayed in photo lineups should be identified by a number (i.e., 1, 2, 3, 4, 5, 6).
11. 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.
12. When possible, 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.

XII. EYEWITNESS INSTRUCTIONS AND IDENTIFICATION PROCEEDURES

1. The following procedures shall be followed in the administration of viewing a photo or physical line up.
2. 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 the case or results of an identification made by other eyewitnesses. If separation is not practical, the lineup administrator shall ensure the eyewitnesses are monitored and that they don't confer with each other while waiting to view the lineup or during the lineup.
3. Eyewitnesses 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.
4. All lineups involving minors will be performed with a juvenile officer present in accordance with 705 ILCS 405/5-410(2)(f) and Juvenile Procedures.

XII. ALL LINEUPS MUST BE CONDUCTED USING THE FOLLOWING METHODS:

1. By an independent administrator, unless it is not practical.
2. Using a simultaneous procedure in which an array of photographs is presented simultaneously to an eyewitness.
3. 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.
4. 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.

5. There shall not be anyone else present who knows the suspected perpetrators identity during the lineup administration except the eyewitness and the suspected perpetrator's legal counsel if required by law.
6. Prior to viewing any lineup, eyewitnesses shall be read instructions provided on the Lineup/Photo-Spread Advisory Form (Addendum A-English, Addendum B-Spanish version). The document shall be signed by the

eyewitness and submitted with the officer's reports. If the eyewitness refused 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.

7. 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 or video recorded. Eyewitnesses will be instructed that an audio or video recording of the lineup procedure will be made. If the eyewitness refuses, said refusal will be documented.
8. Administering personnel shall not provide any verbal or non-verbal cures to any eyewitness that may influence the eyewitness' selection.
9. In instances where an identification is made, personnel shall not report to the individual suspected of the crime or otherwise "validate" their identification until after the lineup is completed.
10. Any statements made by eyewitnesses related to the identification or non-identification during a lineup will be accurately documented.
11. 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. Each eyewitness should then be removed from the viewing area before participants are removed.
12. In the event that a physical lineup is utilized, participants may be asked to preform 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.
13. If any of the procedures are deemed impractical, then the reasons for such impracticality must be documented in the officer's reports.

XIII. DOCUMENTATION

A. A thorough description of the eyewitness process and the results of any eyewitness identification should be documented in the case report. Witness comments of how certain he/she is of the identification or non-identification should be quoted in the report.

B. If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report (725 ILCS 107A-5).

C. All documentation, video oral recordings and photographs shall be processed and submitted into Evidence.

By order of:

[redacted]

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 42-01-03

EFFECTIVE DATE: April 07, 2016

SUBJECT: Crime Scene Processing

I. Purpose

This directive continues:

A. the duties and responsibilities of Department members assigned to the protection and investigation of crime scenes.

B. the concept of forming inner perimeters, outer perimeters, and staging areas at crime scenes.

C. the use of crime scene barrier tape for creating perimeters.

D. the use of crime scene evidence markers.

II. Policy

It is the policy of the Cicero Police Department to secure and protect crime scenes, when appropriate; to collect, preserve, and submit evidence for analysis in a manner consistent with Department directives and legal requirements.

III. General Information

A. A crime scene can contain physical evidence that may be relevant to a successful investigation. Therefore, every crime scene will be evaluated for the presence of physical evidence.

B. A supervisor will immediately be notified when a preliminary investigator (assigned Patrolman) determines that physical evidence is present at a crime scene that requires processing by Department evidence technicians (Det. Div.) or the Illinois State Police-Crime Scene Investigations Unit (ISP-CSI) or the Cook County Sheriff's Police (CCSPD) Evidence Technicians.

C. When feasible, a supervisor will respond to the scene and determine if Detective Division personnel are needed for crime scene processing. If a supervisor is unable to respond, the preliminary investigator will make the request.

D. In the absence of exigent circumstances, a crime scene will be:

1. established by use of crime scene tape. In instances of a violent crime or major incident crime scene tape will be used to establish

a. an outer perimeter well in excess of the actual scene. This will allow for personnel (Command, other personnel with expertise but not necessarily involved in the actual investigation of the crime, etc. and not essential within the actual working crime scene to confer and plan without needing to actually enter the crime scene, and

b. an inner perimeter (if possible by use of red crime scene tape) will also be established that will be the known crime scene at the time. In many cases regarding violent crimes this will also indicate the possible presence of biohazards/bodily fluids etc. and special care and attention should be used by all investigating members inside this area. When in doubt of the exact size of the scene expand the size accordingly based on the type of crime and known facts at the time.

1). Only personnel actively investigating the crime scene will be allowed into the inner perimeter/crime scene. All members entering the inner perimeter/crime scene will be documented by name, star #, time entering the scene, and purpose for entering. This will be documented on a Department Crime Scene Log which will be kept by a designated Patrol Officer or Detective as determined by the scene supervisor.

2. protected, with sufficient personnel and crime scene tape, until it is completely processed for physical evidence. Evidence, when possible, will be ~~marked with evidence markers until it can be processed~~.

E. Evidence will NOT be disturbed prior to processing, unless it is absolutely necessary to preserve life or to protect the evidence from loss or damage. If the movement of evidence is unavoidable it will be photographed before being moved, if feasible. [This section was moved and given a new letter based on content]

F. When a Department member determines there is a compelling reason to handle evidence before the crime scene has been evaluated by Detective Division personnel, he or she will wear fresh rubber gloves at all times for each, when feasible:

1. item of evidence touched, or

2. firearm touched

NOTE: Each item of evidence or firearm that has been touched prior to the processing of the scene will be inventoried by the recovering

Department member. Each firearm will be placed in a fresh Firearm's Evidence Box.

EXCEPTION: Recovered Firearms that require fingerprint or DNA processing will not be touched, handled, or removed by any members on the scene other than the locating officer with the approval of a supervisor. If exigent circumstances exist that require the immediate removal of the firearm, the recovering officer will handle and secure the firearm in a manner that minimizes the risk of spoiling or degrading the evidence. The exigent circumstance requiring immediate removal will be thoroughly documented in the appropriate case report narrative.

G. Whenever physical evidence is moved or disturbed prior to the scene being processed by the Detective Division, the involved member will:

1. immediately notify a Patrol Division supervisor assigned to supervise the preliminary investigation.
2. immediately notify responding Detective Division personnel
3. inventory the evidence, unless relieved of this responsibility by the assigned Detective
4. detail the circumstances in the narrative of the appropriate case report, if the member is the assigned preliminary investigator. {Moved to end of sentence for punctuation and flow]
5. detail the circumstances in a Supplementary Report, if the member is not the assigned preliminary investigator. {Moved to end of sentence for punctuation and flow]

H. Access to a crime scene will only be permitted to personnel who are responsible for:

1. rendering aid to the injured,
2. supervising the investigation,
3. protecting the crime scene,
4. investigating the crime,
5. processing the crime scene for evidence, or
6. processing deceased persons.

NOTE: All other personnel must receive authorization from the on- scene supervisor in charge/command of the scene to access a crime scene.

I. The Detective Division will assign a detective to respond to and investigate all crime scenes involving homicide, suicide, suspicious death, aggravated battery likely to cause death, the discharge of a firearm by or at a Department member has occurred (other than under normal circumstances during Department firearms training), or any incident in which the ranking Patrol Division supervisor on the scene requests the assignment of a Detective.

J. Evidence Technician personnel (Illinois State Police or Cook County Sheriff's Department) will be requested to all crime scenes involving any homicide, suicide, aggravated battery likely to cause death, incident where the discharge of a firearm by or at a Department member has occurred, or any incident in which the Patrol Division supervisor on the scene requests the assignment of Evidence Technician personnel.

Note: In instances involving an officer involved shooting (OIS) wherein anyone is struck by gunfire or suffers injury likely to cause death the Illinois State Police Public Integrity Task Force (ISP-PITF) will be immediately notified and they in turn will notify evidence technicians. The scene should be secured and evidence maintained until the arrival of the ISP-PITF and their Evidence Technician personnel.

By order of:

[redacted]

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 45-01-02

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **LIQUOR AND TOBACCO ENFORCEMENT**

1. POLICY:

a. It is the policy of the Town of Cicero Police Department to uniformly enforce the Town Tobacco Ordinance by conducting control buys operations on a continuous basis.
b. To define procedures for routinely monitoring licensed establishments who sell tobacco and alcoholic products.
c. To ensure that minors are not unlawfully obtaining tobacco and alcoholic products.

2. DEFINITIONS:

a. ***Licensee -*** Holder of a license to sell tobacco
b. ***Observers -*** Civilians that are pre-approved by the Superintendent of Police to view the control buy operations.
c. ***Official Identification -*** Picture identification issued by he State of Illinois in the form of a driver's license or state ID card.
d. ***Supervising Officer (SO) -*** An officer assigned to the controlled buy operation to oversee the special agent.
e. ***Special Agent -*** A volunteer under the legal age to purchase alcohol or tobacco products who assists the Police Department with the controlled buy operations.

3. PROCEDURES:

a. Pre-Operation Activities:

1) A Supervising Officer shall submit the schedule to the Superintendent of Police for review prior to implementation. Licensees that limit sales to employees or members will not be checked on a regular basis. (e.g. Sam's club or VSA).
2) The Supervising Officer will obtain the special agent to be utilized during the buys.

a) A certified copy of the agent's birth certificate or a valid Illinois Identification Card shall be furnished to the SO prior to the operation.

1. Tobacco enforcement agents will be between 15 and 17 years of age.
2. Liquor enforcement agents will be between 18 and 20 years of age.

A. 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.
B. Agents should have the appearance, demeanor and mannerisms appropriate to their age.

C. Agents will dress appropriate for their age group, and will not have facial hair, nor wear any type of heavy make-up or excessive jewelry.
D. Agents under the age of 18 will have a parent complete a Parental Consent Form (Attachment A) prior to the operation date.
E. Agents will be available for testimony at hearings and field court proceedings at the request of the Town Prosecutor. If possible, the same clothing will be work for these proceedings as was worn during the operation.

3) The SO will hold a briefing prior to the operation.

a) The SO will approve the agent's appearance and a photo will be taken of the agent. The agent's appearance will not be changed after that point.
b) The SO will verify that the agent has proper official identification, showing its true date of birth. This will be the only identification carried or presented throughout the course of the operation
c) The agent will be instructed:

1. To go directly to the targeted merchandise and then directly to the checkout.
2. That at no time should he try and persuade the licensee/clerk to complete the sale and he should speak only as necessary.
3. If asked about his age, he is to reply with his correct age and if he is asked for his identification, he is to present his previously approved ID.
4. If a transaction is completed, he should try to obtain a receipt.
5. That the success of the operation and or his continued use as an agent is not dependent on making successful purchases.

4) The operation will not be conducted during extremely busy times (e.g. rush hours) at the licensee's location, and the SO will also have the authority to terminate the operation at any time for safety reasons.

4. OPERATIONAL INSTRUCTIONS:

a. Tobacco Dealers, if practical, the SO will 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.
b. Restaurants, if practical, the SO shall station himself outside the establishment where he can view any transaction between the agent and any representative of the establishment. If this cannot be accomplished the SO will enter the restaurant after the agent and observe from a discreet location. The agent will take a seat alone, purchase cigarettes from the counter or machine. Food will not be ordered.
c. Bars, if practical, the agent will enter alone and order for himself. The SO will station himself either inside the bar or in an area from which he can observe the sale. He should not appear to be accompanying the agent.

5. COMPLETED TRANSACTIONS:

a. Tobacco Dealers:

1) If the transaction occurs, the agent will exit the store and immediately turn the purchased item over to the SO, along with any receipts.
2) The SO will re-enter the store with the agent and have the agent verify the identity of the seller.
3) The SO will identify himself and ask to see the on-duty manager. The SO will explain the violation to the manager, with the agent present, and answer any questions pertaining to the transaction.

4) The SO will issue a citation for delivery of tobacco to a minor to the clerk/seller.
5) The tobacco items will be preserved per the procedures governing evidence preservation.

b. Restaurants and Bars

1) The SO will identify himself and ask to see the on-duty manager. The SO will explain the violation to the manager, with the agent present, and answer any questions pertaining to the transaction.
2) The SO will issue a citation fro delivery of tobacco to a minor to the clerk/seller.
3) The tobacco items will be preserved for evidence purposes per procedures on evidence preservation.

c. General Report Form will be completed on all violations.
d. The SO will verify the display of current license and other required notices on all establishments checked.

6. REPORTING:

a. Prior to the end of his shift the SO will prepare an informational memorandum to the Superintendent of Police on the operation. In it he will indicate all licensees checked, regardless of whether or not a violation occurred. If any licenses are not checked, this memorandum should include the reasons why.
b. The SO shall submit copies of all completed General Report Forms to the Superintendent of Police.
c. Copies of all crime reports and the memorandum will be forwarded to the Town Prosecutor, Town Attorney, Town Clerk and Liquor/Tobacco Control Commissioner by the Chief's Office.

7. OBSERVERS:

a. From time to time, special observers will be permitted to observe control buy operations. Observers are not to interfere with any police action.
b. Observers are not to identify themselves or speak with the agent until the operation at that particular site is completed. Observers will not enter a store, stand next to, or sit with an agent.
c. Observers are not to interview store clerks or other employees of the licensee without specific permission from the manager on duty. Photographs or video recordings showing the store's name, address or logo will not be taken or edited out before any public use.
d. Observers requesting information concerning department procedures or operations, including the one described in this general order, will be directed to the Superintendent of Police.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 45-02-02

EFFECTIVE DATE: **May 1st, 2014**

REVIEW DATE: **May 1st, 2016**

SUBJECT: **COMMUNITY ORIENTED POLICING PROGRAM (COPP)**

1. POLICY

The Cicero Police Department is committed to responding to the needs of and establishing a close working relationship with the community. This department-wide philosophy is reflected in agency-wide activities, not just in a specific program. The department establishes policies, related procedures and components of a community involvement program.

2. PROCEDURES

a. Community Oriented Policing Program is a function of the entire Cicero Police Department.

1) The Superintendent of Police or his designee will coordinate and implement the specific crime prevention, community education, crime resistance and community relations activities of the department.
2) The Community Oriented Policing Program will include:

a) Establishing liaison with formal community organizations and other community groups such as Neighborhood Watch.
b) Developing community service policies for the department.
c) Publishing department objectives, problems, and successes related to community relations.
d) Conveying information transmitted from citizens' organizations to the department.
e) Improving department practices bearing on police community relations.
f) Identifying related training needs through citizen interaction, consulting with internal investigations, and conferring with officers and supervisors.
g) Establishing community groups where appropriate.
h) Providing information to the public through bulletins, media relations and public meetings.
i) Establishing a subscription to LEADS ON LINE to assist the Police Department in tracking stolen and recovered property and allowing members of the public the use of LEADS ON LINE to complete an inventory of their property to assist in recovery of that property should it be lost or stolen.

3) The Community Oriented Policing Program will be distributed to employees through:

a) Roll call training sessions.
b) Postings on bulletin boards.
c) Informational memorandums.
d) LEADS ON LINE.

4) Community Oriented Policing Program Coordination

a) All employees of the department are responsible for maintaining favorable community relations.
b) The department may assign specific personnel who will have primary responsibility for community oriented programming.
c) The Superintendent of Police, the Deputy Superintendent of Police and Director of CSO/TIF will have overall responsibility for community involvement programs.

5) Community relations - a shared responsibility

a) The Cicero Police Department is committed to responding to the needs of and establishing a close working relationship with the community as a Department-wide philosophy, not just a specific program.
b) All Cicero Police Department employees share responsibility for achieving community involvement and community service objectives and play a vital role in the overall community relationship with the department. The success of community strategies and tactics depend on all police employees working in partnership with the community.

b. Community relations reporting

Quarterly, the Director of CSO/TIF, or their designees, will prepare and forward to the Superintendent of Police, a report that includes, at a minimum, the following elements:

1) A description of current concerns being voiced by the community.
2) A description of potential community/law enforcement problems within the community.
3) A statement of recommended actions that address these concerns and problems.
4) A statement of progress made towards resolving previously identified concerns and problems.

c. Survey of citizen attitudes

1) In coordination with the crime analysis function (see GO 15-01-01, Crime Analysis), the Deputy Superintendents of the Cicero Police Department on every odd numbered year, will participate in directing the development, distribution, collection and analysis of a survey of citizen attitudes and opinions about:

a) Overall department performance.
b) Overall competence of department employees.
c) Officer attitude and behavior toward citizens.
d) Concern over safety and security within the department's service area as a whole.
e) Recommendations and suggestions for improvements.

2) Community input

a) Input from the community ensures that department policies accurately reflect the needs of the community.
b) Various policies of the department are designed and intended to reflect the needs expressed by the community and individual citizens.

c) Citizen input is encouraged and suggestions/opinions are gathered in the following ways:

1. Citizen surveys.
2. Participation with civic organizations and community groups.
3. Attending community meetings.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 47-01-01

EFFECTIVE DATE: **April 15, 2012**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **Transgender Individuals**

1. POLICY

It is the policy of the Cicero Police Department to treat all persons, regardless of gender or sexual orientation, equally and fairly and to guarantee their rights under the constitution.

2. DEFINITIONS: (source: Webster Dictionary)

a. Transgender: of, relating to, or being a person who identifies with or expresses a gender identity that differs from the one which corresponds to the persons sex at birth.
b. Transsexual: A person who strongly identifies with the opposite sex and may seek to live as a member of this sex, especially by undergoing surgery and hormone therapy to obtain the necessary physical appearance.
c. Transvestite: A person, especially a male, who adopts the dress and often the behavior of the opposite sex.

3. PROCEDURES

a. All contacts with persons who appear to be transgender will be carried out in a professional manner, while maintaining the dignity of all individuals involved.
b. All "pat down" searches will be conducted in accordance with Cicero Police Department General Order 41-02-01B (Patrol Procedures: Field Interviews and Pat Down Searches), Terry v. Ohio, and any subsequent applicable court decisions.
c. Search- Incident to arrest
All searches incident to arrest will be conducted in accordance with Illinois Compiled Statutes (ILCS) and related court decisions.
d. Lock-up procedures:
Anyone arrested by or in the custody of this Department who identifies themselves or appears to be a transgender individual will be placed in a cell by themselves. The lock-up keeper/jailer will notify the on duty watch commander.
e. Transportation
All transgender arrestees, transported in a Department vehicle, will be transported separately from any other arrestees. Mileage readings, before and after transport, will be given to dispatch.
f. Custody Transfer
Anytime transfer of custody of a transgender arrestee is made to another agency, that agency will be advised of the gender status of the arrestee.

By Order of:

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Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 46-01-06

EFFECTIVE DATE **September 11, 2014**

REVIEW DATE **September 1, 2016**

SUBJECT: **Crisis Intervention Team Program (CIT)**

A. PURPOSE: This General Order establishes the Crisis Intervention Program (CIT)

B. POLICY

The Cicero Police Department recognizes the occasional correlation between mental health and crime and is committed to the dignified treatment and safety of arrestees and other persons requiring assistance from the Department to obtain mental health evaluation, treatment or hospitalization

C. DEFINITION

1. **Mental Illness** is a mental or emotional disorder that substantially impairs a person's thought, perception of reality, emotional process, judgment, behavior or ability to cope with the ordinary demands of life, but does not include a developmental disability, dementia, or Alzheimer's disease absent psychosis, a substance abuse disorder, or an abnormality manifested only by repeated criminal or otherwise antisocial conduct. ref: (405 ILCS 5/1–129).
2. **Crisis Intervention Team (CIT)** is a program which utilizes specially trained personnel to respond to calls involving a confirmed or suspected person with a mental illness who may be in crisis. The CIT program establishes partnerships with the mental health community in order to increase the options available when dealing with the mentally ill.
3. **Critical Response Unit (CRU)** refers to all CIT Program personnel as a whole.
4. **Emotionally Disturbed Persons (EDP)** are individuals who are experiencing an altered mental state due to chemical abuse, an emotional crisis or mental health issues. EDP's generally fall into 3 categories;

   a) **Chemical Abusers** - The Chemical Abuser includes anyone in an altered mental state due to alcohol or drug use. These individuals are more likely to attack an Officer due to lowered inhibitions and also have a much higher pain tolerance.

   b) **Short Term EDP** – The Short Term EDP is generally out of control because of something going on in their life right now. For example, the loss of a loved one

may push someone into a frenzy. Many times these individuals are not dangerous, but may need some level of intervention to stabilize.
Some Short Term EDP's are dangerous though. One example may be a father who has just found out that his daughter was raped by a neighbor.
That father may lose rational thought and be found walking down the street with a hunting rifle when Officers arrive.

c) **Long Term EDP** – The long Term EDP is someone who has ongoing mental health issues. Someone who is bipolar or schizophrenic for example is likely to be encountered frequently by police. In many cases personnel may know in advance of mental health issues because of prior calls involving that subject. Sometimes though, an Officer may roll up on a trespassing or suspicious person call, completely unaware of the skewed reality of the person you are about to deal with.

D. PROCEDURES

The CIT Program is charged with improving the Department's response to mental health related incidents and facilitating and coordinating law enforcement services provided to the mental health community by:

1. developing a comprehensive, uniform intervention strategy and maintaining coordination with other Town, criminal justice and community based agencies, advocacy groups, educational and research institutions and members of the community coping with mental health issues.
2. collaborating in the development of the CIT training curricula and materials, both within the Department and for other Town agencies or service providers and participating as instructors for Department training of in-service and recruit members on mental health issues.
3. engaging as a Critical Response Unit (CRU) or CIT Team member for identified mental health emergencies requiring a high level of law-enforcement-related mental health intervention expertise and competence. This engagement is specifically intended to provide CIT-trained Department personnel to assist with mental-health-related incidents:
    a) as determined by a Department Command Staff member,
    b) as determined by the Incident Commander at the scene of an incident with a Mental Health factor,
    c) at the request of Department personnel, community based service providers, or other governmental agencies.
4. provide periodic roll call training for all personnel on Department policy and other matters relating to mental health issues.
5. disseminating information about available mental-health related resources and services to all personnel and to the community to facilitate problem solving for mental health issues and to assist in making appropriate referrals for members of the community.

6. informing and, when necessary, consulting with CIT-trained members on recurring mental health issues or problems.
7. supporting the Detective Division follow-up investigations involving individuals in need of mental health treatment.
8. attending periodic training to remain informed of changes in criminal statutes, Department policy and other related issues.
9. coordinating mental health crisis response and emergency intervention service between service providers and CIT-trained personnel.
10. other duties as identified by the Command Staff member responsible for the program.

E. **Communications Responsibilities**

1. upon receipt of a call for service involving a suspected or known EDP, a minimum of 2 Officers will initially be assigned, 3 - 4 Officers if possible. A street Supervisor will also be assigned and the Watch Commander will be notified. (if any C.I.T. Trained personnel are available, they will be assigned by the Communication Section to calls or incidents involving a confirmed or suspected person with a mental illness who may be in crisis.)

2. Dispatchers shall also request Cicero Fire Department Paramedics/Emergency Medical Service (EMS) when the nature of the call dictates (information from the original caller indicates a medical emergency), or when requested by Officers on the scene. Fire Department personnel shall be advised to stage at a safe location until notified that the scene is secure.

F. Responding C.I.T. Officer(s) Responsibilities

1. Access the situation to determine if a rapport has been developed between the subject of the call and initial responding personnel. If so, the initial Officer and the C.I.T. Officer will determine who will take or maintain the lead role.

2. If a C.I.T. Officer arrives on scene first, or with initial responding personnel, he/she shall be responsible for dealing with the subject of the call, to include communication with the individual, determining the appropriate disposition, and any documentation which may be involved.

G. Responding Patrol Officer(s) Responsibilities

1. Assess the situation to determine if the person may actually be an Emotionally Disturbed Person, (EDP).
2. upon determining that the incident involves an EDP, request CIT personnel, when available and a Supervisor.
3. if the subject is unarmed and presents no immediate threat to self / others,

Officers shall, if practical, contain the subject while maintaining a safe distance and remove others, who might be harmed from the area. On scene personnel should speak to the EDP in a calm, non-confrontational tone.

4. If the subject is armed and/or combative or otherwise poses a threat that requires immediate intervention, Officers shall employ reasonable and necessary force to protect themselves and others and take the person into custody.
5. Officers shall formulate a plan prior to making physical contact with the subject, if possible, and request additional personnel as needed.
6. Once sufficient personnel are present and if the determination is made that physical force is necessary, to take the subject into custody for medical/psych transport, the custody plan must be executed quickly, and with overwhelming force, to minimize the intensity and duration of any resistance and to avoid a prolonged struggle. If at all possible, Officers should ensure medical personnel are staged nearby prior to executing the custody plan.
7. Once the subject is in custody and the scene is secured, immediately summon EMS personnel. Until primary responsibility for the care of the subject is transferred to EMS personnel, Officers must keep the restrained subject under constant observation. Place the individual in a supine position or on his side and continually monitor and assess vital signs. Be especially vigilant if the subject stops resisting and becomes tranquil. Initiate CPR as indicated.
8. Officers shall coordinate with on-scene EMS personnel and transfer custody of the subject to them, assisting in any way to avoid delay in the transportation of the individual to a medical/psych facility. An Officer will be assigned to accompany EMS personnel during the ambulance transport, if the subject is combative and poses a danger to self or others.

H. Supervisor Responsibilities

1. Street supervisor shall respond to EDP incidents and assume command.

2. Street supervisors shall indicate on the shift line-up if any C.I.T. Officers are working.

3. A street supervisor shall ensure that all necessary forms and reports are completed as required, to include as much of the following information as possible:
   a) Description and duration of subject's behavior prior to and after police contact to include subject utterances and actions, i.e., running, shouting, pacing furiously, etc.
   b) Type and duration of resistance
   c) List of personnel on scene
   d) Method of subject transport
   e) Struggle against restraints during transport
   f.) Presence or absence of sweating by subject
   g) Air temperature/Humidity at scene of incident
   h) Describe resuscitation efforts, (if applicable), number of times attempt was made and by whom.
4. Determine destination of transport in arrest situations.

H. List of Mental Health Centers:

Vanguard MacNeal Hospital Behavioral Health Services
3249 S. Oak Park Avenue
Berwyn, Illinois 60402
(708)783-3140

Madden Mental Health
1200 S. 1st Avenue
Maywood, Illinois 60153
(708) 338-7400

Riveredge Hospital
8311 Roosevelt Road
Forest Park, Illinois 60130
(708) 771-7000

BY ORDER OF

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 46-01-07

EFFECTIVE DATE: **August 1, 2019**

SUBJECT: **CRITICAL INCIDENT MANAGEMENT PLANNING**

1. POLICY

The Cicero Police Department will be prepared to respond to a critical incident and/or provide assistance to neighboring law enforcement agencies in a coordinated manner.

2. DEFINITIONS

A. **Critical Incident**: Critical incident may be defined as those situations which have the potential to cause injury or loss of life, major disruptions, active shooter, and property damage or loss. The following are examples of events which may be designated as a critical incident which would activate the CIMP. These are merely examples and do not constitute a comprehensive list of possible crisis events.

1. Active shooter situation/Active threat/Assailant
2. Civil disturbances
3. Weather, Fire, explosion, hazardous substance spill, or other damage to property which may require closing a site temporarily or permanently.
4. Failure of utility systems to the extent that one or more buildings are without service.
5. An incident in which loss of life or severe property damage is imminent.

B. **Emergency Unit:** A unit which is properly trained and equipped to handle various emergency situations. The unit provides, on a 24-hour basis, immediate response in order to bring the emergency situation under control. Emergency Units are identified as:

1. Cicero Police Department
2. Cicero Fire Department
3. Local Agencies
4. Cook County Sheriff Police Department
5. Illinois State Police
6. Federal Agencies
7. ILEAS

C. **Resource Unit:** A unit which provides assistance to emergency units through information, expertise, and/or procurement of materials and services. The unit may or may not respond immediately to an emergency site. Resource Units are identified as:

1. Public Works
2. Maintenance Department
3. Building Department
4. Water Department
5. Cook County Department of Homeland Security and Emergency Management

6. American Red Cross

D. **State of Emergency:** This situation exists when a critical incident has resulted in substantial disruption of Town or Police functions and is likely to be long term; and it becomes necessary, for continuity of normal operations and/or the well-being of the community, to modify/alter normal functions, established procedures, and/or policies without submitting to a formal process.

E. **"Emergency Operations Center (EOC)":** The Emergency Operations Center will be a location where the Critical Incident Management Team (CIMT) members or their designees will develop response(s) and manage the recovery process related to the incident or crisis situation. The Cicero Police Department Command Conference room will serve as the EOC. The CIMT will determine the hours of operation of the ECO and how it will be staffed. The secondary location will be NORCOMM 911 Center located at 5303 W. 25th St.

F. **Incident Commander:** The first responder or person at the scene of the crisis incident will initially be in charge of the emergency response. Different individuals will take on the role of Incident Commander depending on the type of crisis, level of severity and time of day or night. Typically, 1st Deputy Superintendent will perform this role. The Superintendent will be kept informed at all times of the incident status and consulted for input and direction.

G. **"National Incident Management System (NIMS)":** The President of the United States, under Homeland Security Presidential Directive 5, directed the Department of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide approach for federal, state, and local governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of the cause, size, or complexity. To provide for interoperability and compatibility among federal, state, and local capabilities, NIMS includes a core set of concepts, principles, and terminology. The Critical Incident Management Plan (CIMP) incorporates NIMS components, principles, and policies, including: planning, training, response, exercises, equipment, evaluation, and corrective actions into the plan where applicable.

A component of NIMS is the Incident Command System (ICS). ICS is a standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organization structure that reflects the complexity and demands of a single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination 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 emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Members of the CIMT as well as appropriate members of the Police Department shall be trained and/or familiar with concepts of NIMS and ICS.

3. AUTHORITY

A. This Critical Incident Management Plan has been designed to provide direction for personnel during an emergency situation. While this plan does not cover every conceivable situation, it does supply the basic guidelines necessary to cope with most emergencies. Emergency response operations will be conducted within the framework of these guidelines. With any crisis situation, it is understood that a state of emergency may need to be declared. The authority to declare a Town emergency rests with the Town President. During the period of any major critical incident, the Superintendent or designee shall place into effect the appropriate procedures necessary to respond to the incident and safeguard persons and property.

4. RESPONSIBILITIES

A. The Incident Commander (1st Deputy Superintendent) or designee will:

1. Assume overall management responsibility for the incident
2. Work as a member of a Unified Command, when established
3. Approve all plans and operations outlined in the Incident Action Plan (IAP)
4. Coordinate operations at the local level
5. Supervise Command and General Staff
6. Indirectly supervise all other personnel assigned to the incident through subordinate Incident Command System management positions (section chiefs, branch directors, division/group supervisors, unit leaders, and strike team/task force leaders)
7. Develops and implements a transition plan based on escalating incident complexity
8. Delegates various management tasks by assigning objectives to the Command and General Staff personnel to fulfill the five mission areas: prevention, protection, mitigation, response, and recovery

B. The Operations Section (Patrol Deputy Superintendent) or designee will:

1. Identify, whenever possible, critical incident situations
2. Assess the severity and impact of the critical incident
3. Provide tactical and strategic intelligence services
4. Maintain open communications with NORCOMM at the 911 Center and other resource agencies, such as; the Statewide Terrorism and Intelligence Center (STIC) and Chicago Prevention and Information Center (CPIC)
5. Provide liaison services with security and management personnel at the affected site
6. Provide logistical support for department personnel involved in the response
7. Establish field command posts
8. Establish communication services at the affected site
9. Control traffic in and around the affected area
10. Provide crowd control
11. Coordinate prisoner transportation and processing
12. Maintain fixed post security
13. Coordinate communications with the media
14. Control access to the affected area
15. Request aerial support, if needed
16. Request hazardous materials disaster services

17. When necessary, provide security to an affected location

C. The Intelligence/Investigations Section (Detective Deputy Superintendent) or designee will:

1. Conduct thorough and comprehensive investigations that lead to the perpetrators' identification and apprehension
2. Collect, process, analyze, secure, and disseminate information, intelligence, and situational awareness
3. Identify, document, process, collect, create a chain of custody for, safeguard, examine and analyze, and store evidence or specimens
4. Conduct missing persons and mass fatality/death investigations
5. Supply technical investigative expertise and equipment necessary to implement the response
6. Provide or request crime scene services
7. Photographic assistance, supplies and processing
8. Determine the source or cause of an ongoing incident (e.g., disease outbreak, fire, complex coordinated attack, or cyber incident) to control its impact and/or help prevent the occurrence of similar incidents.

D. The Public Information Officer or designee will:

1. Is responsible for interfacing with the public, media, other agencies, and stakeholders to provide incident-related information, and updates based on changes in the status of the incident or planned event
2. Using information from members of Command and General Staff develops accurate, accessible, and complete information on the incident's cause, size, current situation, the resources committed, and other matters of general interest for both internal and external audiences
3. May also perform a key public information-monitoring role, such as implementing measures for misinformation
4. Is responsible for developing and distributing community information releases through local and national media, such as; television, radio, newspaper, and the use of Social Media networks
5. When necessary, provide a system of public warnings

E. The Fiscal Officer (Administrative Deputy Superintendent) or designee will:

1. Manage all financial aspects of an incident.
2. Provide financial and cost analysis information as requested.
3. Ensure compensation and claims functions are being addressed relative to the incident.
4. Gather pertinent information from briefings.
5. Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs.
6. Determine the need to set up and operate an incident commissary (Red Cross).
7. Meet with assisting and cooperating agency representatives as needed.
8. Maintain daily contact with the Superintendent on finance matters.
9. Ensure that personnel time records are completed accurately and transmitted.
10. Ensure that all obligation documents initiated at the incident are properly prepared and completed.

F. The Logistics Officer (Administrative Division Commander) or designee will:

1. Provide all facilities, transportation, communications, supplies, equipment maintenance, fueling, food and medical services for incident personnel, and all off-incident resources.
2. Manage all incident logistics.
3. Provide logistical input to the IAP.
4. Brief Logistics Staff as needed.
5. Identify anticipated and known incident service and support requirements.
6. Request additional resources as needed.
7. Ensure and oversee the development of the Communications, Medical, and demobilization of the Logistics Section and associated resources.

G. The Safety Officer (Training Unit) or designee will:

1. Identify and mitigate hazardous situations.
2. Ensure safety messages and briefings are made.
3. Exercise emergency authority to stop and prevent unsafe acts.
4. Review the Incident Action Plan for safety implications.
5. Assign assistants qualified to evaluate special hazards.
6. Initiate preliminary investigation of accidents within the incident area.
7. Review and approve the Medical Plan.
8. Participate in planning meetings

H. The Planning Section Officer (Training Unit Commander) or designee will:

1. Collect and manage all incident-relevant operational data.
2. Supervise preparation of the IAP
3. Provide input to the IC and Operations in preparing the IAP
4. Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP.
5. Conduct and facilitate planning meetings
6. Reassign personnel within the ICS organization
7. Compile and display incident status information
8. Establish information requirements and reporting schedules for units (e.g., Resources and Situation Units).
9. Determine need for specialized resources.
10. Assemble and disassemble Task Forces and Strike Teams (or law enforcement Resource Teams) not assigned to Operations
11. Establish specialized data collection systems as necessary (e.g., weather).
12. Assemble information on alternative strategies.
13. Report significant changes in incident status.
14. Oversee preparation of the Demobilization Plan

I. The Liaison Officer (ADS-Patrol Division) or designee will:

1. Act as a point of contact for agency representatives.
2. Maintain a list of assisting and cooperating agencies and agency representatives.
3. Assist in setting up and coordinating interagency contacts.
4. Monitor incident operations to identify current or potential inter-organizational problems.
5. Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.

6. Provide agency-specific demobilization information and requirements

5. PROCEDURES

A. The Department will establish and maintain a CIMP process that involves the coordinated and continuing participation of each division in the formulation, maintenance, and review of written plans detailing how the Department will function as a unit in responding to any critical incident.

B. In the event of an emergency or a disaster, the Department has primary responsibility for the initial response and shall cooperate and coordinate with official emergency response authorities, in accordance with established policies and procedures.

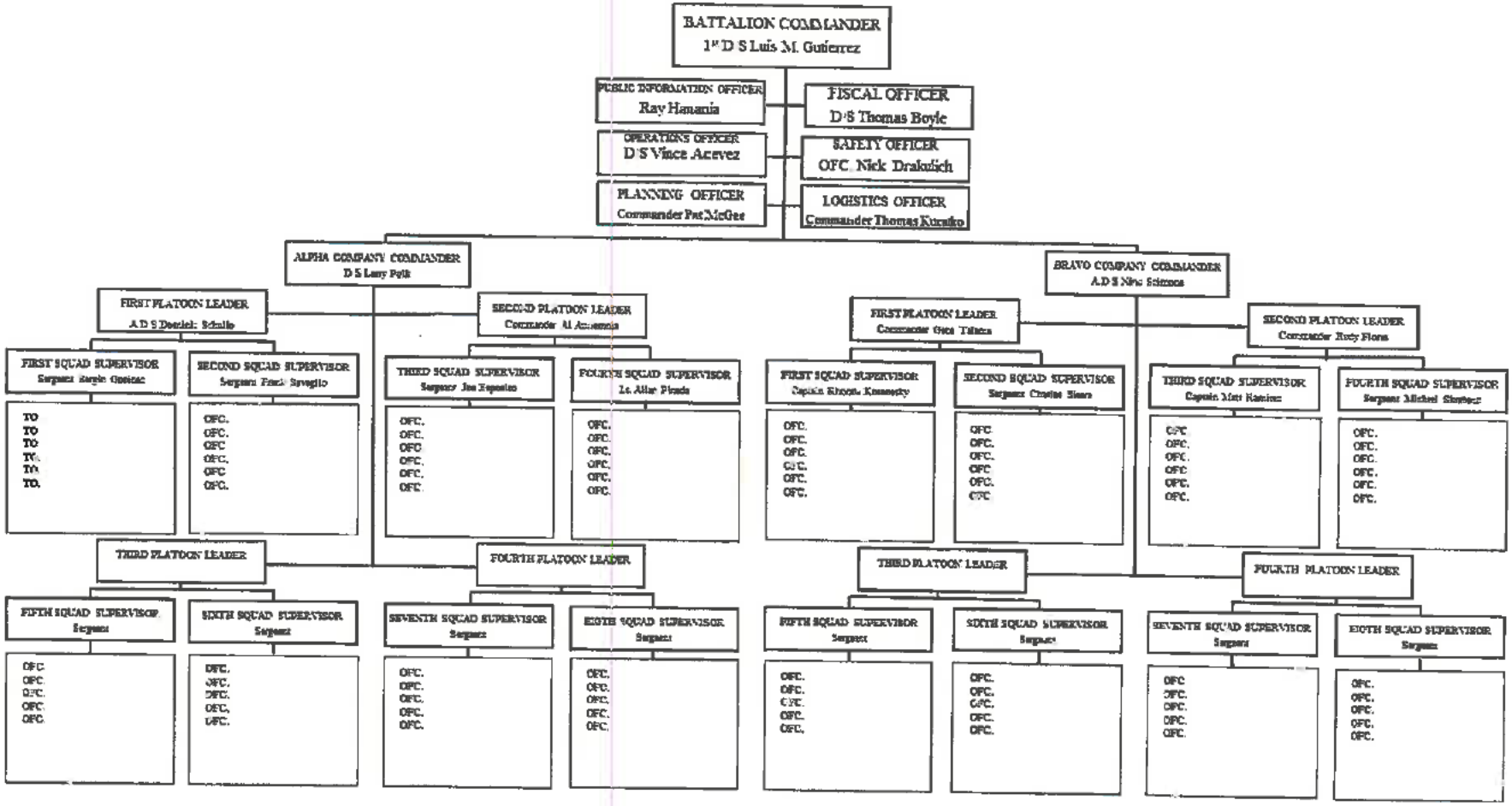
C. The 1st Deputy Superintendent will initiate a post-action review by all divisions involved in a critical incident response within 14 days of the completion of the operation and forward a written summary (After Action) of this review within 30 days to the Superintendent.

By Order of

[redacted]

Superintendent of Police

Cicero Police Department
Critical Incident Mobilization Plan
July 2019



Command: 11
Captains: 3
Lieutenants: 1
Sergeants: 13 (projected)
Officers: 89 (projected)
Total: 117 (projected)

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 42-01-02

EFFECTIVE DATE: April 07, 2016

SUBJECT: Preliminary Investigations

I. Purpose

This directive informs Department members of policy and immediate procedures for preliminary investigations conducted by all Department members

II. Policy

It is the policy of the Department to respond as quickly and safely as possible when the assignment of a field unit is required and to efficiently provide any needed police service.

III. General Information

A. Upon receipt of an assignment, members will proceed immediately to the assignment location, unless a supervisor orders the dispatcher to reassign the call for service to another unit.

B. Members conducting a preliminary investigation will:

1. conduct a thorough and accurate investigation.
2. convey a sense of concern and general interest to all persons in need of police service.
3. complete and submit all necessary reports and notifications, unless otherwise directed by a supervisor.
4. NOT investigate or arrest an individual when the member investigating or arresting is personally or financially involved or when the member's family member, friend, acquaintance, tenant, landlord, or other individual with personal or financial ties is involved.

   NOTE: Members will take appropriate police action, including arrest, when failure to take such action will result in a crime being committed, there is an imminent risk of harm to an individual, or there is a risk that evidence of a crime may be lost or destroyed.
5. notify their supervisor when becoming aware of a personal or financial interest to the investigation and request reassignment of the incident to an available response unit. (Cross ref: CPD GO 26-01-03 Rules of Conduct- Relationships)

C. When a victim has decided not to proceed with charges, Department members will document the victim's decision not to prosecute and the specific reason(s) given for not prosecuting in the victim's own words in the narrative section of the pertinent report.

1. Department members will refrain from using the term "refusal to prosecute."

   NOTE: This is not language that a victim will normally use and can be an obstacle for prosecution if the victim later decides to proceed with criminal charges.

2. Supervisors will not approve a report that states "victim refuses to prosecute," but will ensure that the victim's terminology and specific reason(s) is documented (e.g., because the victim has stated he/she is moving out of state; the victim stated the relationship has ended; the victim believes this was an isolated incident; the victim wants to think about his/her options, the victim only wanted to document the incident; and the victim refused to provide specific reason when asked by reporting officer).

3. Members conducting Domestic Violence investigations are reminded that a victim's refusal to sign a complaint does not defeat probable cause to arrest. Department members should refer to the Department General Order 55-02-01, entitled "Domestic Violence," which outlines how to handle these types of incidents.

D. Radio silence by a supervisor implies consent with the dispatcher's assignment of a unit to a call for service. Radio assignments will take precedence over on-view incidents unless those incidents are of an emergency nature and the safety of a citizen, the general public, or an officer is involved.

IV. Procedures

A. Upon arrival, preliminary investigators will:

1. render aid to the injured.
2. determine if there is reasonable belief that a crime has been or is being committed.
3. take appropriate action to protect the victim, other people in the general area, and the victim
4. take appropriate action to stop the crime, if still in progress.
5. arrest the offender if still on or near the scene and probable cause for an arrest exists.
6. protect and preserve the crime scene for the collection and processing of evidence as outlined in the Department directive entitled "Crime Scene Protection and Processing."
7. locate, identify, and interview the complainant/witness, obtain a description of the offender(s) and, when appropriate, alert other police units by sending a flash message.

   NOTE: When necessary, the on-scene supervisor will make all required notifications.

8. refrain from discussing the details of any follow-up investigation to be conducted by the Department.

9. inform the victim/complainant of the General Report number and provide a completed Victim Information Notice (Domestic related, Criminal Sexual Assault, Attorney General's Written Statement and Explanation of Rights.)

NOTE: If applicable, have victim sign and date the bottom of Illinois Attorney General's Written Statement and Explanation of Rights (OAG/CV-01/30/13).

10. when leaving the scene of the assignment (e.g., arrests, transportation of injured persons, pursuit of offenders, touring the area with victim/complainant):

a. inform the dispatcher that they are leaving the scene.

b. furnish the exact location of their intended destination, if possible.

c. if the intended destination cannot be furnished, maintain continuous radio contact with the dispatcher and report any change in location until available for a subsequent assignment.

11. upon completion of the preliminary investigation, promptly return to an "in service" status.

B. For police involved shootings incidents, the Detective Division will retain responsibility for the Department's preliminary and follow-up criminal investigation anytime a police officer shoots or shoots at an individual within the corporate limits of the Town of Cicero.

NOTE: The member responsible for the initial case report will report all factual information, victim, witness, offender, location, etc. within the boxes on the case report. The narrative will state: *"For narrative and investigative details, refer to the Detective Division Supplementary Report filed under this Records Division (GRF) number."*

V. Treatment of Witnesses

A. Witnesses will not be held or detained against their will at the station or other Department facility.

By order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 42-01-01

EFFECTIVE DATE: **June 1st, 2013**

REVIEW DATE: **June 1st, 2015**

SUBJECT: **CRIMINAL INVESTIGATIONS**

1. POLICY:

The Cicero Police Department provides guidelines for the efficient and effective investigation of all reported crimes that occur within the town of Cicero.

2. DEFINITIONS:

a. ***Career/Habitual Criminal:*** A suspect subject to increased penalties for second or subsequent offenses under the Illinois Compiled Statutes, due to previous convictions.
b. ***Confidential Source:*** Any person who provides information that is useful for investigative purposes and who has expectations of receiving personal benefit.
c. ***Follow-up Investigation:*** Activities undertaken by an investigator(s) and/or officer(s) facilitating the identification and apprehension of a criminal offender and maximizing the probability of successful prosecution.

1) While the definition incorporates many of the elements of a preliminary investigation, it also includes compilation of all investigative reports, statements, items of evidence, data prepared by forensic scientists and other material needed for effective prosecution.
2) The purpose is to provide additional investigation in order to close a case, arrest an offender, and/or recover stolen property.

d. ***Major Case:*** A real or suspected crime:

1) Of such severity it creates, or seems likely to create, an intense public demand for identification, apprehension and prosecution of the offender;
2) Which necessitates a substantial commitment of resources for a prolonged period of time; or
3) Which requires the application of complex or unusual investigative techniques.
4) Examples of major cases may include, but are not limited, to:

a) Death investigations.
b) Deviant sexual assaults, other sex related offenses.
c) Bank robberies, home invasions and armed robberies that usually necessitate sustained investigative effort.
d) Sophisticated burglaries - safe jobs, alarm circumventions.
e) Arson.
f) Financially based crime, e.g., frauds, forgeries, public aid related crimes.
g) Covert investigations.
h) Organized criminal activities/offenses.
i) Kidnapping.

e. ***Preliminary Investigation:*** Generally, the activities undertaken by an officer(s) responding to the scene of a crime or incident.

1) These activities should continue until such time as a postponement or transfer of responsibility will not jeopardize the successful completion of the investigation.
2) These activities include, but are not limited to:

a) Responding to immediate needs:

1. Rendering aid to the injured.
2. Noting such facts as the position of the victims or injured subjects.
3. Recording spontaneous statements.
4. Identify evidence, witnesses and elements of the crime.
5. Noting unusual actions or activities.
6. Securing the scene.
7. Notifying headquarters with an assessment of the scene.

b) Determining that a crime has been committed.
c) Initiating enforcement action - arresting or pursuing the offender and/or dispatching apprehension information.
d) Protecting the crime scene and evidence until relieved of the responsibility.
e) Field Supervisors will determine the need for investigative support and request notification, as required, to investigation division personnel. Once the notification is made and support requested the scene must be preserved intact to the maximum extent possible until their arrival.
f) Compiling a thorough and accurate report of activities - data recorded should be sufficient to:

1. Reflect the extent of officer involvement and to identify other Cicero Police Department employee involvement in the activity or investigation,
2. Assist in determining whether or not a follow-up investigation should be undertaken,
3. Protect the integrity of the department.

f. ***Solvability Factors:*** Those elements of information regarding a crime that have in the past proven to be important in determining the likelihood of solving crime. Solvability Factors are listed on the general report form.

3. PROCEDURES:

a. Criminal investigations function

1) The Cicero Police Department employs a fully operational investigative component of the department known as the investigations division.

a) The function of the division is multi-faceted in nature, but is primarily responsible to conduct and complete follow-up investigations of crimes that occur within the boundaries of the town of Cicero.
b) The investigations division plays an integral part in the department's efforts to detain and apprehend offenders who commit crimes within the town.

2) A Deputy Superintendent who reports to the Superintendent of Police supervises the investigation division.

b. 24-Hour Investigative Coverage

1) The function, personnel and equipment of the investigations division are available to the other components of the department on a 24-hour basis.
2) A field supervisor or shift commander may request assistance by contacting an investigations division supervisor.
3) When an investigations division supervisor is not on duty, the shift commander will notify the next investigative supervisor from the on-call roster, who will ensure the appropriate response, is made.

c. Case-screening/assignment system

1) Initial review and screening

a) The investigations division deputy superintendent and/or an investigative unit supervisor will determine the need for follow-up investigation.
b) They will screen cases and determine the need for follow-up investigation based upon solvability factors, available manpower, the chance of a successful resolution based upon past experience, and the severity of the crime.
c) If a determination is made that a follow-up investigation is necessary, the assignment of investigative resources will be made.

2) Ongoing review and screening.

a) In certain cases specific preliminary information may not have been available to the reporting officer.
b) In such cases the deputy superintendent of investigations or investigative unit supervisor may assign the case and review it with the investigator after further information has been obtained.

1. Further investigative effort may later be discontinued if the criteria set forth in paragraph (a.) cannot be met.
2. The Deputy Superintendent of Investigations, or his designee, will normally conduct a weekly review of all active cases to determine progress and the need to continue case activity.
3. The Deputy Superintendent of Investigations, or his designee, will submit a monthly report of all open major cases.

3) Other factors

a) Serious offenses may be assigned for follow-up investigation even though few or no solvability factors exist.
b) The superintendent of police, the first deputy superintendent of police, the deputy superintendent of the investigations division, and the investigative unit commander have the authority to require follow-up investigations in any case.

d. Case file management system

1) The Deputy Superintendent of Investigations is responsible for case management.

a) A weekly status report from each investigative unit supervisor will normally be made to the deputy superintendent will be made. Included in the report will be the status of investigations from the following units:

1. General investigations unit.
2. Any other temporary or permanent investigative component.

b) Following receipt of the report (by noon each Monday), the deputy superintendent of investigations, will review the reports and, in consultation with the unit supervisor, determine to:

1. Continue the case as open.
2. Close the case.
3. Forward the case for prosecution.

2) A case will not be closed until the investigator(s) have provided disposition instructions to the evidence custodian for all items of evidence associated with the case.
3) It is the responsibility of the investigator to seek prosecutorial or court dispositions, or otherwise determine the final disposition of all items of evidence.
4) The investigator(s) will either notify complainants, victims and/or witnesses of the disposition of the case, or ensure that they have been notified.
5) There are three types of department case files (this does not preclude an investigator from maintaining a personal or working file. Such a file is subject to the same security precautions as department files):

a) Investigative division case file, maintained by the case investigator(s)

1. No original reports will be kept in this file.
2. Personal notes not transcribed to report(s) will not be kept in this file.
3. This file will be maintained securely within the investigative division.

e. Original Case File

1) Original case files are maintained in the records section.
2) Upon assignment for follow-up investigation, case reports will be placed in a folder and labeled with the case number (the case number is the original general report form number).
3) Case assignments and numbers will be logged by the deputy superintendent of investigations. The case folder may also include a proposed investigative plan authorized by a supervisor.
4) A typical case file may also include copies of some or all of the following types of reports and support documents:

a) Preliminary field case reports.
b) Supplemental reports.
c) Voluntary statements.
d) Lab reports.
e) Mug shots or photographic lineups.
f) Sworn complaint forms or other court documents.
g) Documents related to the same case.
h) Advise of rights form(s).
i) Consent to search form(s).
j) Documented confession(s).

k) Video taped interview(s)/confession(s).
l) Crime scene reports/photos/drawings.
m) Other relevant documentation.

5) This file contains all original reports, documents, recordings, charts, drawings, photographs, etc.
6) This file is maintained securely in the records section.
7) This file may be reviewed only by employees with a need to access the information contained therein.
8) An access log will be maintained by the records section of file reviews, including the date, time, officer name and ID, person granting access and purpose of access.
9) This file may not be removed from the records section.
10) When the case is closed, and appeals dates have passed, with the approval of the investigator and the deputy superintendent of investigations, this file will be microfilmed and the file contents destroyed. The micro-file copies of this file will be retained indefinitely. The deputy superintendent of investigations will determine the disposition or retention of any items that cannot be microfilmed.
11) It is the responsibility of the assigned investigator to advise the records section when a case is closed, and to set a provisional destruction date.
12) The records section will maintain a destruction log which will include the date after which the records section will advise the investigative division that a case file is ready for destruction, as well as the name of the person(s) authorizing destruction, the date and method of destruction and the persons name who destroyed the file.

f. Court File:

1) When a case is prepared for prosecution, a file will be prepared with copies of original case file documents that will be needed by the state's attorney for prosecution.
2) No original documents will be included in this file, unless they are required by the court. Original documents will be returned with the case file, unless retained by the court.
3) When the case is closed, this file will be destroyed. Original documents included in this file will be returned to the case file and will not be destroyed.
4) Investigators are responsible for maintaining all copies of pertinent reports and documents in their individually assigned personal or working file case folders.
5) When an original document related to the case being investigated comes into the custody of the assigned investigators, they will either make a copy for the case file and submit the original into evidence or forward it to the records section after supervisory review, as appropriate.

g. Accessibility to the files:

Original documents, when necessary for further investigation, may only be removed from records or evidence by following proper procedures (see Sec. 3. 5). c) for exception for case file.

1) Investigative case files shall only be accessible to law enforcement personnel with a need to know and approval of an investigations supervisor.
2) It is recognized that some criminal investigations contain sensitive information that may compromise the eventual outcome of the investigation (i.e. narcotics cases).
3) The Deputy Superintendent of Investigations may authorize that original reports involving such cases be maintained in a locked file cabinet within the investigations division. A supplemental report will be filed with the records section indicating the file is held in investigations. The Deputy Superintendent of the Investigations division is responsible

for the auditing and return to the Records Section of any cases maintained in this fashion.

4) In no circumstances will original documents be removed from the building, unless required for the court file.
5) A record of all case records and/or information provided to any outside entity will be recorded in the original case file.

h. Purging of investigative division case files

1) The Deputy Superintendent of Investigations, based on information and recommendations from the records section and the case investigator, with the approval of the Superintendent of police, is responsible for the decision to purge a personal/working case file from the investigative units.
2) The decision to purge case copies will be based on the seriousness of the offense, case status, appeals periods and the likelihood of continued interest.
3) All copies of reports to be purged will be reviewed to ensure that all original documents have been transferred to the Records Section.
4) If purged, all copies will be destroyed by shredding.

i. Criminal investigation procedures

1) Police officers will fairly and impartially investigate all cases assigned to them for follow-up.
2) There are certain standard practices and methods that should be considered in all investigations. These practices and methods include:

a) Information development

1. Witnesses.
2. Victims.
3. Neighbors.
4. Relatives.
5. Other law enforcement agencies.
6. Suspects.
7. Confidential sources.

b) Information received from any of the above sources must be judged objectively, substantiated when possible, documented appropriately and obtained in a manner that is consistent with department policy.

3) Interview and interrogations

a) Interviews are conducted with those individuals who may have information concerning certain aspects of an investigation.
b) Interrogations are conducted with individuals who are suspect or those individuals who, in the opinion of the investigator, have been directly involved in the criminal activity in question.
c) Interviews or interrogations will be conducted in a manner consistent with department guidelines regarding constitutional requirements.

4) Collection, preservation and use of physical evidence

a) Physical evidence may be searched for, collected, and preserved during the investigation of any crime scene in compliance with all applicable laws and court decisions.
b) Officers will be mindful of proper evidence collection procedures and their importance in the development of thorough investigations.

5) Surveillance

a) Surveillance may be used in the investigation of criminal activity when it is necessary to observe suspects or conditions in an unobtrusive manner.
b) Surveillance often generates new or additional information involving crimes under investigation, creates intelligence information, and often leads to firsthand observation of criminal activity.
c) All surveillance activity will be conducted in a legally acceptable manner.

j. Conducting preliminary investigations:

1) A thorough and comprehensive preliminary investigation often negates the need for an investigative follow-up.
2) Patrol officers shall conduct preliminary investigations on all dispatched calls, self-initiated calls, and calls assigned by a supervisor.

a) The primary patrol officer investigating an incident will generally be responsible for completion of the initial report.
b) The presence of a specialized support unit or supervisor does not transfer responsibility unless they elect to assume control of the investigation.

3) Patrol officers are expected to pursue and follow-up investigative leads to the extent that resources permit. Patrol officers should consult a field supervisor prior to conducting lengthy or time consuming follow-ups.
4) Appropriate steps in a preliminary investigation may include, but are not limited to, the following:

a) Provide aid to the injured.
b) Protect the crime scene to ensure that evidence is not lost or contaminated.
c) Determine if an offense has actually been committed and, if so, the exact nature of the offense.
d) Determine the identity of the suspect(s) and affect an arrest if it can be accomplished at the scene or through immediate pursuit.
e) Furnish other field units, through the Communications Center, with descriptions, method and direction of travel, and other relevant information concerning wanted person(s) or vehicles.
f) Arrange for specialized assistance that is needed immediately.
g) Arrange for the collection of evidence, when appropriate.
h) Obtain complete identification of all witnesses.
i) Determine what information is known by the victim and witnesses.
j) Obtain a written statement from the suspect if a statement can be obtained legally.
k) Accurately and completely record all pertinent information on the prescribed report forms.
l) Other necessary steps.

5) Investigations that appear to be, or will likely become, beyond the scope of the time constraints, technical ability or procedural practicality of patrol division personnel will be turned over to the investigations division.

k. Conducting follow-up investigations

1) Upon completion of all preliminary investigations, a decision will be made by the deputy superintendent of the investigations division and/or an investigative unit supervisor to determine if a follow-up investigation is indicated. The assigned investigator will be responsible for further follow-up investigation and final case disposition.
2) It is understood that no amount of preparation or experience can provide a list by which every criminal investigation may be completed or successfully dealt with. Officers are expected to take into consideration:

   a) Their own past experiences.
   b) Individual training.
   c) The inherent talent that they may possess.

3) Follow-up investigations will be initiated by officers only after they are assigned by the investigations division Deputy Superintendent, shift commander, or field supervisor.
4) Under no circumstances will any department personnel conduct any type of self-assigned investigation without the express consent of and coordination with the appropriate member of the command/supervisory staff, with a case being opened and a case number drawn.
5) Appropriate steps in a follow-up investigation may include, but are not limited to, the following:

   a) All officers should review and analyze all preliminary reports that exist having to do with the investigation to which they are assigned.
   b) Before beginning the investigation, department records should be checked in an attempt to gather further information on an accused suspect and the complainant/victim in a criminal matter.
   c) If possible, patrol officers who prepare the preliminary reports may be contacted to give their opinion of the offense and in order to answer questions put to them by the follow-up investigator.
   d) The officer may need to re-interview the victim based on the seriousness of the offense. Statements may need to be taken from witnesses to the offense and/or from persons who may possess information that will aid in the establishment of the truth.
   e) Any physical evidence collected by the preliminary officer who has been submitted to the evidence custodian should be taken into consideration and, if possible, viewed. Steps should be taken to ensure that proper laboratory examinations are requested of physical evidence. If such requests have been submitted, officers should ensure that they are apprised of the results.
   f) The officer will ensure any information that will assist in solving the crime or apprehending the offender(s) by dissemination to the public or other agencies is transmitted or released appropriately. Information released publicly will be in accordance with General Order "Media Relations," 54-01-02.
   g) The officer will normally go to the scene of the offense even if some time has passed since its occurrence. This will give officers a chance to become familiar with the area in which the offense occurred as well as the opportunity to conduct their own search of the scene for whatever evidence and/or witnesses might still be available or overlooked.

h) As the case progresses, officers will keep track of any information which could allow them to obtain a search warrant for the seizure of further articles or evidence of importance in the investigation.

i) Upon identifying a suspect in an investigation, officers will check all available records to:

1. Ensure the correct identification of the suspect.
2. Ascertain the suspect's involvement in past offenses.
3. Check with local departments to find out if the suspect is currently thought to be involved in any other criminal activity.
4. Prepare a "Stop Order" if appropriate.

j) Officers will attempt to obtain a written statement from an accused or suspect in any criminal offense.

k) Career/Habitual Criminals - Certain specified offenses of the Illinois Compiled Statutes have increased penalties for second or subsequent offenses. Second or subsequent offenses are based on prior convictions, not arrests. Refer to the specific charges to determine if there is a habitual offender penalty. In those cases where the Illinois Compiled Statutes specify a higher penalty for the second or subsequent offense, the officer will:

1. Include the fact there were prior convictions in the arrest report;
2. If the offense is a felony, notify the State's Attorney's Felony Review of the career/habitual criminal status when calling for felony approval.
3. On the first court date, and each subsequent court date, notify the State's Attorney of the prior convictions either during the pretrial conference or prior to the trial if there is no pretrial conference.

l) Officers will ensure that all phases of the investigation, including reports prepared, statements taken, drawings, sketches, and written material of any kind are such that they could be used without hesitation by prosecuting attorneys in the presentation of the case in court.

l. Investigation checklists

1) General reports filed upon completion of a preliminary investigation will routinely be used as investigative checklists and the report number from the general report form will serve as the investigative case number. Solvability factors found on the general report form will be used by the reviewing investigations supervisor to aid in determining if further investigation is warranted.

2) Some cases require complicated or specialized investigations. Any checklists used in case investigations will be approved by the investigations deputy superintendent prior to use.

m. Attendance at roll-call by investigative personnel

1) Investigative personnel will periodically attend patrol roll-calls to:

a) Foster an atmosphere of cooperation and open communication.
b) Share specific information on criminal activity or crime trends.
c) Inform patrol personnel of current investigative field activities.
d) Update patrol personnel on cases forwarded to the investigations division for follow-up investigation.

2) Members of the gang tactical unit and other task forces will attend roll call periodically.

n. Investigative task forces

1) The Deputy Superintendent of Investigations or his designee is responsible for coordinating and planning all task force activities directed by this department or when members of this department are requested to participate in outside agency task force operations.
2) Task force activities will be planned prior to implementation. Guidelines for task force operations include:

a) Identifying objectives as they relate to the purpose of the investigation.
b) Defining authority and responsibilities as they pertain to jurisdictional boundaries and scope of authority.

1. The responsibility for task force operations lies with the initiating agency.
2. Assisting agencies act in a supporting role.
3. When members of the department are operating under the direction of supervisors from an outside agency they will keep the deputy superintendent of investigations informed of their activities and abide by the rules and regulations of this department.

c) Identifying resources available for use in task force operations to include manpower, equipment, funds, and time as permitted.
d) The commitment of departmental resources will in no way restrict the delivery of police services to citizens with the town of Cicero.
e) Keeping the investigations division deputy superintendent informed of the activities of individuals under his command while they are participating in task force operations.

1. This is accomplished by periodic updates addressing the continuing necessity of the operation.
2. At the conclusion of such operations, a debriefing and review session will be conducted.

o. Deception detection devices

1) The use of detection of deception devices such as polygraph examination can be an effective investigative tool when used in conjunction with a thorough follow-up investigative effort.
2) When an investigator determines that he has reached a stage in an investigation where a polygraph would prove beneficial, and the suspect consents to such an examination, he will notify the investigations supervisor who will contact the investigations division deputy superintendent. The investigations division deputy superintendent will review the case and authorize the use of the polygraph, and the polygraph service and/or polygraph to be used.
3) The Cook County Sheriff's Office or the Illinois State Police will be contacted when it becomes desirable to use a detection of deception device such as a polygraph. In the event an examiner from another source must be used, the officer will ensure the examiner is qualified with the appropriate certifications and licenses.
4) Polygraphs will be used in those instances where its use will enhance the possibility of identifying or eliminating suspected offender(s).

5) The following factors may prohibit the use of polygraph examinations:

a) A polygraph examination will not be conducted on any person if the polygraph examiner feels the person may be physically or mentally unfit or the examination may be a detriment to his health.
b) An examination will only be given to a person who has voluntarily agreed to submit to the examination in writing, except when ordered by the court. (NOTE: Review 725 ILCS 200/1, Polygraph Examinations of Sex Offense Victims. Alleged victims or certain victims cannot be required to submit to a lie detector test as a condition for proceeding with an investigation. The test may only be administered to the victim solely at the victim's request.)
c) Juvenile subjects:

1. Some juvenile subjects under the age of 14 years may be difficult to examine because of a lack of maturity, both physically and mentally. Guidance from the examiner should be sought in such cases.
2. Consent forms for juveniles to be tested must be signed by a parent or legal guardian.

p. Physical or psychological factors:

1) The investigator will be aware that there may be other factors, especially of a physical or psychological nature, that sometimes may be the cause for non-examination.
2) Questionable subjects are:

a) Females that are pregnant.
b) Persons with paralysis.
c) Persons with amputations affecting placement of instrument attachments.
d) Persons recovering from recent major surgery.
e) Persons with physical disabilities, high or low blood pressure and heart trouble.
f) Persons suffering from a severe cold or respiratory disorder.
g) Narcotic addicts and alcoholics, especially during their withdrawal period.
h) Persons with emotional instability resulting from their involvement in an incident, especially if the incident was of a violent nature. (Examples: The victim of an armed robbery being given a polygraph examination shortly after he had allegedly been robbed, or a husband coming home from work and finding wife murdered.)

3) The investigator will seek guidance from the examiner if he has questions regarding the suitability of a subject.

q. Confidential Informant (CI):

1) Management and control

a) The procedures set forth in this section are to be used in the management and control of confidential sources.
b) These procedures will be followed strictly and uniformly unless the investigations division deputy superintendent deems an exception to be an operational necessity.

2) Recruitment of confidential sources:

a) Confidential sources may generally be recruited from the following sources:

1. Department arrestees pending adjudication proceedings,
2. Referrals from patrol or other officers,
3. Volunteers.
4. Confidential sources of other law enforcement agencies.

b) No persons who are wanted on warrants from any agency will be accepted or used as confidential sources.

3) Inclusion of confidential sources in a master file

a) Upon recruiting a confidential source, the investigations division deputy superintendent will be notified.
b) A confidential source number (CS #) will be drawn from the logbook.
c) The Confidential Source Master File logbook will be retained by the criminal investigations division deputy superintendent in a secure location.

4) Content of the confidential source file

a) All in-person contacts with confidential sources will be documented in writing. Information will include persons present, date/time, location, reason for meeting, information exchanged, and amount of payment, if any.
b) The investigator will begin a dossier on the confidential source to be kept in the Confidential source file, which includes:

1. The results of a discreet background investigation.
2. A complete criminal history check, including warrant check, of the confidential source.
3. Verification of residence, address, telephone and place of employment.
4. Completion of Personal History form.
5. Fingerprinting of the confidential source (except juveniles).
6. Color photograph of the confidential source (except juveniles).
7. Assignment of a false name and CS # for future contacts to ensure confidentiality.
8. Completion of a signed waiver.
9. Results of an oral interview, or "debriefing," intended to provide the investigator with an understanding of the benefits of using the confidential source (including the potential persons, places and criminal activities that the confidential source can provide to the investigator).
10. Completion of the confidential source checklist.
11. Reports of the success, or the lack of success, in each investigation in which the confidential source participates.

c) In addition to the initial check for warrants, the officer will check for warrants monthly on active confidential sources.

5) Maintenance of the confidential source file

a) No person will be allowed access to confidential source files without the express permission of the investigations division deputy superintendent.
b) Each confidential source file will contain a File Review Sheet detailing the time, date, reason, and person inspecting the file.