

***PROCEDURE MANUAL***  
***CHAPTER 2***

**Chapter 2 / Law Enforcement Role, Responsibility and Relationships**

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## PALOS PARK POLICE DEPARTMENT

Title:                  **Use of Force**

Procedure: **2.000**

Date Issued: **01 Oct 17**

Revised: **06 Jan 18**

Reviewed: **10 Jan 22**

**The Palos Park Police Department recognizes police officers need the authority to use force in order to protect themselves and others, but this authority comes with a significant responsibility to use force judiciously and only when reasonably necessary.**

**The Palos Park Police Department recognizes it is essential that a law enforcement agency critically review and evaluate each force incident in order to determine whether the use of force complies with Department expectations as set out by policy.**

**In addition, The Palos Park Police Department also examines each force incident through various other lenses to determine whether there are teachable moments with regard to performance, training, tactics, equipment, policy, or supervision. The process requires a thorough and objective collection of facts followed by a dispassionate and multi-faceted review.**

**The Palos Park Police Department Major Incident Review (MIR) ideally will increase the tactical and decision making capabilities of officers and leave them more confident and with better options to address the challenges of today and tomorrow.**

**The Village Palos Park and the Palos Park Police Department recognize the role force plays in officer safety, community perception, and effective law enforcement,**

**and we commit to willingly engage in an ongoing related us force policy review process.**

**It is the policy of the Palos Park Police Department that every police involved shooting by state statute is investigated by the Illinois State Police Public Integrity Task Force. Keeping in mind those state police investigations only examine whether shooting officers violated the law and do not determine whether police violated policies, procedures or best practices.**

**Palos Park Police Department policy addresses the broader concern of the Department members use of force and a review process implemented to facilitate the gathering and processing of information on each individual case and collective department /officer trends.**

**This process provides direction to Palos Park Police Department Major Incident Review (MIR) process that require further study/investigation and “action items” that emerge in response to perceived gaps in training or protocol.**

**The Palos Park Police Department is committed to scrutinize each events broadly and with a critical eye, to include the performance of individual officer accountability and perspective. This is apart from the narrow question of the legal justification for the use of force, deadly force, shooting incidents also frequently involve**

**issues of tactical decision-making and policy compliance.**

The Palos Park Police Department structure of the Major Incident Review (MIR) ensures a comprehensive, holistic review of critical incidents. One consideration would be to expand its limited approach to administrative interviews, examining involved-personnel regarding the range of performance, training, and risk management issues that such incidents often implicate.

**The Palos Park Police Department Use of Force and Medical Care by officers on scene**  
It is the policy of the Palos Park Police Department that following the use of Force or shooting, that officers on scene quickly secured the scene and rendering (When safe for paramedics to approach and provide treatment) medical aid.

While it was vital to secure the scene and separate those shot, officers should place a high priority on having someone immediately monitor and tend to the subject's medical needs. This action should be documented action item by the officer (s) and on-going reinforcement and training on the importance of providing timely medical attention to all injured, as well downed subjects. Should always be of a high priority to Palos Park officers.

**Administrative review process:**

It shall be the function of the administrative review to investigate and establish whether the actions of the officer(s) in utilizing deadly force complied with the rules and regulations of the Palos Park Police Department. The standard in which compliance will be determined is the facts and circumstances known to the officer at the time deadly force was deployed.

The Chief of Police with an external designee (Illinois State Police / Cook County Sheriff) third party recognized experts in an officer-involved shooting incident to provide a review and oversee an administrative investigation of the deadly force incident. This review of all officer-involved shootings for the purpose of identifying remedial

**training concerns, trends, and compliance with current training practices.**

# PALOS PARK POLICE DEPARTMENT

**Title:** ELECTRONIC CONTROL WEAPON  
MODEL POLICY

**Procedure: 2.000(a)**

**Date Issued:** MAY 01, 2007

**Revised:**  
**Reviewed:** October 2014

## PURPOSE:

This policy sets the guidelines for the Police Department's policy regarding deployment of the TASER Electronic Control Weapon ("ECW"),

## POLICY:

The ECW is deployed as an officer safety tool and is an addition to other police self defense techniques and tools. The ECW is to be used to control physically dangerous or violent subjects, or when there is reasonable belief that it is unsafe for officers to approach within physical contact range of the offender(s) due to their active resistance or aggression. The restrictions imposed by this policy are the recommendations and guidelines of this department and are not intended as a substitute for the legal standards applicable to the use of force set by the United States Constitution or the laws of the State of Illinois. An officer is not expected to place himself at unreasonable risk to deploy the ECW nor shall an officer deploy the ECW when facing a firearm or extended distance deadly forces threat unless circumstances permit such use. This tool, when used pursuant to training, is not considered use of Deadly Force or to constitute the infliction of Great Bodily Harm.

system by means of deploying battery powered electrical energy sufficient to cause uncontrolled muscle contractions and temporarily override an individual's voluntary motor responses. This electrical impulse causes an uncontrollable contraction of the muscle tissue, allowing the ECW to cause temporary physical debilitation to a person. This can occur regardless of pain tolerance or mental focus, but officers must be aware that NO technology is guaranteed to stop a violent and determined attacker.

**AFID:** "Anti-Felon Identification" or any similar system that provides accountability for each use of the ECW devise via the dispersal of coded tags wherever the probes are deployed.

**Cartridge:** Gas powered cartridge produced by the manufacturer, which is used to propel the probes.

**Probes:** Small barb-like projectiles fired from the ECW, which are connected to the ECW by wires and are used to attach to the subject to send the electrical signal.

## IV . ACCOUNTABILITY SYSTEM

### A. ECW Issuance

1. Permitted ECWs – Officers may only carry and use TASER ECWs as issued by the department.

### 2. ECW Issuance Records:

#### a Specific Officer(s) Issuance: 1.

- A record will be kept of all ECWs, their serial numbers, and which officers the ECW has been issued. 2. The Department shall designate a custodian of ECW records, the

## I. Definitions

**Electronic Control Weapon (ECW):** Weapons designed to disrupt a subject's neuromuscular

person responsible for collecting and maintaining all ECW records.

b. Shift or Changing ECW Issuance – A check-in/check-out procedure will be established for any changing of ECW issuance.

B. ECW Cartridges:

A. Officers may only carry and use appropriate original manufacturer cartridges.

B. A record of ECW cartridge serial numbers will be maintained.

C. Cartridges must be replaced prior to expiration date. All expired cartridges will be turned in to Training Officer or their designee.

C. Pre-shift ECW Inspection-prior to commencing their shifts, the officers carrying the ECWs shall:

1. Inspect and test the ECW consistent with manufacturer recommendations and training.

2. Inspect and document the condition of the ECW. Documentation may be as brief as "ECW checked and ok."

3. Ensure the batteries of the ECW are charged using the manufacturer's recommended procedures as taught in training. When inspecting the batteries, the cartridge must be removed.

4. Check expiration date of cartridge.

D. Officers are prohibited from carrying department issued ECWs while off duty.

V. PROCEDURES

A. The ECW shall be issued to and used only by officers who have completed the Department's user or instructor ECW training program.

B. Only properly functioning and charged ECW shall be carried.

C. Each discharge except during checks and inspections, including unintended discharges of an ECW, shall be documented and investigated. A detailed report shall be completed by the officer that discharged the

ECW after each use. Discharge of the ECW during and approved training session will not require completion of a report or further investigation, unless an injury occurs during the training session. The ECW will not be displayed or used in an unnecessary or unprofessional manner.

D. ECWs may be used to display the ECWs "test arc" or "painting" the subject with the ECW's laser to attempt to gain compliance of a subject where physical resistance, assault, and/or violence is reasonably anticipated.

E. The officer deploying the ECW must keep his/her hands away from the front of the weapon (discharge area) at all times unless the safety is activated and the ECW is deactivated.

F. The ECW shall be carried in a specifically designed holster opposite the officer's duty handgun in a fully loaded condition with at least one extra cartridge in the holster or an extended digital magazine.

G. When not in use the ECW shall be properly secured and will only be removed from the holster or other secured location when it is to be checked, discharged or taken in/out of service. The ECW should not be subjected to prolonged heat, cold or significant moisture. The ECW when not deployed for training or field use will be stored in a secure location.

H. After discharge, the air cartridge and probes shall be placed in the custody of the shift supervisor and retained as evidence pending the ensuing inspection and/or investigation. Unless required for evidentiary needs, the wires may be discarded and the sharp end of the probes inverted into the portals of the fired cartridge. This will prevent the sharp ends from penetration the evidence envelope. Tapes should be placed over the portals to ensure the probe is in the cartridge. The evidence shall be placed in a biohazard container and sealed.

I. Officers are prohibited from simultaneously deploying both their ECW and firearm on the same subject. Officers may deploy their firearm on the subject if the ECW fails to deploy or does not temporarily incapacitate the subject.

## VI. TACTICAL DEPLOYMENT

A. An ECW may be deployed when the officer reasonably believes that under the facts and circumstances known or reasonably believed by him at the time, the use of physical force against the subject is legally justified.

B. The upper torso of the body should generally be the target area when discharging ECWs, particularly the centre mass of the subjects back as clothing tends to be tighter on his part of the body. Officers encountering subjects wearing heavy or loose clothing on the upper body may consider targeting the legs. The head, face, genitals, and female's breasts should not be intentionally targeted unless this elevated level of force can be legally justified under the totality of the circumstances reasonably known or reasonably perceived by the officers at the time of the ECWs are deployed.

C. Where reasonable and tactically appropriate, use verbal commands and point the laser sight at the offender prior to firing.

D. Additional cartridge(s) or a second ECW should be available in the event the probe(s) miss the target or the device malfunctions.

E. Initial activation of the ECW should consist of one standard cycle prior to further evaluation of the situation. Subsequent activations should be limited to the minimum necessary to gain control and restraint of the subject.

F. Where possible, have back-up present to prepare to make physical apprehension or use other force options as appropriate and necessitated by the situation.

G. Use cover and distance to insure officer safety.

H. An officer aware that another officer has activated the ECW against a subject should not activate his ECW against the same subject unless the first activation did not strike the subject's body or was otherwise ineffective.

I. Elevated ECW Application Risk Factors  
The following are some examples of conditions

when the risks of foreseeable direct or secondary injuries are elevated, thus officer's justification(s) for ECW application should be elevated. Elevated risk factors can only be given consideration when the factors are reasonably perceived by the officers.

1. Presence of flammable liquids/fumes or explosive environments – Under some circumstances, the discharge of ECWs may ignite flammable liquids/fumes. ECWs deployed at subjects who are reasonably perceived by the officer to have recently come into contact with flammable liquids/fumes, or in environments where flammable liquids/fumes are known to be present, may result in secondary injuries/burns. However, even though a person who has come into contact with a flammable liquid creates a higher degree of potential risk, the totality of the circumstances may justify the use of an ECW.

2. Elevated positions – Officers should exercise caution when considering the use of an ECW on a subject who is in or on an elevated position where a fall from that elevation resulting from the ECW application is reasonably foreseeable.

3. Person operating movie vehicle or machinery – The use of an ECW on a person operating a movie vehicle or machinery could result in severe secondary consequences. Therefore, any application of an ECW on a person operating a moving vehicle or machinery is likely to require elevated justification(s) of the ECW use.

4. Pregnant female – Use of an ECW on a pregnant female may cause unintended injury to the fetus. Therefore, where officers are deploying ECWs on a female that they reasonably believe to be pregnant greater justification for the ECW application will be required. However, officers are not prohibited from using an ECW on a pregnant female in all possible circumstances.

5. Deep Bodies of water – If a person could reasonably, foreseeably fall into a deep body of water due to the application of an ECW, the officer will need to have an elevated justification for the ECW application due to the foreseeable consequences of use of the ECW on the subject under these circumstances. The elevated risk here is the risk that the subject may not be able to prevent themselves from drowning.

6. Intentional ECW application to sensitive areas – If an officer intentionally applies an ECW to a sensitive body area, (head, neck, groin, genitals, and/or female's breasts), greater justification will be required from the officer.

7. Non-standard repeated ECW applications – The use of an ECW on a person results in some degree of physical exertion or stress (due to muscle contractions, discomfort, etc.). Repeated ECW discharges foreseeably result in additional exertion and stress. An ECW incident may necessitate multiple ECW discharges. An incident where a person receives multiple ECW discharges may require elevated justification.

J. When tactically appropriate, before discharging the ECW, the officer should notify other officers on the scene and responding officers so that they are aware that its use is imminent. This should be done by using the code word "TASER."

K. ECW may be used against aggressive attacking animals when warranted.

#### VII. ACTIONS AFTER ECW DEPLOYMENT:

A. Appropriate post-incident action should be taken to care for the injured, to apprehend suspects, and to secure and protect the scene.

B. An ECW will not be left unattended except in exigent circumstances.

C. When reasonable to do so, the ECW deploying officer shall notify the shift supervisor of the ECW deployment/use/ The shift supervisor shall take possession of, secure and properly store the device discharged by the officer pending inspection and/or investigation.

#### D. Aftercare

1. The ECW darts shall be removed from the subjects after being restrained following the procedures outlined in training.

2. Photographs of the affected area should be taken after the darts are removed.

3. Summoning emergency medical care is recommended for the following subjects:  
Subjects exhibiting any sign of medical distress.

Subjects who are hit in a sensitive area (face, head, female breasts, genitals):

c. Subjects from whom officers have difficulty removing the probes (i.e. probe/barb separation):

d. Subjects who are vulnerable due to a medical condition known to the officer present, such as woman who are pregnant, persons with pacemakers, those suffering debilitating illnesses.

4. When the device has been used operationally, the officer will collect the cartridge, wire leads, darts, and AFIDS as evidence.

5. Subjects should be regularly monitored, while in policy custody, following ECW activation.

E. An ECW use report shall be completed by each officer following deployment of their ECW.

F. Supervisor should review all ECW Use Reports.

#### VIII. RESPONSE TO RESISTANCE ISSUES

A. The ECW ordinarily should not be deployed at distances beyond 18 feet due to separation distance between the probes.

B. Other deployment considerations that should be evaluated include imminent threat to officers or others, the active resistance of the offender, offenders use or threatened or perceived use of a weapon, severity of the crime, and the offender's attempt to evade arrest by flight.

Officer v. Offender factors that may be considered in the use of force response:

1. Age
2. Sex
3. Pregnancy (avoid use if visibly pregnant)
4. Skill level (fighting ability)
5. Multiple subjects/officers
6. Relative strength

Special Circumstances:

1. Proximity of weapon
2. Injury or exhaustion of officer
3. Officer on ground
4. Distance between officer and subject
5. Special Knowledge
6. Availability of other options

## IX. TRAINING OFFICER OR DESIGNEE RESPONSIBILITIES

A. Review each use of an ECW by officers.

B. Oversee the ECWs

1. A TASER certified instructor will conduct user certification and re-certification training for the ECW.

2. All training shall be coordinated through the Training Officer or Designee.

## X. ECW INSTRUCTOR

A. The ECW instructor shall receive, inspect, and ensure the maintenance and replacement of the ECW devices assigned to departmental personnel.

B. Establish and maintain systems to record issuance of the ECW and cartridges. Serial Numbers will be recorded.

C. Maintain an adequate supply of batteries and cartridges for replacement.

D. Return defective or damaged ECW and cartridges to supplier.

E. Obtains service and/or replacement for defective or damaged ECW components from the supplier.

F. Receive and maintain use cartridges packaged as evidence.

G. Provide initial training and annual re-certification to all officers equipped with ECW

H. Review copies of the "ECW Use Report" for completeness. Reports should be complete whenever the ECW is displayed.

I. Maintain ECW training update records.

# PALOS PARK POLICE DEPARTMENT

**SUBJECT:**  
**USE OF FORCE TRAINING**

**Procedure: 2.000(b)**

**EFFECTIVE DATE: MAY 1, 2002**

**REVIEW DATE: October 10, 2014**

**A.** In addition to firearms and less lethal qualifications, officers shall receive department-authorized training annually in the use of force. This training may be designed to simulate various use of force decision situations and conditions. The purpose of scenario-based training is to develop and enhance officers' discretion and judgment in using deadly and non-deadly force in accordance with this policy.

**B.** Before any member of the Palos Park Police Department is issued or authorized to carry a firearm or less lethal weapon(s) on duty as a primary and/or a secondary weapon, the employee shall be issued a copy of and trained in this order.

# PALOS PARK POLICE DEPARTMENT

Title: **Response to Resistance**

Procedure: 2.000(C)

Date Issued: 3/1/18

Revised: 3/1/22

Reviewed:

## **I. PURPOSE**

The purpose of this policy is to provide guidelines regarding the use of lethal, less-lethal and nonlethal force in response to resistance, and to ensure that each officer understands and complies with these standards.

## **II. POLICY**

It is the policy and primary principle of the Palos Park Police Department that all employees recognize the importance of the preservation of human life and to respect basic human rights.

It is the policy of the Palos Park Police Department for officers to use the objectively reasonable amount of force necessary in the control and apprehension of a subject in order to minimize the chance of injury to themselves and others.

It is the policy of the Palos Park Police Department that after any response to resistance incident, and when safe to do so, officers shall immediately render aid to the injured person(s) consistent with the officer's training and experience and request appropriate medical assistance.

## **III. DEFINITIONS**

**Deadly Physical Force:** means force which is used with the purpose of causing death or serious physical injury or which the defendant knows to create a substantial risk of causing death or serious physical injury.  
**Objectively Reasonable:** means that, in determining the necessity for and the appropriate level of force, officers shall evaluate each situation in light of the

circumstances as known to them, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to the community.

**Physical Force:** means force used upon or directed toward the body of another person and includes confinement.

**Physical Injury:** means substantial physical pain or any impairment of physical condition.  
**Reasonable Belief:** is defined as more than mere suspicion and consists of concrete facts or reliable information.

**Serious Physical Injury:** means physical injury which creates a substantial risk of death, or which causes serious and prolonged disfigurement, prolonged impairment of health or prolonged loss or impairment of the function of any bodily organ.

## **IV. DUTY TO INTERCEDE**

A. Police officers "have an affirmative duty to intercede on the behalf of a citizen whose constitutional rights are being violated in their presence by other officers."

B. Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of such excessive force.

C. Such officers shall also promptly report these observations to a supervisor. The supervisor shall promptly forward the information, via the chain of command, to the chief of police.

## **V. PROCEDURES**

### **A. DE-ESCALATION**

- 1. Officers who encounter a situation where the possibility of violence or resistance to lawful arrest is present should, if possible, defuse the situation through advice, warning and verbal persuasion.**
- 2. Officers shall modify their level of force in relation to the amount of resistance offered by a subject.**
- 3. As the subject offers less resistance, the officer shall lower the amount or type of force used.**
- 4. Conversely, if resistance escalates, officers are authorized to respond in an objectively reasonable manner.**
- 5. Officers should recognize that they may withdraw to a position that is tactically more secure or allows them greater distance in order to consider or deploy a greater variety of force options.**

### **B. RESISTANCE CONTROL PRINCIPLES**

- 1. Use of physical force in response to resistance shall be consistent with the training and policies of the department and Illinois State Statute. Should physical force be used in order to gain control of a situation, an officer shall use only that force which is reasonable to gain control of the subject.**
  - a. Once a person is restrained or under control, the use of force is restricted to that which is reasonable to maintain control.**
  - b. Good judgment is extremely important in deciding which tactics to use and how much force to apply.**

### **RESPONSIBILITIES OF OFFICERS USING FORCE**

- 1. If physical force is used and there is any indication or probable injury to the subject, an officer shall immediately evaluate the need for medical attention or treatment for the subject upon whom the physical force was used.**
  - a. The officer is to arrange for transportation and treatment for a subject if that subject is injured or complains of an injury.**
  - 2. Whether or not a subject refuses or accepts medical treatment, the subject will be afforded transportation for the purpose of**

medical treatment by a qualified medical technician or hospital personnel. Refusal will be documented.

- 3. The officer shall immediately notify the officer's immediate supervisor of the incident.**
- 4. Once a prisoner is controlled and handcuffed or otherwise restrained, officers are responsible for monitoring the prisoner's color, breathing and level of consciousness.**
- 5. A resisting prisoner who must be placed into a prone (face down) position to be subdued should be repositioned to the sitting position or placed on his or her side as soon as restraining devices are applied.**
- 6. Officers who must use their body weight to control a prisoner who is in the prone position shall exercise extreme caution and shall immediately remove their weight as soon as restraining devices are applied and potential weapons that may be accessible to the prisoner are secured.**

# PALOS PARK POLICE DEPARTMENT

Title: **POST SHOOTING / TRAUMATIC INCIDENT** Procedure: **2.001**

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: October 2014

## **PURPOSE:**

It is the policy of the Police Department to provide guidelines that shall be uniformly applied following any officer-involved shooting or use of force incident that has resulted in death or serious physical injury, in order to minimize the chances that involved personnel will develop or suffer from post-traumatic stress disorder.

## **POLICY:**

Law enforcement duties can often expose officers and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. Unless adequately treated, these situations can cause disabling emotional and physical problems. It has been found that officer-involved shootings resulting in death or serious bodily injury to a citizen or a fellow officer may precipitate such stress disorders. It is the responsibility of the Police Department to provide personnel with information on stress disorders and to guide and assist in their deterrence. Therefore, it shall be the policy of the Police Department to take immediate action after such incidents to safeguard the continued good mental health of all affected personnel.

## **DEFINITIONS:**

**1. Post-Traumatic Stress Disorder:** An anxiety disorder that can result from exposure to short term severe stress, or the long-term buildup of repetitive and prolonged milder stress.

### **2. Officer Involved Shooting**

**Incident:** An incident where shooting causes death or serious physical injury to an officer or other person.

### **3. Officer Involved Traumatic**

**Incident:** An incident where the use of force, (other than firearm) causes death or serious physical injury to an officer or another person.

### **4. Officer Involved Traumatic Traffic**

**Crash:** An incident where through the use of police vehicle, death or physical injury to an officer or another person occurs.

## **PROCEDURES:**

### **HANDLING OF THE OFFICERS AT THE SCENE**

1. During any period where the involved officer(s) is required to remain on the scene, but has no immediate duties to fulfill, the officer(s) should be taken to a quiet area away from the scene of the incident. A peer counselor or other supportive friend or officer should remain with the officer(s), but should be advised not to discuss details of the incident.

2. The supervisor should arrange for the officer(s) directly involved in the incident to leave the scene as soon as possible, and be taken to a quiet, secure setting.

3. Where possible, the supervisor shall briefly meet with the involved officer(s).

No stimulants or depressants should be given to the officer(s) unless administered by medical personnel.

Only minimal, preliminary questions should be asked about the incident. The officer(s) should be advised that a more detailed debriefing will be conducted at a later time.

Any standard investigations that will occur concerning the incident should be discussed with the officer(s).

The officer(s) should be advised that they may seek legal counsel.

The officer(s) should be advised not to discuss the incident with anyone except a personal or Department attorney, union representative, or departmental investigator, until the conclusion of the preliminary investigation.

4. The supervisor shall require that the officer's duty weapon be taken for analysis. When the duty weapon is taken, the supervisor shall:

Take custody of the officer's weapon in a discrete manner; and

Replace it with another weapon, or advise the officer that it will be returned or replaced at a later time, as appropriate.

#### **POST-INCIDENT PROCEDURES**

1. All officers directly involved in the shooting or traumatic incident shall be required to contact a Department designated specialist for counseling and evaluation as soon as practical after the incident. Other affected support personnel should also be encouraged to contact such specialists after a shooting or traumatic incident. After the counseling sessions, the specialist shall advise the Department:

Whether it would be in the officers' best interest to be placed on administrative leave or administrative assignment, and for how long;

Issues regarding the officer's physical and mental fitness for duty; and

What will be the best-continued course of counseling.

2. If the officer disagrees with the initial Department designated specialist he may seek two additional opinions at Department expense.

3. The Department strongly encourages the families of the involved officers to take advantage of available counseling services. Affected employees may refer themselves or be referred to the Employee Assistance Program (EAP).

4. The Department should brief other agency members concerning the incident so that rumors are kept to a minimum. Agency members are encouraged to show the involved officer(s) their concern.

5. All personnel involved in a shooting or traumatic incident should be advised that they are not permitted to speak with the media about the incident. Officers shall refer inquiries from the media to a designated agency spokesperson.

6. In order to protect against crank or abusive calls, officers should be advised to have phone calls answered by another person for several days should their names be released to the public.

#### **DAILY STRESS RECOGNITION**

1. As post-traumatic stress disorders may not arise immediately, or the officer(s) may attempt to hide the problem, each supervisor is responsible for monitoring the behavior of unit members for symptoms of the disorder.

2. The Chief of Police or his designee may order an officer to seek assistance or counseling from a mental health specialist upon a reasonable belief that stress may be disrupting the officer's job performance.

## PALOS PARK POLICE DEPARTMENT

Title: **LIMITS OF AUTHORITY AND POLICE DISCRETION**

Procedure: 2.002

Date Issued: MAY 01, 2002

Revised:

Reviewed: October 2014

### **PURPOSE:**

To outline the limits of an officer's authority.

To consider appropriate alternatives to arrest and confinement.

### **POLICY:**

Officers must be aware of the limits of their authority and shall not exceed them. Officers must ensure that an individual's constitutional guarantees are protected.

Discretionary power is the power of free decision, or latitude of choice within certain legal bounds. When this power is poorly exercised, discretionary power may be viewed by the public as favoritism, bias or corruption. It is imperative that officers consider the goals and objectives of the Department, and the ethical code of conduct, when exercising discretionary power.

Officers are encouraged to use discretion when their authority allows them to choose between possible alternatives of enforcement action.

### **PROCEDURE:**

#### ***LIMITS OF AUTHORITY***

1. The Federal Constitution, State Constitution and State Law define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes and ordinances.

2. State Law grants the authority to municipalities to create and define police powers.

3. The municipal code of the Village of Palos Park establishes the Police Department and the powers and duties of its officers.

#### ***PROTECTION OF CONSTITUTIONAL RIGHTS***

1. In order to assure compliance with constitutional requirements, all officers must advise suspects of their constitutional rights pursuant to Miranda during custodial interviews. This process specifically outlines that the statement is being given without coercion and is of a voluntary nature, and that the individual has been apprised of the appropriate constitutional rights. It is expressly recognized that there are circumstances where the use of a written Waiver of Rights form is either impractical or unrealistic.

2. In the event of an arrest, state laws governing the time elements of when an arrested individual must appear before a magistrate will be adhered to.

3. In order to assure compliance with constitutional requirements regarding rights to counsel, officers will earnestly protect a suspect's right to counsel.

4. In an effort to control prejudicial pretrial publicity, authorized officers should seek the cooperation and advice of the Prosecutors Office before issuing news releases in major investigations.

**ALTERNATIVES TO ARREST AND DISCRETION**

1. Officers are expected to use discretion in their authority in compliance with law, public safety, in furtherance of Department goals and objectives, and in compliance with the Police Code of Ethics.
2. When confronted with situations involving minor traffic and ordinance violations, Officers should examine possible alternatives to arrest.
3. Enforcement for minor violations will be discretionary with the officer. Enforcement may range from a verbal warning to a written complaint and arrest.
4. Discretion as to police action in matters between private citizens will require that the totality of the circumstances surrounding the incident be evaluated and possible alternatives to arrest and confinement be considered.
5. Officers should be familiar with the procedure for issuance of all forms of written complaints, when circumstances allow for alternatives to pre-arrainment confinement.
6. The severity of enforcement action or Officer inaction shall not be influenced by malice, vengeance, or prejudice based upon race, sex, ethnic background, religious belief or political affiliation, nor shall preferential treatment be extended on any of the same conditions.
7. Police Discretion concerning enforcement of criminal law violations shall be construed to be narrow with enforcement action being taken in most cases.

# PALOS PARK POLICE DEPARTMENT

Title: **ARREST PROCEDURES  
WITH OR WITHOUT A WARRANT** Procedure: 2.003

Date Issued: MAY 01, 2002

Revised:

Reviewed: October 2014

## **PURPOSE:**

To specify legal procedures to be followed for an arrest.

Discovering any instruments, articles, or things which may have been used in the commission of the offense; or

## **POLICY:**

The power to arrest an individual is an important component of a police officer's responsibility. This task must be accomplished within the limits of authority as set forth by the Constitution, State Law and applicable court decisions.

Discovering any instruments, articles, or things that may constitute evidence of the offense (including contraband).

## **PROCEDURE:**

1. Certain standards will be followed by all officers during any arrest whether the arrest is accomplished with or without a warrant.

4. It shall be recognized that the phrase "arrestee's immediate presence" has been defined by the Supreme Court as that area within the arrestee's immediate control, i.e., that area from which the arrestee might gain possession of or seize a weapon or other thing to assault the officer or effect an escape or seize concealable or destructible evidence.

2. State Law provides that a Peace Officer may arrest a person when he has reasonable grounds to believe that a person is committing or has committed an offense.

5. All arrestees shall be accorded the protections of the "Rights of Accused" as provided for in State Law.

3. When a lawful arrest is effected, with or without an arrest warrant, a law enforcement officer may reasonably search the person arrested and the area within such person's immediate presence, or under his immediate control, immediately during or after the arrest for the authorized purpose of:  
Protecting the officer from attack;

Preventing the person from escaping;

Discovering fruits of the crime;

# PALOS PARK POLICE DEPARTMENT

**Title:** ***SEARCH AND SEIZURE  
WITHOUT A WARRANT***

**Procedure:** 2.004

**Date issued:** MAY 01, 2002

**Revised:**

**Reviewed:** October 2014

## **PURPOSE:**

To provide general guidelines and procedures to follow in conducting any variety of searches that can be accomplished without a warrant.

search or a "Terry Stop". It stems from the case of Terry v. Ohio which, in summary, allows an officer to conduct a cursory pat down of outer clothing to discover weapons.

## **POLICY:**

Searches of persons, places and things will be accomplished in a manner that provides protection of constitutional rights, minimizes intrusion, preserves evidence or fruits of the crime and provides for the safety of all parties. If practical, a search warrant should be obtained as it provides the detached scrutiny of a neutral judge.

2. The authority to search for and seize weapons is for the limited purpose of allowing an officer to protect himself and others. The authority is clearly NOT for the purpose of searching for and seizing evidence, although during the course of a frisk, evidence may on occasion be discovered and become the basis for an arrest.

## **PROCEDURE:**

### ***SEARCH BY CONSENT***

1. Search by consent is a search performed by a police officer after the subject of the search, or person having privacy rights (standing) to the location to be searched consents, provided that the consent is freely given, without coercion.

Consent may be given orally.

3. The "plain feel" doctrine is described in Minnesota v. Dickerson. This doctrine allows an officer to seize evidence other than a weapon if, in conducting a frisk, the contraband nature of the evidence is "immediately apparent" to the officer based on his feel of the object through the person's clothing during the pat down.

Ideally, the consent should be in writing and documented on the Consent to Search Form.

It is always preferable to have a witness to a consent search, if one is available.

4. Any officer who initiates a frisk must be able to articulate the reason(s) for suspecting that he or others in the immediate area are in danger. This information may be drawn from:

Training.

Education.

Information, facts or circumstances previously made available or known to the officer.

### ***MOVABLE VEHICLE EXCEPTIONS***

### ***STOP AND FRISK SEARCH***

1. Stop and frisk is referred to by several names, including a "pat down"

1. There are two reasons given for allowing the search of a vehicle WITH probable cause, but no warrant.

Vehicles do not share the same expectations of privacy as a home or other personal items.

The obvious mobility of an automobile would make it impractical to require that the police first obtain a warrant.

Officers do not have to actually prove that a vehicle might or would be gone if they obtained a warrant before making the search.

The existence of probable cause alone justifies the exception.

2. The vehicle exception allows an officer to search the entire vehicle as long as he has probable cause to believe evidence may be located where he is looking.

If probable cause is limited to a certain area, then the officer cannot go beyond the scope of that search.

This type of search should not be confused with a search incident to arrest where immediate control becomes an issue.

### **CRIME SCENE SEARCHES**

1. Crime scene searches may fall into several areas of warrantless searches, to include:

- Consent.
- Plain view.
- Search incident to arrest.
- Exigent circumstances.

2. Officers should always consider seeking the advice of the Prosecutors Office for crime scene searches, particularly for residences where the suspect or offender has an expectation of privacy.

### **EXIGENT CIRCUMSTANCES**

1. The exigent circumstances exception to the warrant requirement allows an officer to search under situations where the officer recognizes that there is not enough time to obtain a warrant, and that if he does not conduct the search immediately, the evidence may be lost forever. Probably the two strongest justifications for conducting a search without a warrant are, probable cause to believe that someone is in need of immediate assistance because of injury, illness or other peril or probable cause

to believe that an offense is in progress or being committed, particularly a crime of violence.

There are several factors to be considered in determining whether or not exigent circumstances exist:

The gravity of the offense committed.

The likelihood that the suspect is armed and therefore dangerous.

Probable cause exists that a suspect committed the offense.

There exists strong reason to believe that the suspect is on the premises.

There is a likelihood that the suspect will escape if not immediately apprehended.

The circumstances of entry and time delay.

The likelihood that the evidence will be lost, destroyed or tampered with.

The aforementioned factors will determine the "totality of the circumstances".

A widely recognized exigent circumstances search is the well-being check. There are situations in which the health and well being of a person are involved. In most cases, there is no reason for police to suspect criminal activity. Entries are made into private premises solely to determine the well being of the resident. Once the search has concluded and all officers leave the scene, the exigent circumstances may no longer exist. Re-entry into the scene would then require a search warrant.

### **INVENTORY SEARCHES**

1. Inventory searches of property seized by police officers has been justified for three reasons:

An inventory search protects the property of the owner.

It protects the law enforcement agency against claims that the property has been lost or stolen.

It allows the police to discover any potential danger that may exist because of the contents of the property itself.

2. An inventory search of the property of an arrestee shall be in accordance with Department Procedure 5.100.

3. An inventory search of a vehicle should be conducted under the following circumstances:

When the vehicle itself is a crime scene.

A stolen vehicle which has been recovered after the reporting agency has informed our Department of their intent not to process the vehicle.

The vehicle is impounded pursuant to a custodial arrest in accordance with Department Procedure 4.608.

Officers should note that towing a vehicle to the police station or an otherwise secure area, may negate the ability to search without a warrant. An inventory search should never be conducted when circumstances would dictate the requirement that a warrant be obtained.

4. Additional items of property subject to an inventory search include:

Found property.

Property turned over to the police for safekeeping or destruction.

Abandoned property.

#### **SEARCHES INCIDENT TO ARREST**

1. Searches conducted pursuant to an arrest are one of the most widely used exceptions to the warrant requirement. The Search without a Warrant Law provides for

this type of search upon making a valid arrest. Application of this section is typically applied to situations involving CUSTODIAL arrests, not the issuance of a routine traffic citation.

2. Officers may reasonably search the person arrested and the area within such person's immediate control for the purpose of:

Protecting the officer from attack.

Preventing the person from escaping.

Discovering the fruits of the crime.

Discovering any instruments, articles, or other things which may have been used in the commission of or which may constitute evidence of an offense.

3. Prior to transporting or confining a person under arrest an officer shall conduct a thorough search of the prisoner and outer garments.

Officers shall take and maintain custody of purses or bags carried by prisoners, checking for weapons.

The interior of the police vehicle shall be searched prior to and after transporting a prisoner.

#### **PLAIN VIEW SEARCHES**

1. Plain view searches have been upheld by the courts as long as the officer is legitimately on the premises and he has probable cause to believe the item is contraband or evidence. There are some limitations to the plain view doctrine which officers should be aware of:

There must be no pre-observation intrusion that violated constitutional rights.

The items must have been discovered inadvertently.

Artificial devices that aid in or enhance the ability of the officer's view are not generally considered "plain view". However, a flashlight is generally acceptable, provided

again, the officer has a right to be where he is when using the light source.

Moving items or the rearrangement of items to note serial numbers, for example, is not supported by the plain view doctrine.

2. The "plain view" doctrine also applies to searches conducted pursuant to a warrant, even if the item(s) to be seized were not noted on the warrant. The test will be:

Does the officer have a right to be where he is.

Does the officer have probable cause to believe the item(s) in plain view are evidence or contraband.

#### **OPEN FIELD SEARCHES**

1. Open field searches typically involve cannabis cultivation. Areas surrounding buildings and homes should not be considered "open fields". Instead, the courts have tended to view these areas as "curtilage", the equivalent of a yard.

Areas generally outside the curtilage that are viewed as open fields include: woods, pastures and grassland.

If an owner has taken any steps to protect the area from trespass or observation, it may not be considered "open field."

#### **NIGHT TIME SECURITY CHECK SEARCHES**

1. Nighttime security checks are another form of a warrantless search held by the court.

These searches are permissible only in a business and only if the officer's intent is to determine if any unauthorized people are inside.

The officer may also check for owner information so notification can be made.

#### **STRIP SEARCHES**

1. Strip searches shall be conducted in conformance with State Law Rights on Arrest, and Department Procedure 5.100.

# PALOS PARK POLICE DEPARTMENT

**Title:** TRAFFIC CRASHES INVOLVING  
RAILROADS OF TRAINS

**Procedure:** 2.008

**Date Issued:** MARCH 12, 2008

**Reviewed:** MARCH 6, 2008

**Reviewed:** October 2014

## **PURPOSE:**

This addendum outlines Department procedures for investigating traffic crashes involving trains.

## **POLICY:**

The investigation of crashes involving railroad trains will be expeditiously completed in order to minimize delay.

## **GENERAL INFORMATION:**

A. Incidents involving only trains and its passengers are not reportable as traffic crashes. A railroad train striking a pedestrian or vehicle at a grade crossing/roadway, it is not reportable as a traffic crash.

B. When train incidents involve hazardous material, "Hazardous Materials (HAZ-MAT) Incidents" will be consulted and relevant procedures followed.

## **PROCEDURE:**

A. A member assigned to investigate a traffic crash involving any train will:

1. Coordinate traffic/crowd control and first aid.

2. Obtain driver/witness statements.

3. Request that a PALOS PARK POLICE DEPARTMENT supervisor respond to the scene.

4. Request Southwest Central Dispatch (SWCD) to contact the appropriate railroad police agency.

5. Complete an Illinois Traffic Report, if required.

B. When Metra trains are involved, the investigating Department member will request that SWCD notify the Metra Police Department.

C. The Metra Rail Police Department (Metra) has concurrent jurisdiction with PPPD for traffic crashes occurring within the Village of Palos Park involving Metra trains.

1. The PPPD supervisor at the scene will determine if the Metra Police Department or the PPPD will have the reporting responsibility of such crashes.

2. When making the determination, the PPPD supervisor, after conferring with the Metra Police Department supervisor, will take into consideration the availability of PPPD resources to process the scene, staffing restrictions, and which agency would be better suited to conduct a more timely investigation.

D. Operators of trains other than Metra trains that are scheduled to terminate their run within the Chicago metropolitan area, will be advised to contact their applicable railroad police immediately upon completion of their run.

**E.** The investigating member will detain the operator of the train on a cross country run, not scheduled to stop within the Chicago metropolitan area, only until the required information is obtained for necessary reports. Information required includes: Corporate owner, run number, and the name of the engineer/operator.

**F.** For crashes involving trains, SWCD personnel will be responsible for notifying the appropriate railroad law enforcement agency, if any.

# PALOS PARK POLICE DEPARTMENT

**Title:** *JURISDICTION & GEOGRAPHIC BOUNDARIES*

**Procedure:** 2.100

**Date Issued:** MAY 01, 2002

**Revised:**

**Reviewed:** October 2014

## **PURPOSE:**

To provide guidelines for the geographical boundaries and jurisdictional responsibilities of the Police Department.

carry out all duties and responsibilities attributed to the police department by the Chief of Police.

2. The Department will enforce the traffic ordinances of the Village and the traffic laws, as denoted in the State Vehicle Code, on all Village streets and State or County highways within the Village limits.

## **CONCURRENT JURISDICTION**

Within the corporate limits of the Village of Palos Park, the Police Department has exclusive jurisdiction to enforce the ordinances of the Village of Palos Park. In addition, the Department shall enforce the laws of the State, as provided by the State law and all other duties and responsibilities ascribed to it pursuant to the Village Code of Ordinances.

1. Effective law enforcement is not a solitary effort, but requires the cooperation and interaction of many agencies. The Police Department supports this concept and will cooperate with other duly empowered agencies in the discharge of these duties.

## **PROCEDURE:**

### **GEOGRAPHICAL BOUNDARIES**

1. All members of the Department should familiarize themselves with the geographical boundaries of the Village.
2. The Communications Center is provided with a permanent lighted map of the Village. At any time there is a question concerning geographical boundaries the Communications Center, or the on duty supervisor should be consulted.
3. The communications center map will be updated, as needed.

2. Various Federal, State and municipal law enforcement agencies have police powers within the corporate limits of the Village. The origin of their office, federal, state, etc., will define the scope of their authority. Examples of concurrent jurisdictional authority are:

State Police – State Law establishes the powers and duties of the State Police which includes, "...and as such have all powers possessed by policemen in cities and sheriff's, except that they may exercise such powers anywhere in the State ..."

### **JURISDICTION**

1. Within the Village limits, the Police Department will enforce the ordinances of the Village and the laws of the State, and

County Police - It is the policy of the County Sheriff's Police Department to assist and cooperate with law enforcement agencies of the incorporated areas of County, whenever practical and possible. Nothing, however, prohibits

members of the Sheriff's Department from taking police action in situations that occur in their presence.

3. Employees of this Department will offer complete cooperation, when situations arise where these agencies must exercise their authority in the Village of Palos Park.

4. In any situation where a question arises concerning jurisdiction with another agency, the responding officer will make every effort to resolve the matter. If this is not possible the matter will be turned over to the officer's supervisor.

5. Supervisors unable to resolve the matter should seek legal assistance from the Prosecutor's office.

6. In addition to other law enforcement agencies having jurisdiction, members of the Police Department have police powers in other jurisdictions as defined by State statute. The following are some examples of concurrent jurisdiction:

Police District  
Serving Arrest Warrants  
Serving Search Warrants

# PALOS PARK POLICE DEPARTMENT

Title: MUTUAL AID

Procedure: 2.101

Date Issued: MAY 01, 2002

Revised:

Reviewed: October 2014

## PURPOSE:

To outline the circumstances and procedures for requesting and seeking mutual aid from other police agencies.

## POLICY:

The Village of Palos Park recognizes that on occasion circumstances can develop that will overwhelm the resources of the police department, or other law enforcement agencies of neighboring communities. Under these circumstances the Police Department may be asked to provide assistance to another agency, or may request assistance from other agencies. This Department will aid participating communities when requested, and when necessary will request aid from these communities.

## PROCEDURE:

### MUTUAL AID AGREEMENTS

1. The Police Department and Village have executed Mutual Aid Agreement with several political subdivisions. The purpose of these agreements is to provide assistance, in the form of manpower and equipment, to participating municipalities, as determined by the Chiefs of Police.

2. The decision to render or request emergency assistance, to or from another jurisdiction, is the responsibility of the Watch Commander. Whenever possible the Watch Commander should be the person making notification when requesting aid.

3. Requests for emergency assistance

By police departments not participating in the Mutual Aid agreement shall be provided, manpower permitting. The Watch Commander will have a case report card completed for an assist to another agency.

4. The Chief of Police shall determine under what conditions assistance will be requested from mutual aid agencies for all planned or scheduled incidents or events.

### REQUESTING MUTUAL AID

1. Mutual aid is to be used in times of emergencies, when occurrences may result in situations which are beyond the ability of the individual community to deal effectively, in terms of manpower or equipment, with the incident at hand, such as:

Civil disobedience, whether planned Protests or one that develops spontaneously

Extensive concentrated search for a dangerous criminal or a lost person.

A disturbance call at a large function that requires additional officers.

Any other emergency related to police work where extra aid is required.

2. Requests for assistance should be made, first, to those police agencies that currently share the same radio frequency. If further assistance is necessary contact those agencies that otherwise border the boundaries.

3. Contact should be made with the highest-ranking officer on duty with the assisting agency.

4. The Watch Commander should provide the following information to the Commanding officer of the other agency when requesting assistance:

Nature of emergency

Number of men needed

Special resources, if any

Where to report, staging location  
Or at scene

Supervisor in charge

Estimated time officers will be  
Needed.

5. The Watch Commander shall assume full responsibility and command for operations at the scene. He will assign personnel and equipment, of the aiding agency, to positions when and where he deems necessary. Some suggested uses of mutual aid personnel are:

Providing care and aid to injured

Search and rescue operations

Evacuations

Traffic and crowd control

Perimeter Security

Transporting prisoners

Mass processing of arrestees

6. As a general rule mutual aid personnel will supplement the Department's forces and, as such, should not be assigned to hazardous duties when adequate manpower from the Department is available.

7. Those officers not having a common radio frequency should be assigned to positions not needing immediate communications or assigned with officers having access to our frequency.

8. The order in which the manpower is returned to duty in their own communities is at the discretion of the Watch Commander.

9. Requesting aid also covers using an assisting member's facility for operating a temporary detention facility in mass arrest incidents. Supplies from this Department should be used whenever possible.

#### PROVIDING MUTUAL AID

1. If the Department is contacted by another participating agency requesting mutual aid the Watch Commander on duty will be immediately notified.

2. The Watch Commander shall review the request and make a determination as to how many officers and what type of equipment can be spared, without leaving the Village dangerously unprotected.

3. The Watch Commander shall document any request for mutual aid on a case report card.

4. The safety and security of the Village is the Department's first concern and only that manpower and equipment which can be spared will be sent.

5. If necessary the Watch Commander may hire back additional personnel to meet needs and still comply with the request for aid.

6. Unless otherwise directed, each police officer assigned to respond to a request for aid will respond in uniform and in a marked vehicle.

7. Sworn police officers responding to a request for assistance from another municipality have all the powers of a sworn police officer employed by the requesting municipality.

8. No officer will respond to a mutual aid request unless directed by the Watch Commander.

9. Responding officers are subject to the directions of the Chief of Police of the requesting municipality, or his designee.

**REQUESTING EMERGENCY FEDERAL  
LAW ENFORCEMENT ASSISTANCE**

1. In the event of an emergency, which requires immediate federal law enforcement assistance, the Watch Commander is authorized to make the appropriate request.

2. The following Federal law enforcement agencies can be contacted on a 24-hour basis:

Federal Bureau of Investigation	
Drug Enforcement	
Administration	
US Secret Service	
US Customs Service	
US Postal Inspection Service	
US Military Police	
Department of Defense	
Department of Justice Organized	
Crime	
Bureau of Alcohol, Tobacco, and	Firearms
Internal Revenue Service	

3. The Chief of Police will be informed, as soon as possible of any request for emergency assistance for a federal agency.

**NATIONAL GUARD EMERGENCY  
ASSISTANCE**

1. In the event of an extreme emergency, i.e., a great natural disaster or criminal activity, where a large number of personnel will be required for an extended period of time, it may be necessary to request assistance from the Illinois National Guard. The Watch Commander will contact the Chief of Police, who in turn will contact the Village Mayor. The Mayor will contact the Governor's office and request the assistance necessary.

# PALOS PARK POLICE DEPARTMENT

**Title:** *VICTIM/WITNESS ASSISTANCE*

**Procedure:** *2.300*

**Date Issued:** *MAY 01, 2002*

**Revised:**

**Reviewed:** *October 2014*

## **PURPOSE:**

To establish guidelines that will assure that victims and witnesses will be treated with fairness, compassion and dignity.

To establish guidelines concerning crime victims rights.

## **POLICY:**

It is the policy of the Police Department to insure that crime victims and witnesses receive the highest level of professional service and assistance. The Police Department is committed to the development, implementation, and continuation of appropriate victim/witness assistance programs and activities.

## **DEFINITIONS:**

**Victim** - A person who suffers physical, financial, or emotional harm as the direct result of a crime committed upon his or her person or property. Also regarded as victims are a spouse, child, parent or legal guardian of a minor victim and a spouse, child, sibling, parent or guardian of a homicide victim.

**Witness** - A person who has information relevant to an investigation of a crime. When the witness is a minor, this includes an appropriate family member.

## **PROCEDURE:**

### **GENERAL PROVISIONS**

1. Officers will provide assistance to the victims of a major or traumatic crime.

These victims have the right and reasonable expectation to:

Be treated humanely and understandingly.

Have their self-respect and privacy protected whenever possible.

Be advised of available counseling and victim benefits.

Have explained to them the working of the criminal justice system and what is expected of them.

Have a thorough, professional and timely investigation conducted and have the details of that investigation given to the Prosecutors Office for consideration.

Expect the courts to order restitution for their losses and have the court enforce payment in a timely manner in all cases where restitution is a possibility.

Be consulted once complaints have been signed and the case begins its way through the criminal justice system.

Expect that the trial will be conducted in a reasonable period of time without lengthy and unnecessary delays and continuances.

Expect that upon the finding of guilty, consideration during sentencing will be given to the trauma and loss suffered by the victim.

Expect that their rights and feelings as victims be given at least as much consideration as is given to the offender.

### **RESPONSIBILITY**

1. The Criminal Investigations Unit supervisor will have the responsibility for administering and coordinating the Department's victim/witness assistance program. The program will include, but is not limited to, the following:

At least every two-(2) years, prepare an analysis of victim/witness assistance needs and available services within the service area. NOTE: To the extent that the Victim/Witness Assistance Program conforms to this standard, their analysis may be used, but must include:

The extent and major types of victimization.

An inventory of information and service needs of victim/witness in general (including homicide or suicide survivors), and special victims such as those victimized by domestic violence, abuse, and neglect, especially children and the elderly, sexual crimes and drunken drivers.

Victim assistance and related community services available.

Identification of all unfulfilled needs and the selection of those that are appropriate for the Department to meet.

Making recommendations for policy and procedure changes in relating to the analysis of victim/witness assistance needs.

Ensuring the confidentiality of records and files relating to victims and witnesses consistent with applicable laws.

Periodically inform the public and media about the Department's victim/witness assistance program.

Maintaining liaison with other criminal justice, governmental and non-governmental agencies concerned with victim/witness needs and rights.

### **OPERATIONS**

1. The communications center will provide 24-hour access to victim/witness assistance information to include:

Victim/witness assistance by the Department directly.

Services offered by other agencies for victim/witnesses in need of assistance.

A list of all available victim/witness assistance service agencies, updated annually by the Criminal Investigations Unit supervisor, will be kept in the communications center.

2. Officers conducting a preliminary investigation involving a victim/witness should, at a minimum:

Provide information about applicable counseling, medical attention, emergency financial assistance, and victim advocacy services.

Advise the victim/witness of available options, if the suspect directly or indirectly engages in threats or intimidation.

Provide the case report number, officer's name, and information on follow-up procedures.

Provide the telephone number of the police department for the victim/witness to report additional information or receive information about the status of the case.

Inform the victims of domestic violence of their rights as defined by the Domestic Violence Act. Preprinted forms are available and

will be given to domestic violence victims. The officer conducting the initial investigation will note in the incident/offense report that this information was provided.

Inform the victims of violent crimes of their right to file a claim as provided for by the Victims Compensation Act. Preprinted forms are available and should be given to the victims of those specific violent crimes covered by the Act. Victims should be advised to contact the Attorney General's Office for additional information. The officer conducting the initial investigation will note in the incident/offense report that this information was provided.

3. Officers conducting follow-up investigations should, at a minimum:  
Determine if the victim/witness's needs are being met considering the impact and severity of the incident, re-contacting the victim/witness if appropriate.

If not an endangerment to the successful prosecution of the case, explain to the victim/witness their involvement and procedures for prosecution of their case.

If feasible, schedule line-ups, interviews and other required meetings at the convenience of the victim/witness and, if necessary, provide transportation.

If feasible, return property held as evidence as soon as permitted by laws and rules of evidence.

If feasible, working with the Victim/Witness Assistance Program, assign a victim advocate to the victim/witness during the follow-up investigation.

Update the victim/witness as to arrest, charges, custody status and court dates of the offender.

## PALOS PARK POLICE DEPARTMENT

Title: **DECRIMINALIZATION OF ALCOHOLISM**

Procedure: 2.301

Date Issued: **MAY 01, 2002**

Revised:

Reviewed: October 2014

### **PURPOSE:**

To provide guidelines when encountering individuals too intoxicated to care for themselves.

### **POLICY:**

The decriminalization of public drunkenness is not intended to excuse or relieve an alcoholic or intoxicated person of accountability in any criminal or quasi-criminal act. Criminal cases (i.e., Battery, D.W.I., Disorderly Conduct) involving intoxicated individuals will still be handled in the usual manner. Individuals taken into protective custody for intoxication will be treated humanely and given any necessary medical treatment.

### **PROCEDURE:**

#### ***NOT REQUIRING MEDICAL TREATMENT***

1. All persons placed in a cell will be searched and relieved of personal property, per Department procedure.
2. While in custody, and a family member is contacted, the officer will explain the circumstances concerning taking the person into protective custody, and request the family member respond to the station and take custody of the person.
3. After it is apparent the person no longer poses a danger to himself or others, he will be released.

### ***MEDICAL TREATMENT REQUIRED***

1. When it becomes apparent that the person is in a state of intoxication that may be so severe as to be dangerous to the person's health and welfare, the paramedics will be requested to check the person and if necessary, transport to a hospital for detoxification treatment and possible admission.

## PALOS PARK POLICE DEPARTMENT

**Title:** L.E.A.D.S.2000  
USAGE POLICY

**Procedure:** 2.302

**Date Issued:** JUNE 11, 2005

**Revised:**

**Reviewed:** October 2014

### **PURPOSE:**

To provide guidelines when using the L.E.A.D.S. 2000 for criminal justice purposes.

### **POLICY:**

In compliance with the Illinois State Police requirement, it is this department's policy that all L.E.A.D.S. 2000 inquiries are for criminal justice use only.

Therefore, any background checks related to a liquor license, applicants must be made through the submission of a request form to the Illinois State Police and not through L.E.A.D.S. 2000.

In addition, any background checks related to employment must be submitted via a request form to the Illinois State Police and not through the L.E.A.D.S. 2000.

Any violation of this policy will result in a disciplinary action which may include dismissal.

## PALOS PARK POLICE DEPARTMENT

Title: **RELATIONSHIPS WITH OTHER AGENCIES**

Procedure: 2.303

Date Issued: MAY 01, 2002

Revised:

Reviewed: October 2014

### **PURPOSE:**

To develop and maintain an effective working relationship with other law enforcement, criminal justice, social and peripheral support agencies.

### **POLICY:**

Establishing and maintaining effective channels of communication between law enforcement agencies and other agencies are essential first steps in improving cooperation. The Police Department shall attempt to develop a liaison with other agencies interested in similar concerns involving the criminal justice system.

### **PROCEDURE:**

#### **LIAISON WITH CRIMINAL JUSTICE AGENCIES**

1. The goals and objectives of the Police Department cannot be achieved without the assistance and cooperation of other criminal justice agencies.
2. Assistance and cooperation can only be achieved by positive exchange with local juvenile and adult courts; prosecutors; probation and parole agencies; and adult and juvenile correctional agencies.
3. Officers of this Department are expected to cooperate fully with members of the Prosecutor's Office in the preparation and prosecution of criminal cases. However, should a Prosecutor decline to prosecute a case, or cause a case to be dismissed, because of alleged mishandling

by a member of this Department, that case will be reviewed by the Chief of Police.

4. Officers shall bring to the attention of their supervisor any case the Prosecutor declines to prosecute because of alleged mishandling. Supervisors shall forward all documentation to the Chief. If necessary, a meeting between the Chief and the supervisor of the Prosecutor's office will be held to review the case.

5. Members of this Department will seek the assistance of the Prosecutor's office when an arrestee has been identified as a habitual criminal. Officers should, as a matter of routine, run a record or wanted check and request a Criminal History when arresting a suspect for a serious offense. This information will be reviewed by the officer and the Prosecutor to determine if the arrestee should be prosecuted as a habitual criminal.

6. Department members are encouraged, in the course of their duties, to establish contact with the various criminal justice agencies when such contact will aid either the criminal justice agency or the Department.

7. The Chief of Police, or his designee, shall attend meetings hosted by the Courts and Prosecutor to discuss matters of mutual concern. Information regarding any changes in policy, procedures or the law will be disseminated to all personnel.

#### **LIAISON WITH LAW ENFORCEMENT AGENCIES**

1. Law enforcement agencies should assist and cooperate with other federal, state and local police departments. Such cooperation facilitates the exchange of information needed in criminal investigations, helps develop joint plans for dealing with matters of common concern and the sharing of statistical and support services.

2. The Chief of Police, or his designated representative, will attend regularly scheduled meetings of criminal justice and public safety agencies. These meetings enable participants to discuss matters of mutual concern, review policies and procedures, and to plan for events of a multi-jurisdictional nature. Those meetings regularly attended include:

#### **LIAISON WITH THE FIRE DISTRICT**

1. The Chief of Police and Fire Chief, or their designees, will meet on an as needed basis, to discuss mutual problems and concerns about the operation of the Communications Center, joint policies and procedures for mutual response to fires, medical emergencies or disaster calls.

2. Weekly staff meetings and bi-monthly board meetings will provide an opportunity for both chiefs to communicate on a regular basis.

3. Members of the Police Department shall, during joint operations, cooperate fully with members of the Fire District. Should any problems arise the on scene supervisor should attempt to resolve the issue immediately. All matters that create operational problems between the Police and Fire District will be documented and brought to the attention of the Police Chief.

#### **LIAISON WITH COMMUNITY SOCIAL SERVICE AGENCIES**

1. Law enforcement officers, in the course of performing their duties, often encounter people in need of help that can best be provided by another criminal justice agency or a social service agency.

2. Exercising sound discretion based on one or more of the following criteria

should guide those in need of help to the appropriate agencies.

Assessment of the person's need through discussion or observations.  
Request by the person, or relative for specific help.

The necessity of immediate aid.

3. A list of Social Agencies Serving County is located in the Communication Center. These agencies include assistance for family crisis intervention, detoxification, drug dependency, family and individual counseling and shelter care for domestic violence victims.

4. Criminal justice and social service diversion programs are viable and appropriate alternatives in the disposition of certain cases involving both juveniles and adults. Personnel are reminded that referrals must be consistent with legal restrictions and Department procedures regulating officer discretion. Officers should consider the following when dealing with:

#### **JUVENILES**

The disposition of juveniles for minor offenses should be in accordance with Department procedures:

Verbal reprimand and then turned over to parents or guardians.

Station adjustment.

Referred to juvenile officer for follow up.

Referred to a social service agency.

Serious juvenile cases should be adjudicated by a juvenile officer.

#### **ADULTS**

In cases involving certain mitigating circumstances, (i.e., simple assault involving elderly neighbors), officers are reminded that an alternative to physical arrest would be the

issuance of an Ordinance citation. Referral to social service resources, in certain cases, where prosecution is not a viable option, i.e., drug abuse, alcohol abuse, mental health issues.

Officers are reminded that there is little discretionary authority available for felony cases.

5. The Village Health Office may be called upon to provide assistance for the health and well being of Village residents.

#### **REGIONAL SERVICES**

1. This Department shall participate in the statewide law enforcement radio system, which provides for designated communications between inter jurisdictional police departments.

2. This Department shall participate in and submit to the State Bureau of Identification required fingerprints of arrested persons.

3. This Department shall participate in the centralized Law Enforcement Agency Data System (LEADS). This provides information on criminal suspects, stolen property and can assist in the apprehension of wanted subjects and recovery of property.

4. This Department shall participate in the Uniform Crime Reporting system. This provides information on trends in crime and arrest rates, and increases the accuracy in the Uniform Crime Report as compiled by the FBI.

# **PALOS PARK POLICE DEPARTMENT**

**SUBJECT: INVESTIGATIVE TASK  
FORCES**

**EFFECTIVE DATE: October 15, 2014**

**ORDER NUMBER: 2-304**

**REVIEW DATE: March 1, 2019**

**A. The Chief of Police or his designee will be 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.**

**B. Task force activities will be planned prior to implementation. Guidelines for task force operations include:**

- 1. Identifying objectives as they relate to the purpose of the investigation.**
- 2. Defining authority and responsibilities as they pertain to jurisdictional boundaries and scope of authority. The responsibility for task force operations lies with the initiating agency.**

**Assisting agencies act in a supporting role. When members of the Department are operating under the direction of supervisors from an outside agency they will keep the Investigator informed of their activities and abide by the rules and regulations of this Department.**

- 3. Identifying resources available for use in task force operations to include manpower, equipment, funds, and time as permitted. The commitment of Departmental resources shall in no way restrict the delivery of police services to citizens with the Village of Palos Park.**

# PALOS PARK POLICE DEPARTMENT

**SUBJECT: RAPID DEPLOYMENT POLICY  
/ INCIDENT COMMAND**

**Procedure: 2.400**

**EFFECTIVE DATE:** October 10, 2014

**REVIEW DATE:** March 1, 2018

**PURPOSE:**

The purpose of this policy is to provide guidelines and direction to Department personnel responding to emergency calls for service involving “active shooters.”

**POLICY STATEMENT:**

It is the policy of the Palos Park Police Department to protect human life by any means legally possible. Officers responding to active shooter incidents shall accomplish this goal by immediately using any legal means at their disposal to make contact with the active shooters and stop them. This may include arrest, containment, or use of deadly force. The philosophy driving this policy recognizes that active shooters must be stopped before they can destroy any more innocent lives. This shall be the duty and responsibility of the initial responding officers, and they shall use all legal means to accomplish this duty. The prioritization of such activities, in their order of importance is:

1. Stop the active shooter.
  2. Rescue the victims.
  3. Provide medical assistance when possible.
  4. Preserve any crime scene appropriately.
- While it remains important to provide medical treatment to any wounded individuals, it is our duty as law enforcement officers to first protect all innocent life by stopping the actions of the active shooter.

**DEFINITIONS:**

**Active Shooter:** One or more subjects who threaten or participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. Their overriding objective appears to be that of mass murder, rather than other criminal conduct, such as robbery, hostage taking, etc. This type of incident may take place at an office, factory, commercial establishment or school. The use of any weapon prior to officer deployment is not necessary for the situation to be considered within the scope of this policy.

For purposes of this order, the term “active shooter” will also include anyone who uses any deadly weapon (knife, club, explosives, etc.) to systematically or randomly inflict death or great bodily harm on people.

**Barricaded Suspect:** A subject who is armed, or potentially armed, in any location, whether fortified or not, who is refusing to comply with police demands for surrender.

**Contact Team:** A team of officers assembled to proceed in the immediate pursuit of the active shooter. The focus of the contact team is to make contact and cease the actions of the active shooter by any means legally possible and appropriate.

**Critical Incidents:** Any situation involving: a barricaded subject, hostage situation, sniper, terrorist activity, armed suicidal subjects, high risk apprehension or other situations that go beyond the normal capabilities of the officers of the Department.

**Rapid Deployment:** the swift and immediate deployment of trained patrol officers to ongoing, life threatening situations where any delay in deployment could result in death or great bodily harm to innocent persons.

The Palos Park Police Department Safety Priorities System are established as follows:

- Hostages
- Involved non-subject civilians
- Police Officers
- Subjects

**ORDER:**

**RAPID DEPLOYMENT ACTIVATION**

The following crisis incidents may indicate the need to activate a rapid deployment response:

**A. Aggressive Deadly Behavior**

1. The event is ongoing and the suspect(s) is actively engaged in causing death or great bodily injury.

This may be the result of:

- a. An “active shooter.”
- b. An attack with edged weapon(s).
- c. Placing and/or detonating explosive devices.

**2. The incident location is believed to contain multiple potential victims:**

- a. Schools, including daycare.
- b. Crowded parks.
- c. Playgrounds.
- d. Sporting events.
- e. High-rise structures, etc.

#### **B. Citizen/Officer Rescue**

##### **Rapid Deployment Policy Page 3 of 7**

**1. A citizen or police officer is gravely wounded and delayed recovery could result in their demise.**

**2. The suspect(s) may or may not be actively involved in an assault; however, an assault by the suspect is imminent and immediate recovery is crucial.**

**3. Due to the location of the victim(s), an immediate recovery may be necessary to prevent death or great bodily harm.**

#### **Initial Responder's Responsibility**

The initial responder will most likely be a patrol unit. The actions of the initial responders are critical and certain guidelines are to be followed.

#### **1. Assess the Situation**

Upon arrival, the first responding officer(s) will attempt to determine;

**1. The number of suspects, descriptions, and last known location.**

**2. Type of weapon(s)**

**3. History of violence or unconventional behavior by the suspect.**

**4. It is critical that first responders extend every effort to confirm that there is an active shooter situation at the scene.**

**5. If a contact person representing the building/location where the incident is taking place is identified (i.e., school principal/official, building manager, etc.) That person should be directed to a specific safe location to await the arrival of secondary units and/or the incident commander.**

**1. Officers should make every effort to gain as much intelligence as possible from this person before they are re-directed.**

**2. Officers are to communicate the presence and location of this person to the Communications Center and the Incident commander, if possible.**

**3. Communicate all available information.**

To the extent they are able, arriving officer must communicate information they gather in their assessment to other responding units,

supervisory personnel and the Communications Center.

**1. Officers will announce their location, and direct incoming units to that location.**

**2. All responding units should limit their use of the radio to emergency traffic only and allow the officers on the scene to communicate their assessments.**

**3. When determined that it is appropriate to do so, officers must assemble a contact team without delay.**

#### **C. Patrol Supervisory Personnel**

Upon notification of an active shooter situation the Field Supervisor and/or the Shift Commander will immediately respond to the scene.

**1. If not needed as a contact team member, the Shift Commander will immediately assume incident command and maintain command until relieved or re-directed by a higher authority.**

**a. In the event the shift commander is engaged on a contact or rescue team the next ranking officer to arrive on the scene shall assume the role of Incident Commander under relieved.**

**2. The Field Supervisor will respond and direct the activities of the contact and rescue teams as appropriate.**

#### **IMPLEMENTING THE INCIDENT COMMAND**

**A. The first commanding officer on the scene, who is not already a part of a contact or rescue team, will be the incident commander, and will establish a command post.**

**B. The Incident Commander shall:**

**1. Choose a safe staging area for arriving personnel.**

**2. Order the dispatcher to initiate the appropriate notifications.**

**3. Form additional contact and rescue teams, as necessary.**

**4. Call for mutual aid assistance from other agencies, if necessary (i.e. Evidence technicians, bomb squad etc.).**

**5. Appoint a temporary media relations officer and group the media in a safe location.**

**1. The goal of the temporary media relations officer will be to assemble representatives of the media in a safe location.**

**2. The IDC will appoint an Incident Media Relations Representative, when time permits, who will be responsible for the timely release of available information as appropriate.**

**6. Arrange a safe staging area for medical units and treatment of the injured.**

**7. Post additional responding officers to guard crime scenes.**

**8. Arrange for a thorough clearing of the building once it is practical to do so.**

**C. If a suspect is arrested or incapacitated the IDC will assume control and take charge of all aspects related to the ensuing investigation.**

**D. If the contact team contains the suspect(s), the South Suburban Emergency Response Team may be activated.**

**Rapid Deployment Policy**

**When moving under fire, officers utilize controlled suppressive fire in an attempt to stop deadly behavior.**

**Time lapse between suspect(s) aggressive behavior and intended movement.**

**immediate threat of death or great bodily injury to an innocent**

**It may be necessary to use deadly force to stop that behavior. There is no exception to the law or policy. The following principles apply:**

**1. Based on Immediate Defense of Life (IDOL).**

**2. Individual officers make the decision.**

**3. Utilized to stop the threat.**

**4. The law - "Objectively Reasonable."**

**B. Use of Force Legalities**

**The Illinois Compiled Statutes, Chapter 720, provides that officers may use deadly force:**

**1. To protect their lives or that of another.**

**2. To prevent the escape of one who has committed or attempted to commit a forcible felony which involves the infliction or threatened infliction of great bodily harm, or is attempting to escape by use of a deadly weapon, or otherwise indicates that he will endanger human life or inflict great bodily harm, unless arrested without delay.**

**The law regarding the use of deadly force remains the same in an active shooter incident. However, an active shooter is engaged in a continuing forcible felony, and the time frame for the use of deadly force against him continues until the suspect discards his weapons and surrenders or is incapacitated.**

# PALOS PARK POLICE DEPARTMENT

**Title:** OFFICER-INVOLVED SHOOTING PROTOCOL

**Procedure:** 2.400(A)

**Date Issued:** 2/15/18

**Revised:** 3/01/18

**Reviewed:** 3/01/22

## **PURPOSE:**

The purpose of this policy is to provide guidelines for the investigation of officer-involved shooting incidents.

## **POLICY:**

It is the policy of the Palos Park Police Department that officer-involved shooting incidents be investigated with the utmost thoroughness, professionalism, and impartiality to determine if the actions of the officer(s) conform with the law and the department's rules and regulations. Nothing in this policy is intended to increase, modify, or in any way affect the current legal standards nor shall any deviation from these guidelines be considered a breach of any legal standard.

## **DEFINITIONS:**

**A. Deadly Force:** Any use of force that is reasonably likely to cause death or great bodily harm.

1. A peace officer's discharge of a firearm using ammunition designed to disable or control an individual without creating the likelihood of death or great bodily harm (i.e. impact munitions) shall not be considered the use of deadly force.

**B. Great Bodily Harm:** Physical injury creating a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the function of any bodily member or organ.

**C. Officer-Involved Shooting Incident:** A line-of-duty incident where shooting causes death or serious bodily injury to an officer or other person.

**D. Post-Traumatic Stress Disorder:** An anxiety disorder that can result from exposure to short-term severe stress, or the long-term buildup of repetitive and prolonged milder stress.

## **ON-SCENE RESPONSIBILITIES**

A. Officers involved at the scene of an officer-involved shooting incident shall take those measures that are reasonably feasible and appropriate to protect their safety and to preserve evidence essential to the investigation. This includes the following actions, undertaken in an order deemed appropriate:

1. Ensure that the threats to officer and the public no longer exist.
2. Secure and separate suspects.
3. Relay information on fleeing suspects to communications and other responding officers in order to establish a containment area.
4. Request a supervisor, additional backup, emergency medical services, if necessary, and any other assistance required immediately.
5. If injured, administer emergency first aid to oneself first if possible.

6. Administer first aid to suspects and others, as necessary, pending the arrival of emergency medical Personnel.
7. Survey the entire area for relevant facts:
- Potential suspects
  - Potential suspect vehicles
  - Witnesses
  - Individuals who were present at the scene but were not witnesses, but may have information regarding the incident.
8. As time and capabilities permit before supervisory and additional assistance arrives:
- Secure the area, establish a perimeter with crime scene tape, and limit access to authorized persons necessary to investigate the use of deadly force and assist with the injured.
  - Protect evidence from loss, destruction, contamination, or damage that is likely to occur before additional resources can arrive
  - Ensure that evidentiary items are not moved, note the original location and position of persons, weapons, and other relevant objects and evidence.
  - Record the names, addresses and phone numbers of all witnesses and other persons present during the shooting scene and request they remain at hand to provide a statement.

#### **SUPERVISORY RESPONSIBILITIES ON-SCENE**

The ability of a supervisor to coordinate available resources to eliminate additional threats to the officers and the public, render aid to the injured, secure and protect the crime scene, and seek the apprehension of fleeing offenders is paramount to preventing the critical situation from expanding. The responding supervisors shall:

1. Ensure the safety and determine the condition of the officer(s), suspect(s), and other parties.
2. In the event involved officers were unable to do so, secure the scene including any evidence and witnesses.
3. If the officer involved in the deadly force incident is not injured, move them away from

the center of activity and ensure they are accompanied at all times by another officer

4. Summon emergency medical service if not yet requested for officers, suspects and third parties.
5. Any officer directly using deadly force regardless of an apparent injury or not shall be transported to the hospital for a medical evaluation.
  - Assign an officer to accompany the officer to the hospital and remain there.
  - Ensure that the family of the officer is notified on a priority basis and in person when possible.
1. The officer's name shall not be released to the media or unauthorized parties unless approved by the Chief of Police or his designee.
6. Only minimal preliminary questions relating to public safety shall be asked about the incident. The officer(s) involved shall be advised that a more detailed debriefing will be conducted later. The public safety information sought to further the investigation are as follows:
  - Type of forced used;
  - Direction of shots fired by the officer(s) and suspect(s) if known;
  - Location of any injured persons;
  - Description of fleeing suspect, direction of travel, elapsed time, and any suspect weapon(s);
  - Description of any known victims and/or witnesses;
  - Description and location of any known evidence.
7. Confirm that the preliminary steps outlined in 1.11.1 ON-SCENE RESPONSIBILITIES

have been adequately addressed and if not, take appropriate action to ensure that the necessary actions are taken.

8. Maintain an incident log.
9. Conduct a preliminary investigation to aid the Investigations Division, Cook County State's Attorney, and the Illinois State Police Public Integrity Task Force.

10. Firearms should be taken from officers in a discreet manner and arrangements to replace the weapons should be made immediately if feasible.

11. Make notifications to department personnel, to include:

Chief of Police  
Sergeants  
Investigations Division  
Public Integrity Task Force, according to the guidelines set forth in Section 1.11.3, PUBLIC

#### **INTEGRITY TASK FORCE ACTIVATION REQUIREMENTS AND PROCEDURES**, of this directive

f. Medical Examiner, if necessary.

12. If additional resources are needed, the Shift Commander shall activate a Mutual Aid request

The sole purpose of the Illinois State Public Integrity Task Force investigation, as it relates to an officer involved shooting, is to ascertain if the officer(s), when discharging their weapon(s) or using any other form of deadly force, violated any criminal statutes. The Public Integrity Task Force does not investigate possible violations of policy or procedures of the Palos Park Police Department nor does it investigate possible charges to file against an offender involved in an officer-involved shooting.

A. The criteria to activate the Illinois State Police Public Integrity Task Force is as follows:

1. Officer-involved shootings where a person was shot (no death or great bodily harm required); or
2. Uses of force utilized by an officer where death or great bodily harm resulted; or
3. In-custody deaths.

B. Activation

1. The Chief of Police shall make the appropriate notification to the Illinois State Police Public Integrity Task Force and request an independent investigation of the use of deadly force incident.

#### C. Procedures

1. If the criterion for the activation of the Illinois State Police Public Integrity Task Force is met, the supervisor on-scene will ensure that the integrity of the crime scene is protected and that no physical evidence is collected other than members of the Illinois State Police Public Integrity Task Force.
  - a. The supervisor will make certain that a crime scene log is started prior to the arrival of the Illinois State Police Public Integrity Task Force.
  - b. When an officer uses deadly force, the reasonable conclusion is that the officer or a third party is the victim. Officer interviews post incident, will be done by Public Integrity Task Force..

#### **1.11.5 POST SHOOTING INCIDENT PROCEDURES**

A. Law enforcement duties can often expose officers and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. Unless adequately treated, these situations can cause disabling emotional and physical problems. It has been found that officer-involved shootings resulting in death or serious bodily injury to a citizen or a fellow officer may precipitate such stress disorders. It is the responsibility of Palos Park Police Department to provide personnel with information on stress disorders and to guide and assist in their deterrence. Therefore, it is pertinent to take immediate action after such incidents to safeguard the continued good mental health of all involved personnel.

1. Where possible, a responding command level supervisor shall briefly meet with the involved officers separately and inform them of the following:

- a. The investigations that will occur concerning the incident should be discussed with the officers.

- b. The officers shall be advised not to discuss the incident with anyone except a personal or union attorney, or union representative, until investigators investigating the officer-involved shooting formally interview them.
- c. No formal interview will commence with the officer(s) who uses deadly force within the first 48 hours of the incident.
- d. Officers may be interviewed sooner at the advice of their own counsel.
- e. If requested, the involved officer(s) shall have the right to meet with union representation and/or an attorney prior to speaking with the Illinois State Police Public Integrity Task Force.
- f. Any officer involved in a deadly force incident shall be afforded the opportunity to conduct a walkthrough of the scene and review any applicable videos prior to the commencement of any formal interview.

#### **ADMINISTRATIVE LEAVE OR DUTY**

The purpose for the assignment to administrative leave or duty after a deadly force incident is to allow the officer to obtain counseling, afford the ability to confer with counsel, and be available for the investigative process. Additionally, an assignment to administrative leave or duty serves the department during the investigatory process. Therefore, involved personnel shall be placed on either administrative leave or duty pending an evaluation.

- 1. The assignment and duration of such leave or duty is at the discretion of the Chief of Police or his designee.

#### **CRITICAL INCIDENT COUNSELING**

A. Officers involved in deadly force encounters may experience significant emotional and mental strain. Therefore, any employee directly associated with an officer- involved shooting shall be required to undergo a critical incident de-briefing initiated by the department and provided by a qualified mental health psychiatrist or psychologist.

- 1. The initial counseling session will commence as soon as practical after the event.
- 2. The psychiatrist or psychologist conducting the counseling will only be required to make recommendations to the Chief of Police pertaining to the officer's duty status, assignment, or the need for continual counseling.

- 3. The Palos Park Police Department is responsible for the payment of the expenses associated with the critical incident counseling.

#### **B. Fitness For Duty Evaluation**

- 1. The Chief of Police may direct an officer involved in a critical incident for a fitness for duty evaluation if a fact-specific duty-related threshold is met as outlined in the Americans with Disabilities Act of 1991 (42 U.S.C. § 12112(d)(4)(A); 29 C.F.R. § 1630.14(C)).

## **PALOS PARK POLICE DEPARTMENT**

**Title:** *Call Prioritization*      **Procedure:** 2.500

**Date Issued:** 3/01/18

**Revised:**

**Reviewed:** 3/01/22

### **PURPOSE**

**Due to the volume of calls requesting a police response, it is necessary to utilize a call screening method to more efficiently deploy police resources. The call prioritization system is designed to help provide sufficient patrol units to handle calls for service, particularly in emergency situations. This system will also provide officers more opportunities to problem solve and partner within the community.**

### **Field Supervisors**

**Field supervisors are responsible for the efficient utilization of patrol resources. A field supervisor may amend or discontinue the dispatching of police officers to an incident if that supervisor determines sending an officer on the call as dispatched would be an unnecessary use of patrol resources.**

**The field supervisor will be responsible for informing the citizen of the decision not to have an officer respond.**

**In order to better serve the community, all priority calls will be dispatched to closest Beat or cover car.**

**Low Priority calls should be given to an officer who can respond to the call. If an officer is not available to answer a call and the call is non-life threatening but require a timely police response. (e.g., check the welfare, 911 hang-up calls, holding a person for shoplifting.) Should be given to the next available officer for dispatching purposes.**

# PALOS PARK POLICE DEPARTMENT

**Title:** Major Incident Notification System

**Procedure:** 2.600

**Date Issued:** 3/01/18

**Revised:** 3/01/22

**Reviewed:**

## **PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

## **POLICY**

The Palos Park Police Department recognizes that certain incidents should be brought to the attention of command staff / supervisors or other personnel of this department / village to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

## **MINIMUM CRITERIA FOR NOTIFICATION**

Most situations where the media show a strong interest are also of interest to the Chief of Police and Command Staff. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides, suspicious deaths or deaths related to law enforcement activity
- Traffic collisions with fatalities and/or severe injuries
- Officer-involved shooting, whether on-or off-duty (See Officer-Involved Shooting Policy for special notifications) and vehicle pursuits that are extended or prolonged
- Significant injury or death to an employee, whether on-or off-duty
- Death occurring within the Village of Palos Park or a notification of a death for another agency of a resident of Palos Park.
- Arrest of Department employee or prominent metro area Public / Government official
- Aircraft, boat, train or bus crash with major damage and/or injury or death

- In-custody deaths
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident, which has or is likely to attract significant media attention
- Any serious personnel problem wherein the supervisor feels the Chief of Police and /or Command staff should be notified immediately

## **PATROL SUPERVISOR**

### **RESPONSIBILITIES**

The Patrol Supervisor is responsible for making the appropriate notifications, when possible or a designee (example: SWCD) The Patrol Supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Patrol Supervisor or their Designee shall attempt to make the notifications as soon as practicable.

## PALOS PARK POLICE DEPARTMENT

Title: ***Police Officer Use of Choke Hold Prohibited*** Procedure: 2.600(A)

Date Issued: 3/01/18

Revised: 2/01/18

Reviewed: 3/01/22

### **PURPOSE:**

The Illinois Police Training Act requires all law enforcement agencies to notify the Board of any final determination of willful violation by an officer of department or agency policy, official misconduct, or law, and maintenance by the Board of a database containing this information.

Provides that minimum in-service training requirements, which a permanent police officer must satisfactorily complete every 3 years, shall include constitutional and proper use of law enforcement authority, procedural justice, civil rights, human rights, and cultural competency, and complete annually updates and use of force training which shall include scenario based training.

### **POLICY:**

#### **New Amendment to the Criminal Code of 2012 (Chokeholds)**

Provides that a peace officer shall not use a chokehold in the performance of his or her duties, unless deadly force is justified under the Justifiable Use of Force; Exoneration Article of the Code.

Provides that a peace officer shall not use a chokehold, or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion.

Defines "chokehold".

# PALOS PARK POLICE DEPARTMENT

Title: **Code of Conduct** Procedure: **2.700**

Date Issued: **3/01/18**

Revised:

Reviewed: **3/01/22**

## **Purpose**

To define departmental expectations for on-and off-duty personal behavior.

## **Policy**

The Palos Park Police Department and the public expect all personnel to maintain high standards of appearance and conduct. Law-enforcement officers wield considerable power over citizens, power that is carefully circumscribed by state and federal law, and the Constitution and Bill of Rights. Our powers to arrest, seize property, and interfere, at times, with the lives of citizens constitute a public trust. We can help ensure that we regard this trust as vital by exemplary performance. Performance is tied to the department's mission. The mission is to protect and serve our community in the most professional and compassionate manner possible.

**Note:** The courts have upheld the prerogative of law-enforcement agencies to impose restrictions on the behavior of their employees but these restrictions must not infringe on protected, constitutional rights such as the rights to privacy, association, and free speech. The agency should have a rational, non-arbitrary reason for its rules or restrictions.

### **1.02.005 Definitions**

**Moral turpitude:** An intentional act or behavior displayed in words or actions which violates public morals or the common sense of the community involving but not limited to

intent to defraud, intentional dishonesty for personal gain, lying, perjury, subornation of perjury, cheating, bribery, unlawful possession of controlled substances, sexual harassment, unlawful sexual conduct, or excessive use of force.

**Good moral character:** The attributes of a prospective employee that enhance his or her value to the department and to public service which include honesty, integrity, truthfulness, obedience to the oath of office and the code of ethics, respect for authority, and respect for the rights of others.

**Unreasonable Behavior:** Behavior that an average person would interpret as unacceptable and intended to cause harm to the individual(s) or property.

**Incivility:** Deviant behavior with ambiguous intent to harm; violated workplace norms for mutual respect; rude or discourteous acts or the practice of behaviors that undermine the credibility and productivity of others; hazing.

**Bullying:** Persistent aggressive or unreasonable behavior against a co-worker or subordinate.

**Verbal Aggression:** One or more persons making discriminatory or threatening comments, yelling, hazing, harassing, tantrums, belittling, cursing, or humiliating another person directly or indirectly.

**Physical Aggression:** Throwing objects, violent outbursts (e.g., hitting the wall, pounding on desks, damaging property, etc.) and inappropriate touching; any physical act that a reasonable person would consider menacing or threatening behavior.

**Unconstructive Talk:** Rude comments or crude jokes, complaining, gossiping, and profanity.

**Gossip:** A conversation about a third person who is not present or a participant.

**Mobbing:** An impassioned, collective campaign by two or more persons to exclude, punish, or humiliate an individual.

**Electronic Bullying:** Using e-mail, text messages, instant messaging or social networking sites to bully an individual.

### **General Conduct**

I. Employees shall display respect for their supervisors, subordinates, and associates. The department expects all employees to display good moral character on- and off-duty contexts and to apply their judgment accordingly. When on duty and in the presence of the public, supervisors shall be addressed or referred to by rank.

Employees shall address their subordinates, associates, supervisors, or members of the general public courteously and shall not use abusive, violent, profane, insulting, or provoking language.

Employees shall conduct themselves in an orderly, courteous and civil manner and not engage in behavior that adversely affects or impairs the efficiency or morale of another person. They will maintain an even disposition and remain calm, regardless of provocation, in executing their duties unless exigent circumstances demand a strong, but controlled, response.

Employees shall not slander or speak detrimentally about the department or another employee. Gossiping about a member of the department concerning their personal character or conduct is expressly prohibited.

Incivility, harassment, or bullying behaviors toward citizens, co-workers, support staff, outside agencies, or volunteers will not be tolerated.

Employees shall not ridicule or make remarks that would tend to jeopardize working relationships with other public agencies or other employees. All employees will report acts of incivility experienced or witnessed to a supervisor.

Employees shall cooperate and coordinate their efforts with other employees and law-enforcement agencies to ensure maximum effectiveness.

Employees, while under color of authority, shall not carelessly or maliciously perform any acts or make any statements, oral or written, which could reasonably result in:

- A. Bringing the Department or any employee into disrepute or ridicule; or
- B. Significantly disrupting the mission of the Department; or
- C. Subverting the reasonable supervision or proper discipline of Departmental employees.

Employees shall not mistreat any person, physically or psychologically, nor shall they discharge their duties in a manner that intentionally or maliciously offends a reasonable standard of good conduct.

Department employees will exercise discretionary judgment in a reasonable manner and remain within the limits of their authority as defined by law, judicial interpretation and Departmental procedures and regulations.

### **Surreptitious Recording:**

A. An employee will not secretly record or cause to be secretly recorded conversations or contacts with other employees of this department except pursuant to an established criminal investigation or with the approval of the Chief of Police.

B. Surreptitious recording devices will not be utilized during conversations involving official business with members of the Districts Attorney's Office and the Municipal Prosecutors Office.

