

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 559-S

REFERENCE STANDARDS: 73.1.1 73.2.1 73.4.1 73.4.2 73.4.3

SUBJECT: Security For Administrative Hearings

POLICY: The Hanover Park Police Department recognizes the need to provide a variety of services to ensure the safe, effective, and efficient operation of the Village's Administrative Hearing process. It shall be the policy of the Hanover Park Police Department to provide a sworn officer for each hearing date to protect the integrity and sustain the decorum of the hearing process.

PURPOSE: The purpose of this directive is to establish guidelines and procedures for police personnel assigned to the function of providing security at Administrative Hearings.

DEFINITIONS:

Administrative Hearing: A non-judicial proceeding conducted to adjudicate minor ordinance violations (such as red-light violations enforced by camera, vehicle impoundment etc.) which do not carry penalties involving incarceration. The formal and technical rules of evidence do not apply. These hearings are conducted pursuant to 65 ILCS 5/1-2.1, 625 ILCS 5/11.208.3 and Village Ordinance 62-5-001.

Hearing Officer: Person conducting administrative hearings. This person is appointed by the Village Manager and is not a judge. This person is an independent contractor and not an employee of the Village.

I. ADMINISTRATIVE HEARING SECURITY (73.1.1a)

- A. Administrative hearings are held at the Village Council Chambers. The Department shall be responsible for ensuring security at each Administrative Hearing. The Strategic Enforcement Sergeant is the position responsible for the Administrative Hearing security function. (73.1.1c)

POLICE OPERATIONS MANUAL

Dir.#: 559-S Issued: 05/06/2010
Rev: 09/03/2020

VILLAGE OF HANOVER PARK

Eff: 05/06/2010

Rescinds: N/A-New
Auth:

- B. Duties of the officer assigned to provide security include but are not limited to: (73.1.1b)
1. Performing a pre-hearing inspection of the facility and emergency equipment that includes:(73.2.1a&b)
 - a) A sweep of the hearing room for any suspicious or unaccounted for items.
 - b) An inspection of fire extinguishers and alarm boxes.
 - c) Documented inspection and testing of the Hearing Officer's duress alarm on a monthly basis. (73.4.3)
 - d) A check of the functionality of telephones.
 - e) Completion of the Administrative Hearing Pre-Hearing Inspection Report form, (Attachment A). The completed form shall be forwarded to the Deputy Chief of Support Services.
 2. Maintaining order and decorum during the hearing process and resolving conflict as necessary.
 3. Acting as an informational resource.
 4. Investigation of ordinance violations or criminal offenses which may occur at the hearing.
- C. Any officer assigned to the Administrative Hearing security function shall be in full uniform with duty gear, including department issued radio equipped with an emergency/duress mechanism. (73.4.2) and (73.4.3)
- D. The hearing room within the Village Hall has no enhanced legal protections beyond any other area of the building. As this is a hearing process and not a recognized court, no persons entering the hearing room shall be screened or searched unless legal justification can be established. Officers attending hearings shall be in full uniform. Officers shall retain duty weapons while attending hearing proceedings. (73.3.1)
- E. The Day Shift Patrol Lieutenant or his designee shall work with the Hearing Officer to address concerns regarding facilities, equipment and plans or problems.

II. NO DETAINEES

- A. The Administrative Hearing is for the adjudication of minor ordinance violations which do not carry penalties involving incarceration. As such, no detainees shall be brought into or out of said hearings, except that an attendee may be taken into

custody for the commission of a criminal offense not related to matters pending at the hearing. The hearing officer does not have judicial authority and cannot order anyone be detained. (73.3.2)

III. TRIENNIEL SECURITY SURVEY (73.1.3)

- A. Plans and procedures will be based on a triennial documented security survey. The survey should include a review of this directive and the Municipal Complex Security, Alarm Response, Evacuation directive (560-S) and plan. Input will be requested of the Hearing Officer regarding facilities, equipment and plan/procedures. Recommendations for procedural or policy changes shall be forwarded in writing to the Chief of Police. Recommendations for changes to the Municipal Complex Security, Alarm Response, and Evacuation directive or plan shall be forwarded to the Deputy Chief of Support Services for review.
- B. The Day Shift Patrol Lieutenant or his designee shall be responsible for completing the triennial security survey and will be submitted to the Deputy Chief of Support Services upon completion.



ADMINISTRATIVE HEARING PRE-HEARING INSPECTION REPORT

(To be completed by officers assigned to any Administrative Hearing)

(Initials)

1. Sweep of the hearing room for any suspicious or unaccounted for items _____
2. Check and inspection of the functionality of telephones _____
3. Check that emergency escape plans are posted _____
4. Portable radio with emergency identifier operational _____
5. Check and inspection of emergency fire extinguisher equipment
Expiration date: _____
6. Check in with Hearing Clerk
Hearing Clerk name: _____
7. Check in with Village Attorney
Village Attorney name: _____
8. Check in with Hearing Officer
Hearing Officer name: _____

Any notations:

Officer Signature: _____

Date: _____