

- i. Law enforcement authorities will telephone the U.S. Department of State immediately concerning any questions that arise in connection with the foregoing procedures at (202) 647-1512. Written inquiries may be addressed to Office of the Assistant Legal Adviser for Consular Affairs, Department of State; Washington, D.C. 20520.

5. REGULATIONS:

- a. Officers will NOT base probable cause to detain and question an individual for a suspected immigration violation solely on race, surname, or an inability to speak fluent English.
- b. Identification
 - i. The officer will initially request a driver's license or similar document for identification.
 - ii. Officers will not ask for an immigration card unless he/she can articulate the reasons to make the request.
 - iii. If the lawfully detained subject cannot produce a valid driver's license or any other form of identification, he/she should be taken to the lock-up facility to verify the identity of the individual for warrant check through the subject's fingerprints.
- c. Crime victims and their family
 - i. Generally, officers will not question victims of criminal acts about their immigration status.
 - ii. Absent circumstances listed in 4.b.iv officers will not report a victim of a crime or his/her family, suspected to be undocumented foreign nationals, to a Federal Law Enforcement Agency.
- d. Visa Certification Forms - CPD employees who receive a completed U or T visa certification form shall forward such application to the legal Office as soon as possible.

6. MANDATED CONSULAR NOTIFICATION:

| | | |
|---------------------|---------------------------------------|--------------------------------|
| Algeria | Guyana | Saint Lucia |
| Antigua and Barbuda | Hong Kong** | Saint Vincent & the Grenadines |
| Armenia | Hungary | Seychelles |
| Azerbaijan | Jamaica | Sierra Leone |
| Bahamas, The | Kazakhstan | Singapore |
| Barbados | Kiribati | Slovakia |
| Belarus | Kuwait | Tajikistan |
| Belize | Kyrgyzstan | Tanzania |
| Brunei | Malaysia | Tonga |
| Bulgaria | Malta | Trinidad and Tobago |
| China * | Mauritius | Tunisia |
| Costa Rica | Moldova | Turkmenistan |
| Cyprus | Mongolia | Tuvalu |
| Czech Republic | Nigeria | Ukraine |
| Dominica | Philippines | United Kingdom *** |
| Fiji | Poland (non-permanent residents only) | U.S.S.R.**** |
| Gambia, The | Romania | Uzbekistan |
| Georgia | Russia | Zambia |
| Ghana | Saint Kitts and Nevis | Zimbabwe |
| Grenada | | |

* Notification is not mandatory in the case of persons who carry "Republic of China" passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office ("TECRO"), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request.

** Hong Kong reverted to Chinese sovereignty on July 1, 1997, and is now officially referred to as the Hong Kong Special Administrative Region, or "SAR." Under paragraph 3(f)(2) of the March 25, 1997, United States-China Agreement on the Maintenance of the U.S. Consulate General in the Hong Kong Special Administrative Region, U.S. officials are required to notify Chinese officials of the arrest or detention of the bearers of Hong Kong passports in the same manner as is required for bearers of Chinese passports - i.e., immediately, and in any event within four days of the arrest or detention.

*** British dependencies also covered by this agreement are: Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their residents carry British passports.

**** Although the U.S.S.R. no longer exists, some nationals of its successor states may still be traveling on its passports. Mandatory notification should be given to consular officers for all nationals of such states, including those traveling on old U.S.S.R. passports. The successor states are listed separately in the table above

By order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 55-02-02

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

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

SUBJECT: **VICTIM/WITNESS ASSISTANCE/SERVICES**



1. POLICY:

The Cicero Police Department will:

- a. Protect the rights of crime victims and witnesses.
- b. Provide referral to appropriate services.
- c. Preserve the confidentiality of crime victims and witnesses.
- d. Provide a statement and explanation of the rights of crime victims at the initial contact with officers.
- e. Advise the crime victim or victim's dependents of the availability of compensation through the Violent Crime Victims Assistance Act administered by the Illinois Attorney General.

2. AUTHORITY:

- a. Constitution of the State of Illinois, Article I, Section 8.1, "Crime Victims' Rights"
- b. 740 ILCS 45/1, "Violent Crime Victims Compensation Act"
- c. 725 ILCS 115/1, "Bill of Rights for Children"
- d. 725 ILCS 120/1, "Rights of Crime Victims and Witnesses Act"
- e. 750 ILCS 60/101, "Illinois Domestic Violence Act of 1986"
- f. 625 ILCS 5/11-501 (DUI)

3. DEFINITIONS:

- a. **Crime Victim:** A person who suffers physical, financial, or emotional harm as the direct result of a **specified crime** committed upon his or her person or property.
 - 1) Any of the following constitute a **specified crime**:
 - a) All felonies.
 - b) All misdemeanor crimes against persons.
 - c) Upon the recommendation of the responding officer, other crimes.
 - 2) Also regarded as victims are:
 - a) A spouse, child, parent, or legal guardian of a minor victim.
 - b) A spouse child, sibling, parent or legal guardian of a homicide victim.
 - c) Any person who has suffered personal injury as a result of a violation of 625 ILCS 5/11-501 (DUI), 725 ILCS 115/3 or 725 ILCS 120/3.
 - 3) This definition excludes any person involved in a crime as a perpetrator or accomplice.
- b. **Witness:** A person who has information or evidence relevant to the investigation of a **specified crime**.
 - 1) Any of the following constitute a **specified crime** (725 ILCS 115/3, 725 ILCS 120/3):
 - a) All felonies,
 - b) All misdemeanor crimes against persons.
 - c) Upon the recommendation of the responding officer, other crimes.

- 2) When the witness is a minor, the term "witness" includes an appropriate family member.
 - 3) Witness does not include defense witnesses, alleged perpetrator or accomplice.
 - 4) All victims are potential witnesses.
- c. **Violent Crime:** Any felony in which force or threat of force was used against the victim, or any offense involving:
- 1) Sexual exploitation,
 - 2) Sexual conduct or sexual penetration,
 - 3) Domestic battery.
 - 4) Violation of an order of protection.
 - 5) Stalking
 - 6) Any misdemeanor resulting in death or great bodily harm to the victim.
 - 7) Any violation of 625 ILCS 5/11-501 (DUI) that results in personal injury or death.
 - 8) Any action committed by a juvenile that would be a violent crime if committed by an adult.

4. **RESPONSIBILITY:**

- a. The Deputy Superintendent of Administrations, or his designee, will:
 - 1) By April 1 of each year, review victim/witness needs and available services,
 - 2) Maintain a listing of sources of external services that provide general assistance to the department and the public. A current copy of this list will be provided to all officers and desk personnel, and will be maintained in the communications center and at the shift commander's desk. These services will include but not be limited to:
 - a) Emergency medical and counseling services.,
 - b) Relevant city offices.
 - c) Medical examiner.
 - d) County offices, primarily emergency service agencies (including sheriff).
 - e) Emergency aircraft.
 - f) Environmental and human services.
 - g) Fire department.
 - h) Illinois Department of Transportation (IDOT).
 - i) Public transportation.
 - j) Public utilities.
 - 3) Maintain and Update a current list of service agencies.
 - 4) Provide the communications center and shift supervisors with an updated listing of external sources providing services to victims and witnesses of crimes, including the names, locations and telephone numbers of:
 - a) Victim hotlines.
 - b) Shelters.
 - c) Victim advocacy centers.
 - d) Victim assistance providers.
 - e) Emergency medical care.
 - f) Local deaf interpreter referral service.

NOTE: *This information will be provided to persons requesting the information in person or by telephone.*

- b. Officers responding to an incident of domestic violence will:
- 1) Provide to victim(s), on the scene, a copy of their rights (see Addendum 1, GO 55-02-01-A) and referral services to appropriate agencies; officers conducting the investigation will provide follow-up referrals on request.

- 2) Provide to victims of domestic violence immediate and adequate information that will include a written summary of procedures and relief available and provide (or arrange for) transportation as indicated in 750 ILCS 60/101 (see GO 41-02-07, Domestic Violence).

5. PROCEDURES:

a. General Assistance

- 1) The primary duty of an officer responding to a police incident at which medical assistance is required is the protection of, and care for, the victim(s) at the scene until professional medical assistance arrives when tactically reasonable.
- 2) The officer will relinquish treatment of the victim(s) to emergency medical personnel upon their arrival.
- 3) Subsequently, the officer will take every reasonable precaution to ensure the safety of the victim(s) and attending medical personnel.
- 4) When a need for the services of an external agency are required, the officer will advise the shift supervisor, who will make a reasonable attempt to contact the appropriate agency.
- 5) Each call for external services will be recorded on a general report form that will include the name and telephone number of the responding agency and the time at which they were contacted.

b. Officers investigating violent crimes will:

- 1) Ensure appropriate services are provided to victims and witnesses, including:
 - a) Any needed protection or medical assistance to the victim and appropriate referrals to external agencies for needed assistance.
 - b) The emergency telephone number to report any subsequent related incident, threats or intimidation by the suspect or suspect's family and friends.
 - c) The officer's name, business address and business telephone number to report additional information or to obtain referral information regarding victim/witness services available through other organizations and
 - d) In domestic violence situations, see GO 41-02-07, Domestic Violence, for special procedures. The following steps are mandated by Illinois law:
 1. Use all reasonable means to prevent further abuse, neglect or exploitation.
 2. Arrest the abusing party, when appropriate.
 3. Seize weapons used (or threatened to be used) in the offense.
 4. Advise and provide a written summary of the victim's right to request an order of protection (See Addendum 2, GO 55-02-01-B.).
 5. Advise victims of their rights to initiate criminal proceedings, including times and places for meeting with the State's Attorney's Victim Witness Assistance Unit.
 6. Provide a copy of the Illinois Domestic Violence Act - Victim Information form that includes the report number, officer's name and identification number.
 7. Provide referrals to a social service agency, network of services, sign language interpreter or translator, as appropriate to the victim's circumstances and needs. Examples of such referrals include providing the telephone number of the State's Attorney's Victim Witness Assistance Unit, the national hotline at 1-800-799 SAFE, or TDD 1-800-787-3224 or the nearest shelter for victims of domestic violence, or making a call on behalf of the victim.
 8. Accompany the victim of domestic violence into their residence for a reasonable period of time to remove necessary personal items.
 9. Assist the victim (or at the victim's request, any minors or dependents in the victim's care) with transportation as follows:
 - A. Assist in arranging for transport to:
 - 1) A medical facility for treatment and/or photographing of injuries and/or
 - 2) A nearby place of shelter or safety.

NOTE: *After court business hours, contact the state's attorney and provide (or arrange for) transportation for the victim to the nearest available circuit judge or associate judge, at the earliest convenience, so the victim may file a petition for an emergency order of protection.*

- e) Advise the victim of the importance of preserving evidence, including photographs of injury or damage and damaged clothing or other property.
- 2) Responding officers will provide appropriate assistance to victims/witnesses who have been threatened or who have credible reasons for fearing further victimization or intimidation. Any protective services will be coordinated with the state's attorney office prosecuting the case.
- 3) Officers will promptly inform the victim/witness if it is learned there is a likely risk of physical danger.
 - a) If the victim/witness resides outside the Town of Cicero, notification will be given to the appropriate local law enforcement agency.
 - b) If the victim/witness resides outside Illinois, the officer will notify the appropriate local law enforcement agency in the victim/witness' home jurisdiction of the risk or danger to the victim/witness.
- 4) The officer will notify the following agencies when there is a question of neglect or abuse:
 - a) Of a minor child - the Illinois Department of Children and Family Services at 1-800-25ABUSE;
 - b) Of a person 60 years of age or older - the Illinois Department on Aging at 1-800-252-8966 (Monday-Friday 3:30 a.m. to 5:00 p.m.) or 1-800-279-0400 (After hours and weekends);
 - c) Of a person who is mentally ill or physically or developmentally disabled - the Department of Human Services, Office of the Inspector General at 1-800-368-1463;
 - d) Of a victim of domestic violence - the national hotline at 1-800-799-SAFE or for TDD service, call 1-800-787-3224.
- 5) Investigating officers will:
 - a) At the request of the crime victim, provide notice of the status of the investigation, except when disclosure of such information would unreasonably interfere with the investigation, until such time as the alleged assailant is apprehended or the investigation is closed.
 - b) Advise the victim of a violent crime, the victim's dependents or parents/guardians, as appropriate, of the possibility of compensation and inform them of information concerning filing of a claim which may be obtained from the Attorney General's Office.
 - c) Notify victims/witnesses of the arrest of the suspect, the charges and custody status.
 - d) Explain to the victim/witness the procedure involved in the prosecution of their case, and their role in those procedures, if the information does not endanger the successful prosecution of the case.
 - e) Arrange with the state's attorney for the prompt return of victim/witness property taken as evidence and determined by the state's attorney not essential to the prosecution of the case.
 - f) Schedule line-ups, interviews and other required appearances at the convenience of the victim/witness (if possible) and in collaboration with the state's attorney.
 - g) Re-contact victim/witnesses within 10 days of the initiation of the investigation and periodically with updates, as appropriate.

- 6) Forms
 - a) The Deputy Superintendent of Administration will prepare, print and distribute appropriate forms needed to comply with this directive.
 - b) Forms required include, but are not limited to:
 1. Notification of Victim or Witness of Rights
 2. Crime Victim Compensation Act Notification
 3. Victim Rights Sheet, Illinois Domestic Violence Act (see Addenda 1)
 4. Order of Protection Information Form (see Addenda 2)
 - c) The officer will use one or more of these four forms, as appropriate, to notify the victim or victim's dependents and witnesses of their rights under Illinois Law.
- 7) An officer actively involved in the investigation will ensure the victim(s) or dependent(s) and witnesses are given the notifications as soon as practicable, or are sent notification within 10 days of the initiation of the investigation.
 - a) Officers will complete the Victim Rights Sheet, Illinois Domestic Violence Act notification form providing:
 1. The officer's name.
 2. The officer's identification number.
 3. Headquarters' address.
 4. Business telephone number.
 5. Emergency contact number.
 6. Case number or general report number.
 - b) The form also contains information regarding contacting the state's attorney's victim advocate and witness assistance office as well as sources of assistance.
 - c) Officers will request assistance from a department juvenile officer, in accordance with department orders on juvenile officers, when the officer takes a child into protective custody or has reasonable cause to believe a child has been subjected to or witnessed abuse or neglect
(see GO 41-01-01, Juvenile Procedures, or 44-01-01 -A, Juvenile Officers Manual).

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 55-02-02-C**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: ORDER OF PROTECTION: SHORT FORM NOTIFICATION

1. POLICY:

- a. It will be the policy of the Cicero Police Department to follow the guidelines set forth by the Office of the Attorney General when serving a "Short Form Notification".

2. PROCEDURE:

- a. The "Short Form Notification" shall be used to effectuate service of Orders of Protection upon respondents with un-served orders encountered during traffic stops or any other contact with state or local law enforcement officers.
- b. When a member of the Cicero Police Department has contact with a person that has not been "officially" served with an order of protection the following procedure will be followed:
 - 1) Identification of the respondent will be made.
 - 2) A General Report Form (GRF) will be completed.
 - 3) The Short Form Notification will be completed and a copy of the Short Form Notification will be given to the respondent.
 - 4) The officer will then notify communications of the service of the Short Form who will then enter the date and officers name as an add to the LEADS message.
 - 5) Distribution of copies:
 - a) White copy to the respondent.
 - b) Yellow copy attached to the GRF.
 - c) Pink and Goldenrod to the Sheriffs office of the originating agency in the provided envelopes.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 55-02-02-B**



EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: **VICTIM/WITNESS ASSISTANCE/SERVICES:
ORDER OF PROTECTION**

- 1. Criminal and Civil Court may issue an Order of Protection in conjunction with the criminal charge. An Order of Protection is a written court order, granted by a judge, which requires an abusive household or family member to do or not to do certain things. The judge can order any or all of the following remedies:**
 - a. Forbid any further abuse, neglect or exploitation.
 - b. Allow the victim exclusive possession of the domicile.
 - c. Prohibit the abuser from entering or remaining present at the victim's school, place of employment, or other specified place when the victim is present.
 - d. Require or recommend counseling for the abuser.
 - e. Award temporary legal custody or determine visitation with a minor child.
 - f. Prohibit the abuser from removing the children from the state or concealing the children within the state.
 - g. Order the abuser to appear in court alone, or with the children from the principal caretaker.
 - h. Order the abuser to return the children or not to remove the children from the principal caretaker.
 - i. Grant possession of personal property to the victim.
 - j. Forbid the abuser from taking, transferring or destroying the victim's property.
 - k. Order the abuser to pay temporary support to the victim and/or children.
 - l. Order the abuser to pay the victim for losses suffered as a direct result of the abuse (medical and dental expenses, repair/replacement of damaged property, attorney's fees, court costs, etc.).
 - m. Order injunctive relief as necessary or appropriate to prevent further abuse.
 - n. Prohibit the abuser from entering or remaining in the residence or household while the abuser is under the influence of alcohol or drugs.

2. OBTAINING AN ORDER OF PROTECTION

- a. A victim can obtain an Order of Protection three ways:
 - 1) If a complaint has been signed against the offender, the victim may obtain an Order of Protection in criminal court.
 - 2) In connection with such actions as divorce, separation, child support or parentage actions, a victim may obtain an Order of Protection in civil court with the assistance of any attorney.
 - 3) In an independent action in civil court, a victim may obtain an Order of Protection as an action by itself on a pro se basis.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 55-02-02-A**



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

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

SUBJECT: **VICTIM/WITNESS ASSISTANCE/SERVICES ILLINOIS
DOMESTIC VIOLENCE ACT**

NOTICE OF VICTIMS RIGHTS

**CICERO POLICE DEPARTMENT
4901 W. CERMAK
CICERO, ILLINOIS 60804
(708) 652-2130
EMERGENCY - 911**

BATTERY/DOMESTIC BATTERY IS A CRIME. Any person, who hits, chokes, kicks, threatens, harasses or interferes with the personal liberty or another family or household member (except reasonable parental discipline) has broken the law.

ABUSE: Is when the partner acts overly jealous, insults you, calls you names, attempts to isolate you from other persons, withhold fiancés, prevents you from working or getting a job, threaten o harm the children or pets damage your property, and/or forces you to have sex.

FAMILY OR HOUSEHOLD MEMBERS: includes spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, and persons who have or allegedly shared a blood relationship through a child, and persons who have or have had a dating or engagement relationship, and persons with disabilities and their personal assistants. For the purpose of this section, neither a casual relationship nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship. In the case of a high-risk adult with disabilities, "family or household members" refers to any person who has the responsibility for a high-risk adult as a result of a family relationship or who has assumed responsibility for all or a portion of the care of high-risk adults with disabilities voluntarily, or by an expressed or implied contract, or by court order.

YOU HAVE THE RIGHT TO BE PROTECTED FROM ABUSE, TO PRESS CRIMINAL CHARGES AGAINST YOUR ABUSER AND TO BE PROTECTED FROM FURTHER ABUSE.

If your abuser is found guilty of a criminal charge, a jail sentence is **NOT** the only possible outcome. The law provides for a court to issue an **ORDER OF PROTECTION** that provides additional remedies on your behalf. You have the right to request an **ORDER OF PROTECTION** on your own behalf from the court. In the case of a minor or incapacitated victim, a concerned person may seek an **ORDER OF PROTECTION** on behalf of another person.

1. ORDERS OF PROTECTION MAY BE OBTAINED BY:

- a. Signing a criminal complaint against your abuser;
- b. Requesting an Order of Protection at the time of the court hearing or with a guilty finding;

- c. Filing a petition on your own/by private attorney in civil court;
- d. Asking your attorney to file a petition on your behalf in civil court; or
- e. Requesting an Order of Protection during divorce proceedings.

2. ASSISTANCE BY LAW ENFORCEMENT OFFICERS

- a. When a police officer has reason to believe that a person has been abused by a family/household member, the officer will immediately act to prevent further abuse by:
 - 1) Providing or arranging transportation for the victim to a medical facility for treatment of injuries or nearby shelter or place of safety;
 - 2) Accompanying the victim to his/her residence for a reasonable period of time to remove necessary personal belongings and possessions,
 - 3) Arresting the abuser where appropriate, or
 - 4) Initiating arrest warrant procedures if the subject has fled and the officer cannot locate him.

3. If the police officer does not make an arrest or initiate criminal proceedings, the officer will:

- a. Make a police report of the investigation of any domestic abuse incident and the disposition of same, and
- b. Accompany the victim to his/her residence for a reasonable period of time to remove necessary personal belongings and possessions, and/or
- c. Advise the victim of the importance of preserving evidence.

4. Additional Information:

- a. If the abuser has left the scene, you may go to the Police Department and file a complaint charge against the abuser. At the time that the warrant is signed at Maybrook Court, 1500 Maybrook Drive, Maywood, Illinois, you may request an Order of Protection against the abuser.

5. Sources of Assistance:

- a. If you have been a victim of family conflict, threatened or abused, there are programs that offer shelter, counseling and domestic rights advocacy services. You may contact the following for assistance:

_____ The State funded domestic violence program
Sarah's Inn; PO Box 1159, Oak Park, Illinois.
24 Hour HOTLINE: (708) 386-4225. Office: (708) 386-3305
www.sarahsinn.org

_____ Domestic Violence Hotline
P.O. Box 476608
Chicago, Illinois 60647-6608
(312) 935-3234

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 55-02-01

EFFECTIVE DATE: August 1st, 2013

REVIEW DATE: August 1st, 2015

SUBJECT: **DOMESTIC VIOLENCE**



1. POLICY:

- a. The Cicero Police Department views domestic violence as a serious crime and will establish guidelines, responsibilities and procedures for responding to domestic violence in accordance with the Illinois Domestic Violence Act.

2. AUTHORITY: 750 ILCS 60/101 et seq, "Illinois Domestic Violence Act of 1996"

3. DEFINITIONS:

- a. **ABUSE:** Physical abuse, harassment, intimidation, interference with personal liberty or willful deprivation, but does not include reasonable direction of a minor child by a parent or person in loco parentis (acting in place of parent) or such child.
- b. **DOMESTIC VIOLENCE:** Attempting to cause, or causing, abuse of a family or household member or high risk adult with disabilities, or attempting to cause, or causing, neglect or exploitation of high risk adult with disabilities which threatens the adult's health and safety.
- c. **DOMESTIC VIOLENCE ACT (IDVA):** Refers to 750 ILCS 60/011-401.
- d. **DOMESTIC BATTERY:** Refers to 720 ILCS 5/12-3/2.
- e. **ELDER/ADULT WITH DISABILITIES:** An elder/adult prevented by physical or mental disability or advanced age from taking appropriate action to protect himself/herself from abuse. A person may be an adult with disabilities for purposes of the IDVA even though he/she has never been adjudicated an incompetent adult.
- f. **EXPLOITATION:** The illegal, including tortuous, use of a high-risk adult with disabilities or of the assets or resources of a high-risk adult with disabilities. Exploitation includes, but is not limited to, the misappropriation of assets or resources of a high-risk adult with disabilities by undue influence, by breach of a fiduciary relationship, by fraud, deception, or extortion, or the use of such assets or resources in a manner contrary to law.
- g. **FAMILY OR HOUSEHOLD MEMBER:** Includes spouses, former spouses, parents, children, step-children, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, and persons who have or allegedly shared a blood relationship through a child, and persons who have or have had a dating or engagement relationship, and persons with disabilities and their personal assistants. For the purpose of this section, neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship. In the case of a high-risk adult with disabilities, "family or household members" refers to any person who has the responsibility for a high-risk adult as a result of a family relationship or who has assumed responsibility for all or a portion of the care of high-risk adults with disabilities voluntarily, or by an expressed or implied contract, or by court order.

NOTE: Since there is no way of removing a person from a category once he/she is included, a battery upon a former roommate constitutes a domestic battery even if the sharing of a common dwelling occurred many years before and played no part in the battery.

- h. **HARASSMENT**: Knowing conduct that is not necessary to accomplish a purpose that is reasonable under the circumstances; conduct that would cause a reasonable person emotional distress; and does cause emotional distress to the petitioner (victim). Unless the presumption is rebutted by a preponderance of the evidence, the following types of conduct are presumed to cause emotional distress:
- 1) Creating a disturbance at the victim's place of employment;
 - 2) Repeatedly telephoning the victim's place of employment, home or residence;
 - 3) Repeatedly following the victim about in a public place or places.
 - 4) Repeatedly threatening to improperly remove a child of the victim from the jurisdiction, improperly concealing that child from the victim or making a single such threat following an actual or attempted improper removal or concealment, unless respondent was fleeing from an incident or pattern of domestic violence;
 - 5) Repeatedly keeping the victim under surveillance by remaining present outside his/her home, school, place of employment, vehicle or other place occupied by the victim or by peering in the victim's window;
 - 6) Threatening physical force, confinement or restraint on one or more occasions.
- i. **HIGH RISK ADULT WITH DISABILITIES**: A person aged 18 or over who's physical or mental disability impairs his/her ability to seek or obtain protection from abuse, neglect or exploitation.
- j. **INTERFERING WITH THE REPORTING OF DOMESTIC VIOLENCE**: Having committed an act of domestic violence, the attempt to prevent a victim of or witness to an act of domestic violence from calling a 9-1-1 or other emergency telephone system, obtaining medical assistance, or making a report to a law enforcement official.
- k. **INTERFERENCE WITH PERSONAL LIBERTY**: Committing or threatening physical abuse, harassment, intimidation or willful deprivation so as to compel another to engage in conduct from which he/she has a right to abstain or to refrain from conduct in which he has a right to engage.
- l. **INTIMIDATION OF A DEPENDENT**: Subjecting a person who is dependent because of age, health, or disabilities to participation in or the witnessing of: physical force against another or physical confinement or restraint of another which constitutes physical abuse, regardless of whether the abused person is a family or household member.
- m. **NEGLECT**: The failure to exercise that degree of care toward a high-risk adult with disabilities which a reasonable person would exercise under the circumstances and includes but is not limited to:
- 1) Failure to take reasonable steps to protect a high-risk adult with disabilities from acts of abuse;
 - 2) Repeated, careless imposition of unreasonable confinement;
 - 3) Failure to provide food, shelter, clothing, and personal hygiene to a high-risk adult with disabilities who requires such assistance;
 - 4) Failure to provide medical and rehabilitative care for the physical and mental health needs of a high-risk adult with disabilities; or
 - 5) Failure to protect a high-risk adult with disabilities from health and safety hazards.
- NOTE: nothing in this section will be construed to impose a requirement that assistance be provided to a high-risk adult with disabilities over his/her objection in the absence of a court order, or to create any new affirmative duty to provide support to a high-risk adult with disabilities.
- n. **ORDER OF PROTECTION**: A court order that prohibits the offender from committing certain activities or orders him to perform certain acts. There are three types of Orders of Protection granted by the court.
- 1) Emergency order
 - 2) Interim order
 - 3) Plenary order

- o. **PETITIONER:** Any named petitioner for the Order of Protection and any named victim of abuse on whose behalf the petition is brought, but also any other person protected by the IDVA.
- p. **PHYSICAL ABUSE:** Includes sexual abuse or:
 - 1) Knowing or reckless use of physical force, confinement or restraint;
 - 2) Knowing, repeated and unnecessary sleep deprivation;
 - 3) Knowing or reckless conduct that creates an immediate risk of physical harm.
- q. **STAYAWAY:** Means for the respondent to refrain from physical presence and nonphysical contact with the petitioner whether direct, indirect (including, but not limited to, telephone calls, emails, mail, faxes, texts and written notes), or through third parties who may or may not know about the order of protection.
- r. **RESPONDENT:** The person (offender) to whom the Order of Protection is directed.
- s. **SHELTER:** Facility including, but not limited to, providing a temporary residential refuge to family or household members and their children who are victims of domestic violence and to high-risk adults with disabilities.
- WILLFUL DEPRIVATION:** Willfully denying a person who because of age, health or disability requires medication, medical care, shelter, food, therapeutic device, or other physical assistance and thereby exposing that person to the risk of physical, mental or emotional harm, except with regard to medical care and treatment when such dependent person has expressed an intent to forego such medical care or treatment.

4. **PROCEDURES:**

- a. The communications center will immediately assign a patrol unit to in progress domestic violence calls. If a patrol unit is not available, the communications center will immediately assign any available unit. If no unit is available the shift commander will be notified and a unit will be pulled from a non-emergency call and assigned. As soon as the telecommunicator is aware that the call is a domestic violence call, they will determine the location and dispatch a patrol unit prior to requesting additional information from the caller.
 - 1) A back-up unit will be assigned.
 - 2) If it is determined that the incident is not in progress, or that the victim is not in danger, the responding units will be advised.
 - 3) Information regarding the possible suspect(s), injuries, weapons, and officer/citizen safety will be relayed immediately to the responding units.
 - 4) If telephone contact is broken, responding units should be advised.
 - 5) The telecommunicator should attempt to seek the following information and maintain telephone contact until the officer arrives:
 - a) Location of incident.
 - b) Is the incident in progress - is the victim in immediate danger?
 - c) Name of caller, complainant and/or victim.
 - d) Are there any weapons involved? (Advise responding units.)
 - e) Are there any injuries? (If so, dispatch ambulance.)
 - f) Whereabouts of offender, if known.
 - g) A physical description, vehicle description, last known direction of travel, possible destination(s), and time since departing the scene.
 - h) Is alcohol or drugs involved?
 - i) Is there an existing order of protection?
 - j) Has there been a previous history of reports or incidents among these persons at this location?
 - 6) The telecommunicator will:
 - a) Listen for background noises that assist in evaluating the threat level (screams, shouts, threats, breaking glass and furniture). These sounds will raise the potential danger level and can help provide the probable cause required.
 - b) Advise the victim of the intended department response.

- c) Provide the responding officers with as much information as possible to identify the victim or suspect at the scene.
 - 7) The on duty field supervisor will be notified immediately of all dispatched calls of domestic violence.
 - 8) Dispatch a paramedic unit in any case where injuries are reported to have been inflicted, advising paramedics that officers have been dispatched and that they should stand-by until those officers clear their entry.
- b. Officers responding to the call will obtain as much information as possible from the telecommunicator before arriving at the scene.
- c. Approaching the scene
- 1) Emergency lights and sirens will be used. Avoid use of sirens in the immediate vicinity of the scene, if conditions permit.
 - 2) Do not park the police unit directly in front of the residence, if conditions permit.
 - 3) Persons encountered while approaching the scene, which may be witnesses, will be briefly questioned about the incident and parties involved. Remain alert for the offender leaving the scene.
 - 4) Observe the location of the dispute before contacting the complainant, or victim.
 - 5) Consider the surroundings before knocking on the door; listen and check the interior through nearby windows to obtain information about the situation (layout of the house, number of people involved and their location in the residence, weapons, etc.).
 - 6) Officers will be concerned for their own safety as well as that of the disputants. To minimize the possibility of injury, officers should position themselves to the side of the doorway to preclude the chance of injury when knocking and awaiting a response.
- d. Initial contact with occupants:
- 1) Identification
 - a) Officers should verbally identify themselves as police officers and give an explanation for their presence at the scene.
 - b) The officers should request permission to enter the residence, when conditions permit.
 - 2) Entry
 - a) Consent entry and search
 - 1. Officers may enter and conduct a search of the residence if consent has been given to do so.
 - 2. Although a consent search eliminates the need for a search warrant and probable cause, such consent must be freely and voluntarily given.
 - 3. If two people have joint ownership of a place or property, either one may give a valid consent.
 - A. A spouse can consent to the search of the premises used jointly by both the husband and wife.
 - B. This is also true if a man and woman are only co-habitants. However, if one of them exercises sole control over part of the premises, the other cannot give valid consent to search that part.
 - b) Refused entry
 - 1. When refused entry to a residence, officers will be persistent, explaining that a complaint was received and must be verified.
 - A. If entry is still denied, request that the telecommunicator call the residence and establish contact with the victim.
 - B. If still refused entry, officers will advise the field supervisor, who will respond to the scene.

- C. The field supervisor will decide if the officers should remain at the scene or leave.
 - 1) If officers remain at the scene, they will continue to observe the scene.
 - 2) Officers will move to a position that affords maximum visibility of the scene without exposing them to risk from the occupants.
- c) Forced entry
 - 1. There are times when probable cause exists to indicate that a crime is occurring, has occurred, or that a life is in danger. In these cases, if entry has been refused, or there is no reply from the premises, forced entry is necessary to protect life or make an arrest.
 - 2. Circumstances that can provide probable cause for forced entry include:
 - A. Cries for help.
 - B. The display of weapons.
 - C. Information from the dispatcher regarding the call for assistance.
 - D. Obvious signs that a struggle is occurring or has occurred.
 - E. An eyewitness account that a crime occurred and the victim is still on the premises.
 - 3. Officers will evaluate the following elements when considering a forced, warrant less entry:
 - A. The degree of urgency involved and the time required getting a warrant.
 - B. The possibility of danger to others, including police officers left to guard the site.
 - C. Whether the suspected offense involves violence.
 - D. Whether the officers reasonably believe that persons may be armed.In those incidents where a weapon is displayed or inferred and the individual has barricaded themselves and refuses police entry.
 - 4. If there is reasonable cause to believe the suspect has a hostage(s), the shift supervisor should be notified, who will then notify the shift commander.
- e. Once inside, establish control by:
 - 1) Inquiring about the nature of the dispute;
 - 2) ~~Identifying the disputants;~~
 - 3) Being aware of potential weapons in surroundings;
 - 4) Determining if persons are in other rooms and the extent of their injuries, if any. These persons should be separated from parties involved and kept out of hearing range (to avoid compromising their witness status); and
 - 5) Listening for statements from the parties that would support or indicate their participation in the incident. These statements may be admissible as evidence if they are part of the offense committed against the victim.
- f. Protecting the victim
 - 1) Officers will protect the victim from further abuse by:
 - a) Separating the victim from the assailant,
 - b) Administering first-aid.
 - c) Arranging for medical attention if the victim is hurt.
 - 2) The absence of readily visible external injury does not mean the victim has not been battered.
 - 3) If the victim appears injured and yet refuses medical attention, officers will carefully document any observed injuries, as well as the refusal of medical assistance.

- g. Interviewing the disputants
 - 1) Ensure safety and privacy by interviewing victim in a separate area away from the assailant, witnesses and bystanders, when practical.
 - 2) Critical to the success of the interview is the police officer's demeanor.
 - 3) Officers will attempt a low-key approach in domestic violence cases, projecting the role of mediator/helper, rather than that of authoritarian.
 - 4) Allow the parties to describe the incident individually without interruption at the beginning of the interview.
 - 5) The officer(s) should ask about the details of points for clarification and summarize the stated accounts.
- h. Interviewing witnesses
 - 1) Witnesses to the incident - children, other family members and neighbors - will be interviewed as soon as possible.
- i. Gathering Evidence
 - 1) Physical evidence takes three forms in domestic violence cases:
 - a) Injuries of victim,
 - b) Evidentiary articles that substantiate the attack.
 - c) The crime scene itself.
 - 2) Victim's account of injuries sustained can be corroborated by medical examination.
 - 3) The investigating officer will see that photographs are taken of visible injuries on the victim.
 - 4) The investigating officer will make a written description of the crime scene to show that a struggle occurred. If warranted, the scene will be photographed.
 - 5) All articles of evidence should be collected as in other investigations.
- j. Domestic violence arrests
 - 1) When an officer(s) makes an arrest they are not required to arrest all parties involved in an incident when all parties claim to be victims.
 - a) The arresting officer will attempt to identify and **ARREST** the party he believes to be the **PRIMARY PHYSICAL AGGRESSOR**.
 - b) The term, "Primary Physical Aggressor" is usually defined as the most significant aggressor.
 - c) If the primary physical aggressor is absent when the officer arrives at the scene, the crime will be investigated following department procedures.
 - 2) Cross complaints will not be authorized under normal circumstances.
 - 3) Under normal circumstances parties of domestic violence will not be advised to contact the ASA's office for criminal complaint approval.
- k. Under no circumstances will a law enforcement officer of this department use the threat to arrest all parties involved for the purpose of discouraging requests for law enforcement intervention.
- l. Arrest decisions:

Officers WILL affect an arrest of abusers in domestic situations, based upon **PROBABLE CAUSE** and supported by the statement of the victim or witness(es).

 - 1) Refusal of the victim to sign an official complaint against the offender will not prevent, nor will it be a consideration, in a law enforcement officer's decision to arrest. The officer of record will initiate and sign the complaint and insure the victim is subpoenaed for all the court hearings.
 - 2) An officer shall verify an order of protection with communications or by referring to a copy of the order provided by the petitioner or respondent.

- 3) Any officer may make an arrest without warrant if the officer has reasonable grounds to believe a defendant at liberty under the conditions of their Stay Away Order (conditions of Bail Bond – 72 hours).
- m. Processing the offender
- 1) A criminal history check will be conducted to determine if the individual arrested has previously been convicted of domestic battery pursuant to 720 ILCS 5\12-3.2.
 - a) If the individual has been previously convicted the individual should be charged with a Class 4 felony for a second or subsequent offense.
 - b) Felony review procedures will be initiated.
 - 2) Individuals arrested in any domestic violence case **will not be allowed** to post a bond at the police department. It is the policy of the 4th Circuit Court District of Cook County that the conditions of bond on domestic violence or violations of an Order of Protection be imposed by a district judge.
 - 3) Where a defendant has been arrested and charged with a qualifying offense and the defendant will be held and brought to the normal bond court.
- n. Reporting and documentation - Documenting the incident (mandated by 750 ILCS 60/303)
- 1) Every officer investigating an alleged incident of abuse, neglect or exploitation between family and household members shall make a written police report of any bona fide allegation and the disposition of such investigation.
 - 2) The following minimum information must be included:
 - a) Facts and circumstances of the incident, including any complaint or signs of injury.
 - b) Victim's statement in regards to the number of prior calls for police assistance.
 - c) Victim's statement in regards to the frequency and severity of prior incidents of abuse, neglect or exploitation by the same family or household member.
 - d) Document assistance provided to the victim or any assistance declined.
 - e) Document computer checks to establish warrants, orders of protection, etc. regarding the identified parties.
 - f) Disposition of investigation.
 - g) Statement of defendant including Miranda warnings.
- o. Assistance by officers (mandated by 750 ILCS 60/304, "Assistance by law enforcement officers")
- 1) When an officer has reason to believe that a person has been abused, neglected or exploited by a family or household member, the officer will immediately use all reasonable means to prevent further abuse, neglect or exploitation, including, but not limited to:
 - a) Arresting the abusing, neglecting and exploiting party;
 - b) If there is probable cause to believe that particular weapons were used to commit the incident of abuse, seize and inventory the weapons as evidence;
 - c) Accompany the victim to the victim's place of residence for a reasonable period of time to remove necessary personal belongings and possessions;
 - d) Offering the victim immediate and adequate information (written in a language appropriate for the victim or in Braille or communicated in appropriate sign language), which shall include a summary of the procedures and relief available to victims of abuse under subsection (c) of 750 ILCS 60/217 (Emergency Order of Protection) and the officer's name and badge number;
 - e) Provide the victim with one referral to an accessible service agency;
 - f) Advise the victim of abuse about seeking medical attention and preserving evidence (specifically including photographs of injury or damage and damaged clothing or other property; and
 - g) Provide or arrange for accessible transportation for the victim of abuse (and, at the victim's request, any minors or dependents in the victim's care) to a medical facility

for treatment of injuries or to a nearby place of shelter or safety; or, after the close of court business hours, providing or arranging for transportation for the victim (and, at the victim's request, any minors or dependents in the victim's care) to the nearest available circuit judge or associate judge, at the earliest convenience, so the victim may file a petition for an emergency order of protection. When a victim of abuse chooses to leave the scene of the offense, it shall be presumed that it is in the best interests of any minors or dependents in the victim's care to remain with the victim or a person designated by the victim, rather than to remain with the abusing party.

- 2) Whenever an officer does not exercise arrest powers or otherwise initiate criminal proceedings, the officer will:
 - a) Make a police report of the investigation of any bona fide allegation of an incident of abuse, neglect, or exploitation and the disposition of the investigation.
 - b) Inform the victim of abuse, neglect or exploitation of the victim's right to request that a criminal proceeding be initiated where appropriate, including specific times and places for meeting with the State's Attorney's office, a warrant officer, or other appropriate official; and
 - c) Advise the victim of the importance of seeking medical attention and preserving evidence (specifically including photographs of injury or damage and damaged clothing or other property);
 - 3) Except as provided by 720 ILCS 5/24-6 (Confiscation of weapons used in a crime) or under a court order, any weapon seized. Will be returned forthwith to the person from whom it was seized when it is no longer needed for evidentiary purposes.
- p. Limited law enforcement liability (750 ILCS 60/305) - Any act of omission or commission by any law enforcement officer acting in good faith in rendering emergency assistance or otherwise enforcing the Illinois Domestic Violence Act shall not impose civil liability upon the law enforcement officer or his or her supervisor or employer, unless the act is a result of willful or wanton misconduct.
- q. Involvement of Cicero Police Department employee in a domestic violence incident
- 1) Notification of command
 - a) All employees, other than the victim of the alleged offense, will immediately notify their chain of command when they have direct knowledge an employee has committed or made threats of domestic violence, or is under investigation for criminal conduct.
 - b) Officers coming upon or responding to the scene of a domestic incident involving a current Cicero Police Department employee as an alleged abuser will immediately notify their chain of command of the incident and the employee(s) involved.
 - c) Cicero Police Department employees who learn they have been named in a complaint of domestic abuse, or as a respondent to a civil or criminal Order of Protection, or who have been implicated in a domestic call for police assistance will:
 1. Immediately notify their supervisor of the incident,
 2. Immediately notify their supervisor of any injunction or order, including the names of protected persons and remedies listed therein;
 3. Provide a copy of any order to their supervisor without unnecessary delay and within 24 hours of receipt of the order, and
 4. If so ordered by the court in the Order of Protection, surrender all firearms to the Superintendent of Police.

NOTE: Complaints of domestic abuse include any reports made to other investigating agencies such as the Departments of Human Services, Children and Family Services, or Aging, and complaints made to other law enforcement agencies or courts by the alleged victim or others.

- 2) When a domestic violence incident involves a Cicero Police Department employee as a possible abuser, the shift commander or his/her designee will immediately notify the Internal Affairs Division and ensure this directive is followed.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 11-05-01



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: **DEPARTMENT GOALS AND OBJECTIVES**

1. POLICY:

- a. The Cicero Police Department will establish goals and objectives for the Department and institute procedures for evaluating the progress made toward attaining these goals and objectives.

2. DEFINITIONS:

- a. **Goals:** Goals are a relatively broad statement of the end result that one intends ultimately to achieve. A goal usually requires a relatively long time span to achieve and, whenever possible should be stated in a way that permits measurement of its achievement.
- b. **Objectives:** An objective is an end or a result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal, therefore, requires a shorter time to accomplish than does a goal.
 - 1) Completed goals and objectives statement for the department will then be provided to each employee.

3. PROCEDURES

- a. Following the establishment of department goals and objectives, each division will forward a quarterly review of the division progress towards meeting the goals and objectives to the Superintendent as requested.
- b. **Goals**
 - 1) The Superintendent and Deputy Superintendents will establish written goals for the Cicero Police Department.
 - 2) These goals will be made available to all employees of the department to assist in the setting of objectives.
- c. **Objectives**
 - 1) Using the goals provided in paragraph C.1, objectives will be established annually by each organizational unit within the department as part of the department's annual budget process. Personal representing all levels within the department will participate in the annual process to define the objectives.
 - 2) The objectives used to meet the goals will be forwarded through the chain of command to the respective division Deputy Superintendent who will consolidate and finalize the objectives and forward the completed objectives to the Superintendent of Police.
 - 3) The completed goals and objectives statement for the department will then be provided to each employee.

4. **Reviews:**

- a. Following the establishment of department goals and objectives, each division will forward a quarterly review of the division progress towards meeting the goals and objectives to the Superintendent as requested.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT

GENERAL ORDER: 11-01-01



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: ORGANIZATIONAL STRUCTURE

1. PURPOSE:

- a. The purpose of this order is to establish the organization and command structure of the Cicero Police Department.

2. DEFINITIONS:

- a. **Office:** - Senior Management Level – Office of the Superintendent of Police to include the Superintendent of Police and the 1st Deputy Superintendent of Police.
- b. **Division:** - A primary subdivision of the police department. A division has a department-wide function either for general police service or for specialized activity.
- c. **Function:** - A general term for the required or expected activity of a person or an organizational component.
- d. **Organizational Component:** - For the purpose of this directive, any organizational entity (i.e. unit, division) that is established and staffed on a full - time basis to provide a specific function.
- e. **Watch:** - A time division of the day for purposes of assignment. Patrol personnel assigned to one shift.
- f. **Shift Supervisor:** - The ranking patrol supervisor, generally a Lieutenant, charged with the responsibility of the operation and function of the police service during the period of the Shift Supervisor's duty assignment.
- g. **Unit:** - A functional component within a division.

3. UNITY of COMMAND

To ensure an efficient, responsible organization, each component of the Department will be under the direct command of a Supervisor. Each member of the Department will be accountable to only one Supervisor at any given time, under normal circumstances.

In order to accomplish the stated police purposes, the Department is organized according to the following administrative levels, which are managed **by** an individual possessing the following rank and/or title:

A. **Superintendent of Police**

The Superintendent of Police is the Chief Executive Officer of the Department and the final Departmental authority on all matters of policy, operations and discipline. The Superintendent has the ultimate responsibility for oversight of the Police Department. The Superintendent is responsible for the fiscal policy, planning, directing, coordinating, controlling and staffing of all Department activities, for its continued and efficient operations, for the enforcement of rules and regulations, for good public relations with the citizens of the Town of Cicero,

Town government and other agencies; and for the successful accomplishment of the mission of the Department.

The Deputy Superintendent of the Internal Affairs Division reports to the Superintendent of Police, or to the 1st Deputy Superintendent in the absence of the Superintendent.

B. 1st Deputy Superintendent of Police

The 1st Deputy Superintendent of Police is responsible for the day-to-day operations of the department and reports directly to the Superintendent of Police. In the absence or incapacitation of the Superintendent of Police, the 1st Deputy Superintendent of Police will act as the Superintendent in all matters and responsibilities. In addition, the 1st Deputy Superintendent will have the following command responsibilities:

1. The proper organization and assignment of duties within their command to assure proper performance of department and specifically assigned functions.
2. As the senior member of the Command staff, the Deputy Superintendents of Administration, Investigations, Patrol and the Gang / Tactical Unit will report directly to the 1st Deputy Superintendent of Police.
3. Community Service Officers are supervised by the Deputy Superintendent of Community Service Officers and. The above listed personnel report to the Director of SOS. The Deputy Superintendent of the Community Service Officers is responsible for assignments, training, recommendation of qualified applicants and the over all direction and control of Unit functions to include but may not be limited to:
 - a. Training of CSO Personnel
 - b. Increase patrol presence
 - c. Patrol of Business areas, parks and schools
 - d. Lock-up fill-in personnel
 - e. Desk Officer fill-in
 - f. Special Community Service Events
 - g. Bicycle Patrol
 - h. Other assigned tasks or community services as required by the unit 1st Deputy Superintendent of Police or the Town President

C. Deputy Superintendents of Administration, Investigations, Patrol and Gang / Tactical Unit

These positions report directly to the 1st Deputy Superintendent and are responsible for the overall function, activities, or duties required of their respective command. Responsibilities include the direction and control of personnel under their command to assure the performance of duties and adherence to established rules, regulations, policies and procedures.

D. Commanders (Unit Commanders / Section Commanders)

All Commanders are exempt ranks. They will report directly to their respective Deputy Superintendents. Commanders are responsible for the stated functions and duties required of their assigned Unit or Section. The duties of Commanders are:

1. The direction and control of personnel under their command to assure the performance of duties and adherence to established rules, regulations, policies and procedures.
2. The proper organization and assignment of duties within their command to assure proper performance of Department and specifically assigned functions.
3. The promotion of leadership, motivation to a high level of efficiency and teamwork with other sections and units.
4. The proper maintenance of facilities, equipment, supplies and materials assigned for specific functions.
5. The occasional and temporary exercise of command over subordinates outside their regular command, when required by a police objective or an exceptional situation.

E. Lieutenants

Lieutenants will exercise command authority and have the responsibility, subject to the orders of a higher authority, for the stated functions and duties of their assignments to include the following:

1. The direction and control of personnel under their command to assure the performance of duties and adherence to established rules, regulations, policies and procedures.
2. Ensure formal roll call training is conducted on each watch.
3. The promotion of teamwork and cooperation of other watches, sections and units.
4. The proper organization, assignment of duties and oversight, within their command to ensure proper performance of specifically assigned functions.
5. The general good of their command including proper counseling, conduct, discipline, welfare, training and efficiency.
6. The proper maintenance of facilities, equipment, supplies and materials assigned for specific functions.
7. The occasional and temporary exercise of command over subordinates outside their regular command, when required by a police objective or an exceptional situation.
8. The close supervision of their subordinate Supervisors making corrections

- where necessary and to exercise command when appropriate. They remain answerable and accountable for failures and/or inadequacies on the part of their subordinates.
9. Monitoring the training of unit members.
 10. Ensuring the completion of all major incident logs, Watch Commander's Daily and reports prior to the completion of their tour of duty.

F. Sergeants

All personnel attaining this rank will exercise supervisory authority and have the responsibility, subject to the orders of a higher authority, for the stated functions and duties required of their assigned command. In addition, they will be specifically responsible for the following:

1. The close supervision of their subordinates, making corrections where necessary and to exercise command where appropriate. All Supervisory personnel are accountable for the performance of employees under their immediate control. They remain answerable for failures and/or inadequacies on the part of their subordinates.
2. The exercise of leadership, which will include on-the-job training and counseling as needed.
3. The enforcement of Department Rules and Regulations and compliance with established policies and procedures.
4. The inspection of activities under their supervision and the initiation of any necessary corrective action.
5. Assisting and training subordinates.
6. Ensure the proper completion of all reports, notifications and the submission of all logs prior to the end of the tour of duty.
7. The proper maintenance of facilities, equipment, supplies and materials assigned for specific functions.
8. The promotion of teamwork and cooperation with other watches, sections and units.
9. Conducting prescribed roll calls as directed and the dissemination of all orders and other information necessary to meet specifically assigned functions.
10. The occasional and temporary exercise of command over subordinates outside their regular command, when required by a police objective of an exceptional standard.

4. PROCEDURE

A. All employees of the Cicero Police Department ultimately work under the authority of the Superintendent of Police.

- 1) The Superintendent of Police is the administrative head of the Cicero Police Department.
- 2) The Superintendent reports directly to the Town President and is responsible for the overall planning, organizing, and directing of the Police Department.
- 3) The Superintendent maintains liaison with the Board of Police and Fire Commissioners.
- 4) The Superintendent maintains liaison with the Liquor Commissioner.

B. The Cicero Police Department consists of the following major organizational components:

- 1) The Superintendent's Office, consists of the:
 - a) 1st Deputy Superintendent of Police
 - b) Secretary/Receptionist
- 2) Internal Affairs Division is commanded by a Deputy Superintendent and the responsibilities are:
 - a) Register complaints on department members
 - b) Prepare and conduct thorough investigations in a timely manner
 - c) Maintain separate files on all investigations
- 3) The Administration Division is commanded by the Deputy Superintendent of the Administration Division, and consists of the:
 - a) Records/Budget Unit which is responsible for: Maintaining records of:
 1. Arrests.
 2. Traffic citations.
 3. Court proceedings.
 4. Reports.
 5. Sex offender registration files.
 6. Maintaining records of reported crime statistics.
 7. Maintaining a continuous budget expense report.
 8. Towing operations.
 9. Other records as designated by the superintendent.
 - b) Communications/911 Coordinators are responsible for:
 1. Staffing the 911 center.
 2. Maintaining statistics on calls for service.
 - c) Evidence Custodian/Property Room Clerks are responsible for:
 1. Receiving, recording, and securing submitted property.
 2. Maintaining a recorded inventory.
 3. Assigning evidence control numbers.
 4. Maintaining records of all evidence.
 5. Maintaining all property securely.

6. Sees to the disposal of property.
- d) Department Vehicle/Equipment Maintenance Unit will be responsible for:
1. Establishing and maintaining a program for routine maintenance
 2. Scheduling repairs for non-routine maintenance.
- e) Training, Planning & Research unit is responsible for
1. Researching current developing concepts in law enforcement.
 2. Researching information for new policies.
 3. Collecting and analyzing data to conduct long and short term planning.
 4. Maintaining the policy manual system.
5. Establishing and maintaining a continuous training program.
 6. Scheduling all training classes.
 7. Maintain records of all training.
- f) Lock-Up keepers are responsible for
1. The housing of prisoners.
 2. Care and security of prisoners.
- 4) The Patrol/Uniform Division is commanded by the Deputy Superintendent of the Patrol/Uniform division who is responsible for overseeing the day-to-day operations of all uniform operations and assignment of patrol shifts. The division consists of:
- a) Day Patrol is responsible for:
1. Enforcement of local and state laws.
 2. Crime prevention and, _____
 3. Provide varied services to the public.
 4. Patrol of Business areas, parks and schools.
 5. Special Events.
 6. Other assigned tasks as assigned by Command.
 7. Assigned Part-time officers
- b) Afternoon Patrol is responsible for:
1. Enforcement of local and state laws.
 2. Crime prevention,
 3. Provide varied services to the public,
 4. Patrol of Business areas, parks and schools
 5. Other assigned tasks as assigned by Command.
 6. Assigned Part-time officers.
- c) Midnight Patrol is responsible for:
1. Enforcement of local and state laws.
 2. Crime prevention.
 3. Provide varied services to the public.
 4. Patrol of Business areas, parks and schools.
 5. Other assigned tasks as assigned by Command.

6. Assigned Part-time officers

d) The K-9 unit

1. Searches of vehicles and building for persons or drugs.

e) Desk Aides are responsible for:

1. Assisting the general public at the front desk
2. Assisting with translation when requested.

f) Civilian Warrant Clerk is responsible for:

1. Entering and deleting warrants.
2. Reviewing and purging warrant files.
3. Assisting the warrant officers.
4. Conducting other warrant related assignments as directed by command.

g) Warrant Officer responsible for:

1. Acquiring arrest warrants.
2. Making warrant arrests.
3. Conduct investigative warrant follow-up
4. Police liaison for advocates of domestic violence as well as the Cook County State's Attorney office.

5) The Investigations Division is commanded by the Deputy Superintendent of the Investigations Division. He is responsible for supervising all operations of the investigative division. The Deputy Superintendent is also the intelligence officer for the department. The division is responsible for:

- a) Conducting criminal investigations
- b) Utilizing investigative resources
- c) Maintaining a case management system
- d) Investigating major crimes
- e) Utilizing solvability factors
- f) Conduct other investigation as requested by the command

6) The Gang / Tactical Unit is commanded by the Deputy Superintendent of the Gang / Tactical Unit, who is responsible for supervising all areas of the Gang Tactical Unit, which is responsible for:

- a) Street gang and drug interdiction.
- b) Maintaining street gang intelligence.
- c) Assisting other Units of the Cicero Police Department in gang related matters.

5. Organizational Chart

- A) The organizational structure is depicted on the Organizational chart, as "Appendix A" of this order. The chart reflects the chain of command and the lines of authority and communication within the department.

6. Authority and Responsibility

- A) Employees given the responsibility for an assignment will also be given the authority needed to complete the assignment.
- B) Each employee is responsible for the use of delegated authority.
- C) Supervisors are responsible for the performance of employees under their control.

By Order of:

Superintendent of Police

See attached Appendix "A", Organizational Chart

CICERO POLICE DEPARTMENT
GENERAL ORDER: 12-03-01 Addendum "A"
Command Staff Notification Matrix
Effective Date: January 1st, 2013
Review Date: January 1st, 2015



| Incidents | Supt | 1st Dpty | Dpty-Patrol | Dpty-Det's | Dpty GCTN | Dpty-IAD | Dpty-SOS | Dpty-Admin |
|---|------|----------|-------------|------------|-----------|----------|----------|------------|
| 1). All newsworthy incidents or media requests to interview Dept member | | | x | | | x | | |
| 2). Violent deaths, to include all homicides. | x | x | x | x | x | x | | |
| 3). Suspicious deaths, (not by natural causes). | | | | | x | | | |
| 4). Suicides | | | | | x | | | |
| 5). Traffic crashes involving death or near-death injury. | x | x | x | x | | | | |
| 6). All incidents involving death or near-death injury. | | | | | x | x | x | |
| 7). ALL shooting incidents that result in injury. | x | x | | x | | x | | |
| 8). Kidnapping | x | x | | x | | x | | |
| 9). Missing Persons | | | | | | | | |
| a. Tender age (<13 YOA) | x | x | x | | | | | |
| b. Abducted child, or | x | x | x | | | | | |
| c. At risk adult, (suicidal, mental or physical disabilities, etc.) | x | x | x | | | | | |
| 10). Death or serious injury to a member of the Dept (on or off-duty) | x | x | x | | x | x | x | |
| 11). Death or serious injury of a prisoner or suspect. | x | x | x | x | | x | | |
| 12). Escape of a prisoner or release of a prisoner in error. | x | x | x | | x | x | | |
| 13). Police pursuits resulting in death, injury/or major property damage. | x | x | x | x | | x | | |
| 14). Enforcement incidents involving a political figure, community representative, or dignitary. | x | x | | | | x | | |
| 15). Hostage, Barricaded subject, and/or special weapons team call outs. | x | x | | x | x | x | | |
| 16). Substantial damage or loss of Town property directly effecting the performance of the department, (department vehicle theft, substantial structural damage to police facility, etc.) | x | x | | x | x | | | |
| 17). When a Department member is a suspect in a crime and/or has been arrested by any law enforcement agency. | x | x | x | | x | x | | |
| 18). Complaint generated by another agency against a Dept. member * | x | x | | | x | x | x | |
| 19). Outside-agency involvement in an incident with a Dept member* | x | x | | | x | x | x | |
| 20). A Department member's use or suspected abuse of drugs or alcohol and/or the use of illegal drugs.* | x | x | | | x | x | x | |
| 21). Serious and/or substantial threats to employees, staff, elected officials, etc. | x | x | x | x | | x | | |
| 22). Significant incident(s), which may bring discredit to the Department.* | x | x | | | | x | | |
| 23). The arrest of, or involvement in any crime or serious incident by a Town employee, (additional notification will be made to the Town of Cicero Office of the Inspector General). | x | x | | | x | x | x | |
| 24). The arrest, by the Dept, of any elected official, (also notify TOC/OIG), community leader, or dignitary * | x | x | | x | x | x | | |
| 25). Power outage, radio equipment failure, telephone equipment/line failure that could impact the Town | | | | | x | x | x | |
| 26). Discharge (accidental or intentional) of a firearm involving any Dept. member, except at firearms range or for destruction of an animal. | | | | | x | x | x | |
| 27). Complaints received from political figures, community representatives or dignitaries. * | x | x | | | x | x | | |
| 28). Bomb threats to high profile locations or institutions, (discretionary). | x | x | x | x | x | x | | x |
| 29). Significant weather incidents (tornadoes, floods, damaging winds/hail) | x | x | | x | x | x | | x |
| 30). Aircraft and railroad crashes. | x | x | | x | x | x | | x |
| 31). False Personation of Police Officer or official | x | x | | x | | x | | |
| 32). Media requests for an interview with the Superintendent.* | x | x | | x | | | | |
| 33). Any event(s) that would be of immediate interest to the command staff or require their immediate input/action. | x | x | x | x | | x | | |

NOTE: When in doubt make the notification.

* DENOTES NO MAJOR INCIDENT LOG REQUIRED

By Order of :

Superintendent of Police

Cicero Police Department

Major Incident Log

Watch # _____

Distribution: _____ **Command Staff** _____

| | | | | | |
|-------------------------------|--------|-----------------------|-----|-------|------|
| Ranking Supervisor, Commander | Star # | Unit / Area / Section | Day | Month | Year |
|-------------------------------|--------|-----------------------|-----|-------|------|

Instructions: Record important incidents consecutively. Sign

| | Yes | No | | Yes | No |
|---|-----|----|--|-----|----|
| A. Major Potential Media Incident | | | L. Complainant-Citizen | | |
| B. Police Off. Injured, Deceased, Killed | | | M. Review of Directives (Roll Call Training) | | |
| C. Battery/Resisting Arrest Incident | | | N. Heavy Weapons Authorized | | |
| D. Discharge of Aerosol Chemical Device | | | O. Strip Search Authorized | | |
| E. Shots Fired at or by the Police | | | P. Detail/Units Inspected | | |
| F. Unusual Occurrence-Lockup | | | Q. Search Warrants/Arrest Warrants | | |
| G. Demonstrations/Strikes | | | R. Major Arrests | | |
| H. Vehicle Pursuits | | | S. School/Public Facility Incidents | | |
| I. Missing Person Unusual Circumstances | | | T. Bomb/Arson Incident | | |
| J. Incident Involving Prominent Citizen | | | U. Canine Used/Bites, Etc. | | |
| K. Inter-Jurisdictional Police Activities | | | V. Violent Crime (Shooting) | | |

Narrative: (Explain any above items checked 'YES' – By typing reviewed information – Attach available reports)

| | |
|---------------------|--|
| Incident/Case | |
| Location: | |
| Date & Time: | |
| Victim(s) | |
| Injury: | |
| Evidence/Weapons: | |
| Notifications: | |
| Vehicles: | |
| Transported By: | |
| Manner/Motive: | |
| In Custody: | |
| Charges: | |
| Assets Seized: | |
| Personnel Assigned: | |
| Narrative: | |

By Order of:

Superintendent of Police

Signature: _____

CICERO POLICE DEPARTMENT

GENERAL ORDER: 12-03-01

EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: COMMAND STAFF NOTIFICATION



1. PURPOSE

The purpose of this policy is to provide Command level personnel of the Cicero Police Department with timely and effective information concerning significant incidents occurring within the jurisdictional limits of the Town of Cicero or involving department members. This General Order will serve as an additional measure to augment existing orders pertaining to informational flow within the Cicero Police Department.

2. POLICY

- A. It is the policy of the Cicero Police Department to provide timely and effective information to the Superintendent of Police and all members of the Command Staff regarding significant incidents that may occur in the daily operations of the Cicero Police Department.
- B. It is the policy of the Cicero Police Department to have a fully informed Command Staff structure, supporting the overall efforts of its employees and aiding in their decision making process.

3. DEFINITIONS:

COMMAND STAFF – Command level personnel consisting of the following; Superintendent of Police, 1st Deputy Superintendent of Police, all Deputy Superintendents of Police, and Division Commanders.

RANKING ON-SCENE SUPERVISOR – On scene supervisor in command of scene.

RANKING SHIFT SUPERVISOR – Highest ranking, on-duty patrol supervisory member within the Department when an incident occurs or is discovered. Normally the Watch Commander.

CONFIRMATION – Is defined as personal conversation with Command Staff personnel via telephone or with the Communications Section, by the On-scene ranking Supervisor, verifying receipt of the notification when dictated.

COMMAND STAFF NOTIFICATION – Notification made to all Command Staff, which will routinely be directed to department issued cellular phones as well as with a Major Incident Log via fax.

MINOR INJURY – An injury requiring medical treatment that does not warrant admittance to a health care facility, (hospital).

NEAR DEATH INJURY – Injury likely to cause death.

SERIOUS INJURY – Injury, not likely to cause death, but requiring an extended recovery period and/or in-patient hospitalization.

MAJOR INCIDENT LOG – Form utilized by the on-scene ranking Supervisor to provide Command Staff personnel with significant Major Incident details, in writing.

4. **PROCEDURE**

In the event of a significant/major incident, the prescribed notifications are required.

A. Significant Incidents/events:

The following is a list of significant events and incidents that require notification to the Command Staff. **This list is a guideline and is not all inclusive** of all events and incidents for which notification should be made. If a Supervisor is unsure whether an event or incident requires notifications, he/she should immediately confer with his/her immediate supervisor for clarification and advice.

- 1). ALL events that may attract media coverage or are deemed news worthy. This includes coverage and/or interviews involving the department that will be printed or broadcasted.
- 2). Violent deaths, to include all homicides.
- 3). Suspicious deaths, (not by natural causes).
- 4). Suicides
- 5). Traffic crashes involving death or near-death injury.
- 6). All incidents involving death or near-death injury.
- 7). ALL shooting incidents that result in injury.
- 8). Kidnapping
- 9). Missing Persons
 - Tender age (<13 YOA)
 - Abducted child, or
 - At risk adult, (suicidal, mental or physical disabilities, etc.)
- 10). Death or serious injury to a member of the Cicero P.D., whether on or off duty
- 11). Death or serious injury of a prisoner or suspect.
- 12). Escape of a prisoner or release of a prisoner in error.
- 13). Police pursuits resulting in death or injury to any person(s), and/or major property damage.
- 14). Enforcement incidents involving a political figure, community representative, or dignitary.
- 15). ~~Hostage, Barricaded subject, and/or special weapons team (SWAT, SRT and HBT) call outs.~~
- 16). Substantial damage or loss of Town property directly effecting the performance of the department, (department vehicle theft, substantial structural damage to police facility, etc.)
- 17). When a Department member is a suspect in a crime and/or has been arrested by any law enforcement agency. (No major incident log)
- 18). Complaint generated by another agency against a member of the department. (No major incident log)
- 19). Outside-agency involvement in an incident with a member of the Cicero Police Department. (No major incident log)
- 20). A Department member's use or suspected abuse of drugs or alcohol and/or the use of illegal drugs. (No major incident log)
- 21). Serious and/or substantial threats to employees, staff, elected officials, etc.
- 22). Significant incident(s), which may bring discredit to the Department. (No Major Incident log)

- 23). The arrest of, or involvement in any crime or serious incident by a Town employee, (additional notification will be made to the Town of Cicero Office of the Inspector General).
- 24). The arrest of any elected official, (additional notification to the Town of Cicero, Office of the Inspector General), community leader,

- or dignitary by the Department.
- 25). Power outage, radio equipment failure, telephone equipment failure or telephone line failure that could impact the Department or governmental operation of the Town. (No major incident log)
 - 26). Discharge, (accidental or intentional), of a firearm involving any of the Department, except at a firearms range or for the destruction of an animal.
 - 27). Complaints received from political figures, community representatives or dignitaries. (No major incident log)
 - 28). Bomb threats to high profile locations or institutions, (discretionary).
 - 29). Significant weather incidents, (tornadoes, flooding, wind and/or hail damage, etc.).
 - 30). Aircraft and railroad crashes.
 - 31. False Personation of a Police Officer or official
 - 32) Requests from the media for an interview with the Superintendent. (No major incident log)
 - 33). Any event(s) that, in the opinion of the Ranking Supervisor, would be of immediate interest to the command staff or require immediate input or action by the Command Staff.

Note: Command Staff notification concerning incidents not described, are encouraged, if, in the opinion of a supervisor, a specific incident warrants such notification. When in doubt, err on the side of caution and make notification.

B. Command Staff Notification and Responsibilities

Individual Command Staff notifications are outlined within the Procedures section. [Refer to 12-03-01A (Addendum A) *Command Staff Notification Matrix*]

- 1). Individual Command Staff notification will be pursuant to the ranking on-scene supervisor (or in some cases a Detective) having specific information and/or responsibility for notification regarding a significant incident.
- 2). The ranking on-scene supervisor (or Detective) will be the primary person responsible for notifying the on-duty Watch Commander.
- 3) The Watch Commander will conduct additional Command Staff notifications. The particular Division Deputy Superintendent or Division Commander having specific responsibility, oversight, or accountability regarding the nature of the incident/event will be contacted directly and briefed on all available facts and information, or by the 9-1-1 Center as directed by the Watch Commander.
- 4). The most immediate means of notification will be through cellular telephone. In the event that cellular phone capability is not available or fails, the Communications Center will utilize all available resources to confirm that the appropriate notifications have been made.
- 5). Upon receipt of the notification, it will be at the discretion of the Command Staff member, to take whatever action is deemed necessary in response to the information, unless otherwise directed by higher authority,

(this may actually include further notifications, allocation of personnel, or other actions).

6). It will be the responsibility of the individual Command Staff member, receiving the notification, to evaluate the circumstances and insure that the Superintendent of Police, 1st Deputy Superintendent of Police and responsible Division Deputy Superintendents, when appropriate, are informed in a timely manner. This may be accomplished by the individual Command Staff member, receiving the notification, or as delegated by that Command Staff member. [Refer to 12-03-01A (Addendum A) Command Staff Notification Matrix]

7). Command Staff notifications concerning incidents not described as significant incidents/events, are encouraged, if, in the opinion of a supervisor, a specific incident warrants such notification.

8). The Command Staff notifications made will be documented on the Major Incident Log by the on-scene Supervisor prior to the log's dissemination.

C. Major Incident Log

In addition to telephonic notification, the ranking on-scene Supervisor will complete and fax a Major Incident Log as soon as possible, but no later than the end of his/her tour of duty. The Major Incident Log will be faxed to the Command Staff to include: The Superintendent of Police, The 1st Deputy Superintendent of Police, all Deputy Superintendents of Police and all Division Commanders.

See 12-03-01B (Addendum B) Major Incident Log and 12-03-01A (Addendum A) Command Staff Notification Matrix

5. PHONE NUMBER AVAILABILITY

All Command Staff members are responsible for ensuring the Communications Center has updated phone numbers through which that member can be contacted.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 12-03-01

EFFECTIVE DATE: November 1, 2017



SUBJECT: MAJOR INCIDENT NOTIFICATIONS-COMMAND

1. PURPOSE

The purpose of this policy is to provide Command personnel of the Cicero Police Department with timely and effective information concerning significant incidents occurring within the corporate limits of the Town of Cicero or involving department members. This General Order will augment existing orders pertaining to informational flow within the Department.

2. POLICY

- A. It is the policy of the Department to provide timely and effective information to the Superintendent of Police and all members of the Command Staff regarding significant incidents that may occur in the daily operations of the Department.
- B. It is the policy of the Department to have a fully informed Command Staff structure, supporting the overall efforts of its employees and aiding in their decision making process.

3. DEFINITIONS:

COMMAND STAFF – Superintendent of Police, First Deputy Superintendent of Police, all Deputy Superintendents of Police, and Division/Unit Commanders.

SIGNIFICANT/MAJOR INCIDENT: An incident that by its nature justifies command staff notification.

ON-SCENE RANKING SUPERVISOR – Field supervisor (generally a Sergeant) initially in command of scene. (This should not be misconstrued as the highest ranking member of the Department on scene)

RANKING SHIFT SUPERVISOR – Highest ranking on-duty patrol supervisory member when an incident occurs or is discovered; normally the Watch Commander.

CONFIRMATION – Is defined as personal conversation with command staff personnel via telephone or with the Communications Section, by the On-scene ranking Supervisor, verifying receipt of the notification when dictated.

COMMAND STAFF NOTIFICATION – Notification made to Command Staff, which will routinely be directed to department issued cellular phones, as well as with a Major Incident Log via fax or email.

MINOR INJURY – An injury requiring medical treatment that does not warrant admittance to a health care facility/hospital.

NEAR DEATH INJURY – Injury likely to cause death.

SERIOUS INJURY – Injury, not likely to cause death, but requiring an extended recovery period and/or in-patient hospitalization.

MAJOR INCIDENT LOG – Form utilized by the on-scene ranking Supervisor to provide Command Staff personnel with significant Major Incident details, in writing.

4. PROCEDURE

In the event of a significant/major incident, the prescribed notifications are required.

A. Significant Incidents/events:

The following is a list of significant events and incidents that require notification to the Command Staff. **This list is a guideline and is not all inclusive** of all events and incidents for which notification should be made. If a Supervisor is unsure whether an event or incident requires notifications, he/she should immediately confer with his/her immediate supervisor for clarification and advice.

- 1) ALL events that may attract media coverage or are deemed news worthy. This includes coverage and/or interviews involving the department that will be printed or broadcasted.
- 2). Violent deaths, to include all homicides.
- 3). Suspicious deaths (not by natural causes).
- 4). Suicides
- 5). Traffic crashes involving death or near-death injury.

- 6). All incidents involving death or near-death injury.
- 7). ALL shooting incidents that result in injury.
- 8). Kidnapping
- 9). Missing Persons
 - Tender age (<13 YOA)
 - Abducted child, or
 - At risk adult, (suicidal, mental or physical disabilities, etc.)
- 10). Death or serious injury to a member of the Cicero P.D., whether on or off duty
- 11). Death or serious injury of a prisoner or suspect.
- 12). Escape of a prisoner or release of a prisoner in error.
- 13). Police pursuits resulting in death or injury to any person(s), and/or major property damage.
- 14). Enforcement incidents involving a political figure, community representative, or dignitary.
- 15). Hostage, Barricaded subject, and/or special weapons team call outs.
- 16). Substantial damage or loss of Town property directly effecting the performance of the Department (department vehicle theft, substantial structural damage to police facility, etc.)
- 17). When a Department member is a suspect in a crime and/or has been arrested by any law enforcement agency. (No major incident log)
- 18). Complaint generated by another agency against a member of the department. (No major incident log)
- 19). Outside-agency involvement in an incident with a member of the Cicero Police Department. (No major incident log)
- 20). A Department member's use or suspected abuse of drugs or alcohol and/or the use of illegal drugs. (No major incident log)
- 21). Serious and/or substantial threats to employees, staff, elected officials, etc.
- 22). Significant incident(s), which may bring discredit to the Department. (No Major Incident log)
- 23). The arrest of, or involvement in any crime or serious incident by a Town employee, (additional notification will be made to the Town of Cicero Office of the Inspector General or similar office tasked with investigation of Town employees).
- 24). The arrest of any elected official, (additional notification to the Town of Cicero, Office of the Inspector General or similar office tasked with investigation of Town officials), community leader, or dignitary by the Department.
- 25). Power outage, radio equipment failure, telephone equipment failure or telephone line failure that could impact the Department or governmental operation of the Town. (No major incident log)
- 26). Discharge, (accidental or intentional), of a firearm involving any of the Department, except at a firearms range or for the destruction of an animal.
- 27). Complaints received from political figures, community representatives or dignitaries. (No major incident log)
- 28). Bomb threats to high profile locations or institutions (discretionary).
- 29). Significant weather incidents, (tornadoes, flooding, wind and/or hail damage, etc.).
- 30). Aircraft and railroad crashes.
- 31). False Personation of a Police Officer or official
- 32). Requests from the media for an interview with the Superintendent. (No major incident log)
- 33). Any event(s) that, in the opinion of the Ranking Supervisor, would be of immediate interest to the command staff or require immediate input or action by the Command Staff.

Note: Command Staff notification concerning incidents not described, are encouraged, if, in the opinion of a supervisor, a specific incident warrants such notification. When in doubt, error on the side of caution and make notification.

B. Command Staff Notification and Responsibilities

- 1). Individual Command Staff notification will be pursuant to the ranking on-scene supervisor having specific information and/or responsibility for notification to the next level in the chain (normally the Watch Commander) regarding a significant/major incident.
- 2). The ranking on-scene supervisor (generally a patrol Sergeant) will be the primary person responsible for notifying the on-duty Watch Commander. This notification will be done as soon as possible and once preliminary information is obtained that is pertinent to the incident (crime, offender, victim, injuries, custody, etc.)-the information is not meant to be complete/all-inclusive

- but should be as detailed as is reasonable at the time. It is the responsibility of the ranking on-scene supervisor to obtain this information as soon as possible.
- 3) The Watch Commander will conduct additional Command Staff notifications. The Deputy Superintendent of Patrol will be the initial Command Staff notification by the Watch Commander (this does not preclude the Watch Commander from making notifications to the Detective Division in cases needing immediate on-scene response by the Detective Division personnel or notification to a Detective Division supervisor). Deputy Superintendent of Patrol will be contacted directly and briefed on all available facts and information (or under unusual occurrences when the watch commander is unable to be by the 9-1-1 Center as directed by the Watch Commander).
 - 4). The most immediate means of notification will be through cellular telephone. In the event that cellular phone capability is not available or fails, the Communications Center may be utilized and all available resources used to confirm that the appropriate notification is made.
 - 5). Upon receipt of the notification, the Deputy Superintendent of Patrol will make additional notifications to the First Deputy Superintendent of Police and/or the Superintendent of Police, as warranted. The Deputy Superintendent of Patrol may direct the watch commander to make further notifications (such as to the Deputy Supt of Detectives and/or a Detective Sergeant) and/or to take whatever action is deemed necessary in response to the information, unless otherwise directed by higher authority (this may actually include further notifications, allocation of personnel, or other actions).
 - 6). Command Staff notifications concerning incidents not described as significant incidents/events, are encouraged, if, in the opinion of a supervisor, a specific incident warrants such notification.
 - 7). Command Staff notifications made will be documented on the Major Incident Log by the on-scene Supervisor prior to the log's dissemination.

C. Major Incident Log

In addition to telephonic notification, the ranking on-scene Supervisor will complete and email a Major Incident Log as soon as possible, but no later than the end of his/her tour of duty. The Major Incident Log will be emailed to the Command Staff to include: The Superintendent of Police, The First Deputy Superintendent of Police, all Deputy Superintendents of Police and all Division Commanders. See 12-03-01B (Addendum B) Major Incident Log

5. PHONE NUMBER AVAILABILITY

All Command Staff members are responsible for ensuring the Communications Center has updated phone numbers through which that member can be contacted.

By Order of:


Superintendent of Police

CICERO POLICE DEPARTMENT GENERAL ORDER: 12-02-02



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: WRITTEN ORDERS: FORMAL DISTRIBUTION

1. **WRITTEN ORDERS**

- a. The Cicero Police Department will establish a formal distribution system and a review process to insure that all employees receiver notice and are fully informed of the details of each order.

2. **PROCEDURES:**

- a. Each officer will receive a copy of the General Orders Manual prior to attending the Police academy.
- b. Each officer will sign acknowledging that they have received a copy of the General Orders Manual
- c. Each officer will be held responsible for the care and maintenance of their General Orders Manual.
- d. The police department will review and update the General Orders Manual, when necessary
 - 1) A copy of the revised General Order will be posted electronically.
 - 2) Copies of revised orders will be distributed electronically upon revision and approval.
 - 3) Officers will respond electronically acknowledging receipt of the revised General Orders.
 - 4) It will be the responsibility of the officer to replace the outdated General Order with the revised General Order in their electronic manual.
- e. New General Orders will be added as necessary to remain updated with new rules and procedures.
 - 1) A copy of the revised General Order will be posted electronically.
 - 2) Copies of the new General Order will be distributed upon electronically upon approval.
 - 3) Officers will respond electronically acknowledging receipt of the new General Order.
 - 4) It will be the responsibility of the officer to insert the new General Order in their General Order Electronic Manual.
- f. Officers will be held responsible for their issued General Orders Manual. Any loss, neglect or abuse could lead to disciplinary action.

By order of:

Superintendent of Police

CICERO POLICE DEPARTMENT

GENERAL ORDER: 12-01-01



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: **COMMAND AUTHORITY AND MEETINGS**

1. POLICY:

a. The Cicero Police Department will clearly establish:

- 1) The Command authority of the Superintendent of Police.
- 2) The designated Command during the Superintendents absence.
- 3) Supervisory accountability.
- 4) The need to obey lawful orders.
- 5) Staff meetings.

2. DEFINITIONS:

a. **Lawful Order:** A lawful order will be defined as any direction, request, or command from a superior officer to a subordinate officer, whether given verbally or in writing, that is not unlawful or would needlessly jeopardize the safety of the department member or the public.

3. PROCEDURES:

a. **Chief executive officer:**

- 1) Pursuant to the Municipal Code of the Town of Cicero the Superintendent of Police is the Chief Executive Officer of the Cicero Police Department and reports directly to the Town President.
- 2) The authority and responsibility for the operation and management of the Cicero Police Department is vested in the Superintendent.

b. **Command authority in Superintendents absence:**

- 1) During the absence of the Superintendent of Police, a designated Deputy Superintendent will assume all duties and exercise all lawful powers of the Superintendent.
- 2) The Superintendent of Police (or in his absence, the designated Deputy Superintendent of Police) will establish, through the use of a written memo, the chain of command for all situations where neither the Superintendent or Deputy Superintendent is capable of exercising command authority.

c. **Supervisory Accountability:**

- 1) To achieve effective direction, coordination and control. Supervisory personnel will be accountable for the performance of employees under their immediate control.

- 2) Supervisors are responsible for providing guidance and assistance to their subordinates.

d. Lawful Orders:

- 1) Department employees are required to obey any lawful order of a supervisor, including any order relayed from a superior by an employee of the same or lesser rank.
- 2) Any employee who willfully disobeys or disregards a direct order, either verbal or written, of a superior, will be considered to be insubordinate.
- 3) No employee will be required to obey an order that is unlawful or requires that an unlawful act to be committed. An unlawful order will be brought to the attention of the officer's immediate superior and to the officer who issued the order.

e. Conflicting orders:

- 1) If an employee receives a conflicting order or directive, the employee will respectively call the conflict to the attention of the supervisor giving the last order.
- 2) Should the latter not change the order, it will be obeyed and the employee thereafter will not be responsible for disobeying the first order.

f. Command staff meetings:

- 1) The Cicero Police Department will conduct regular staff meetings in order to maintain an effective communication network.
- 2) These meetings are held as authorized by the Superintendent of Police.
 - a. Periodic Command briefings will be held when called by the Superintendent. The purpose of these meetings is to provide information on department-wide activities and programs to supervisors, managers and commanders. An agenda will be prepared and minutes kept.
 - b. Division staff meetings are called at the direction of the individual Deputy Superintendent and may or may not include all division supervisors and/or division employees.
 - c. Supervisors may call such other meetings of all their personnel as may be required to ensure effective and efficient management.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT

GENERAL ORDER: 11-04-01



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: FORMS MANAGEMENT AND ADMINISTRATIVE REPORTS

1. **POLICY:**

- a. The Cicero Police Department will establish the policies and procedures for revising current report forms, developing new report forms and controlling the use of report forms.

2. **PROCEDURE:**

a. Forms management

1) The basis for developing a new form or revising an existing form will be:

- a) The purpose and use of the form based upon a justifiable need.
- b) The form will eliminate duplication or redundancy.
- c) The form will eliminate or update unnecessary, outdated or obsolete forms.
- d) The appearance and functional efficiency of a form or forms will be improved.
- e) The form is needed to coordinate with information processing procedures.
- f) The form responds to a mandated information reporting change.

2) Responsibility for form development/revision

- a) The Deputy Superintendent of the Administration Division will be responsible for coordinating the process of developing or revising report forms.
- b) Requests and suggestions for development/revisions should be furnished to the Deputy Superintendent of the Administration Division.
- c) In addition to the involvement of and review by the supervisory and command staff, new and/or revised report forms will be developed with the assistance of the personnel most likely to use the form.
- d) Division Commanding Officers may develop certain reports/forms for operational use/needs at their discretion. Division personnel will be responsible for maintenance of those forms.

3) Approval for new/revised forms

- a) All new and/or revised report forms must be reviewed and approved by the Superintendent of Police.
- b) Division forms will be reviewed and approved by the Commanding Officer of the Division.

4) Forms management program

- a) The Support Services Supervisor will be responsible for maintaining the Department Forms Management Program.
 - b) The program will include the following procedures:
 - 1. Maintain inventory control of all forms.
 - 2. Replenish supplies of forms for distribution and inventory.
 - 3. Identify potential problems with report forms and make recommendations for improvements.
 - 4. A form numbering system that includes a "last revised" form date.
 - 5. Standardized appearance for forms, that includes type styles and sizes, the department name, and such other items that can be standardized for appearance and efficiency.
- 5) Review of Department report forms
- a) At the direction of the Superintendent of Police, supervisory and command staff will conduct periodic reviews of department report forms for the purpose of recommending revisions, eliminations, or creation of report forms.
 - b) Recommendations from form users should be routed through the chain of command to the Deputy Superintendent of Administration.
- b. The Deputy Superintendent of Administration will implement an administrative reporting program, which will, at a minimum:
- 1) List all required periodic reports and special activities, such as reviews or inspection activities that require a report to be prepared, that are required by policy. Examples include, but are not limited to, jail reports filed with the department of corrections, annual review of supplemental employment, and evidence vault inspections.
 - 2) List the position(s) and/or person(s) responsible for the reports and special activities.
 - 3) Show the applicable policy number that requires the report or activity. The policy defines the purpose of the report, and the distribution of the report if applicable.
 - 4) ~~Show the frequency of the report or special activity (monthly, semi-annual, etc.).~~
 - 5) This reporting program will assist in ensuring required reporting is completed in a timely manner. This does not include operational reports, such as accident reports, general report forms, etc.

By Order of:

Superintende3nt of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 11-06-01**



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: **PLANNING AND RESEARCH**

1. POLICY

- a. The Cicero Police Department will establish rules and guidelines for the department's planning and research function.

2. PROCEDURES

- a. The department's planning and research function is vested in the Deputy Superintendent of the Division of Administration
- b. The Deputy Superintendent of the Division of Administration will provide copies of analytical reports to the organizational units, which will benefit from the information contained in the reports.
- c. The Deputy Superintendent of the Division of Administration, with input from all organizational units and a General Order Committee, will create a multi-year plan which will contain the following items:
 - 1) Long-term goals and operational objectives.
 - 2) Anticipated workload and population trends.
 - 3) Anticipated personnel levels.
 - 4) Anticipated capital improvements and equipment needs.
 - 5) Provisions for reviewing and revising the plan, as needed.
- d. The Deputy Superintendent of the Division of Administration will maintain the department written orders system (refer to GO 12-02-01, "Written Orders").

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 11-01-01**

EFFECTIVE DATE: August 1, 2018 (Revised)

SUBJECT: **ORGANIZATIONAL STRUCTURE**



1. Purpose:

The purpose of this order is to establish the organization and command structure of the Cicero Police Department.

2. Policy:

It is the policy of the Cicero Police Department to ensure an efficient, responsible, and effective organization. In order to accomplish this, the Department is organized into various Administrative and Organizational components. Each component of the Department is under the direct command of a supervisor. Each member of the Department will be accountable to one supervisor at any given time, under normal circumstances.

3. Order of Succession:

In the absence of the Superintendent of Police, the order of succession to the acting Superintendent of the Department is:

- A. First Deputy Superintendent
- B. Deputy Superintendent of Patrol
- C. Deputy Superintendent of Investigations
- D. Assistant Deputy Superintendent of Police
- E. Division Commander - Gang Crimes Tactical Unit
 - 1) The Division Commander of the Gang Crimes Tactical Unit has authority over other members of the Department holding the rank of Commander.

4. Organizational Components:

A. Office of the Superintendent of Police

- 1) The Superintendent of Police is the Chief Executive Officer of the Department and the final Departmental authority on all matters of policy, operations, and discipline. The Superintendent has the ultimate responsibility for oversight of the Police Department. The Superintendent is responsible for the fiscal policy, planning, directing, coordinating, controlling, and staffing of all Department activities, for its continued and efficient operations, for the enforcement of rules and regulations, for good public relations with the citizens of the Town of Cicero, Town government and other agencies; and for the successful accomplishment of the mission of the Department.

- 2) The Office of the Superintendent consist of the:
 - a. First Deputy Superintendent of Police
 - i. Community Service Officers
 - ii. Director of Training
 - iii. Parking Enforcement
 - b. Executive Administrative Assistant
 - c. Assistant Deputy Superintendent of Police
 - d. Commander - Assigned to the Office of the Superintendent
 - e. Community Outreach

B. Deputy Superintendent of Patrol Division

- a. The Deputy Superintendent of Patrol is responsible for overseeing the day-to-day operations of the Patrol Division.
- b. The Division consists of the following uniform personnel assigned to Patrol Watches:
 1. Watch Commanders
 2. Captains
 3. Lieutenants
 4. Sergeants
 5. Police Officers
 6. Evidence Technicians
 7. Field Training Officers
 8. K-9
 9. Bike Patrol
 10. Desk Aids
 11. Detention Officers
 12. Evidence Custodian

C. Deputy Superintendent of Investigations Division

- a. The Deputy Superintendent of Investigations is responsible for overseeing the day-to-day operations of the Investigation Division.
- b. The Division consists of the following personnel assigned to the Division:
 1. Detective Sergeants
 2. Detectives

D. Commander of Gang Crimes Tactical Unit

- 1) The Commander of the Gang Crimes Tactical Unit is responsible for supervising all areas of the Gang Tactical Unit, which includes Street gang and drug interdiction, maintaining street gang intelligence, and assisting other Units of the Cicero Police Department in gang related matters.
- 2) The Gang Crimes Tactical Unit consist of the follow personnel assigned to the unit:
 - a. Gang Crimes Sergeants
 - b. Gang Crimes Tactical Officers
 - c. Administrative Assistant

E. Director of the Records Division

1) The civilian Director of the Records Division is responsible for all records maintained by the Cicero Police Department to include but not limited to:

- a. Arrests.
- b. Traffic citations.
- c. Court proceedings.
- d. Reports.
- e. Sex offender registration files.
- f. Maintaining records of reported crime statistics.
- g. Maintaining a continuous budget expense report.
- h. Towing operations.
- i. Other records as designated by the superintendent.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 12-03-02**



EFFECTIVE DATE: November 1, 2017

SUBJECT: Notifications to Detective Division

1. PURPOSE

The purpose of this policy is to provide preliminary investigators (generally patrol division personnel—both police officers and supervisors) with direction on the notification process to the Detective Division on the occasion of serious incidents that require immediate follow-up and/or on-scene response. This General Order will augment existing orders pertaining to informational flow within the Department.

This order rescinds and replaces any prior written directives related to notifications to the Detective Division by field personnel.

2. POLICY

- A. It is the policy of the Department to provide timely and effective preliminary information to the Detective Division on the occasion of serious crime or incident that requires immediate follow-up and/or on-scene response by Detective Division personnel.
- B. It is the policy of the Department to provide preliminary investigators with
 - 1) Guidelines and procedures for immediate notifications to be made during preliminary investigations.
 - 2) The required immediate notifications to the Patrol Sergeant, Watch Commander and Detective Division depending on the type of investigation being conducted.

3. PROCEDURE:

- A. Members conducting preliminary investigations will notify their IMMEDIATE SUPERVISOR who will make further notifications if the incident requires immediate follow-up investigation.
- B. Notifications will normally be made by telephone, through radio transmission with dispatch or in person.
- C. Documenting notifications on a case report:
 - 1) When the notification is made directly to the patrol Supervisor, the preliminary investigator will record the name and star number of that patrol supervisor and the date and time of notification in the incident report. If the notified patrol supervisor believes immediate follow-up investigation is required, he/she will notify the on-duty detective division supervisor and that date and time of notification will be documented in the incident report as well.
 - 2) If the notification is made via radio transmission the preliminary investigator will indicate in the case report that the notification was made via dispatch.
 - 3) If there is no detective division supervisor on duty, the patrol supervisor will make notification to an on-duty detective. If there are no detectives on duty, the watch commander shall be DIRECTLY notified and will determine if immediate action is required and will in turn contact the on-call detective supervisor.

- D. Department members conducting preliminary investigations will refer to the below table to make required immediate notifications.

| INCIDENT TYPE: | | REQUIRED NOTIFICATIONS: |
|----------------|---|--|
| 1) | AGGRAVATED BATTERY: Life threatening or likely to result in death | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 2) | BOMB AND ARSON-RELATED OFFENSES | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 3) | BURGLARY(or attempts) involving: <ul style="list-style-type: none"> • loss valued at \$5,000 or more; • commercial • efforts to defeat an alarm system; ▪ defeat of a safe or attempt to defeat a safe. • Evidence of Suspect DNA/Latent prints | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> - notify Watch commander/ RBT Supervisor or Detective supervisor if RBT is not available |
| 4) | CHILD ABDUCTION: family-related | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 5) | CHILD ABUSE: Physical abuse, neglect, or dependency of a child | <u>Officer</u> -Notify-Patrol Sergeant |
| 6) | CLANDESTINE LAB DISCOVERY (actual or suspected) | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander <u>Watch Commander</u> -Commander of GCTU or GCTU SUPERVISOR (if on duty) |
| 7) | DEATH: Fire-related, homicide, all medical examiner cases, suicide | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 8) | Major FELONY ARREST: forcible felonies | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor (if immediate additional resource is needed) |
| 9) | ESCAPE FROM CUSTODY | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander |

| | | |
|-----|---|--|
| 10) | HATE CRIME or other criminal / quasi-criminal incident motivated by hate " | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 11) | HOME INVASION | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 12) | KIDNAPPING | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 13) | MISSING PERSONS; At risk (i.e. Suicidal, 13 years and under, Elderly, mental disability) # | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander # and Detective supervisor (if at risk) |
| 14) | <ul style="list-style-type: none"> Theft of Department or other Town-owned vehicle | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 15) | <u>Narcotic incidents involving:</u> <ul style="list-style-type: none"> Large seizure of a controlled substance Major Narcotic- related arrest(s) Arrest of High-Ranking Street Gang Member A large seizure of firearms | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Cmdr. <u>Watch Commander</u> -Commander of GCTU or GCTU SUPERVISOR (if on duty) |
| 16) | <ul style="list-style-type: none"> <u>NEWSWORTHY OCCURRENCES</u> requiring immediate attention | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander |
| 17) | POLICE RELATED INCIDENTS INVOLVING: WEAPONS DISCHARGE (ON OR OFF DUTY); SUICIDE (AND ATTEMPTS) WHILE IN POLICE CUSTODY; | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 18) | Allegation that an offender is a police officer or is impersonating a police officer. | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 19) | Armed /Robberies where physical evidence is located or where there is: <ul style="list-style-type: none"> A loss of 1,000 USC or More The victim is seriously injured the incident involves a business the incident involves a bank, savings and loan, credit union | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : notify Watch commander/ RBT Supervisor or Detective supervisor if RBT is not available <u>Detective Supervisor</u> : Federal Bureau of Investigations |

| | | |
|-----|--|--|
| 20) | SEX OFFENSES • Where there are signs of evidence of suspect DNA/latent prints • Offender in custody | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 21) | SEXUAL ABUSE/ASSAULT CASES OF CHILDREN: • Birth through 12 years of age; • Birth through 17 years of age when family-related and Victim/Suspect reside in same dwelling; • Birth through 17 years of age when occurring in an institutional setting and the alleged offender is a person in a position of trust or authority. | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 22) | • AGGRAVATED STALKING | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 23) | THEFTS OF \$5,000 OR MORE; | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> - notify Watch commander/ RBT Supervisor or Detective supervisor if RBT is not available |
| 24) | FATAL TRAFFIC CRASHES | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander and Detective supervisor |
| 25) | Narcotic arrest REPORTS involving: • a large seizure of a controlled substance or • requires further assistance with seeking a search warrant | <u>Officer</u> -Notify-Patrol Sergeant <u>Patrol Sgt</u> : Notify- Watch Commander <u>Watch Commander</u> -Commander of GCTU or GCTU SUPERVISOR (if on duty) |

E. Other non-immediate notifications to the Detective Division by preliminary investigators (generally patrol division personnel-both police officers and supervisors):

All other notifications regarding serious crimes or incidents will be made by report and the processing of same through the Department's current RMS system (currently CIS- effective 2017)

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 16-05-01**



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: CIVILIAN EMPLOYEES

1. POLICY

The Cicero Police Department will identify certain positions within the department not requiring staffing by sworn personnel, specify them as civilian positions and provide for an annual review of all civilian employee positions.

2. DEFINITIONS

- a. Civilian - A non-sworn employee, either full or part-time.
- b. Sworn Officer - A commissioned law enforcement officer, subject to an oath of office and possessing those general peace officer powers prescribed by constitution, statute or ordinance.

3. PROCEDURES

- a. Positions in the department that do not require the authority of sworn personnel will be specified as civilian and will be staffed accordingly.
- b. As part of the annual budget process, each Deputy Superintendent will review personnel assignments within their Division, and determine if any position(s) filled by sworn personnel can be filled by civilian personnel, or if any position(s) filled by civilian personnel should be filled by sworn personnel.
- c. Based upon the review, recommendations to change position assignments from civilian to sworn, or sworn to civilian, will be made to the Superintendent regarding changing any position assignment(s). Nothing here precludes such a review or change at any other time during the year.
- d. Civilian training is addressed in GO 33-07-01("Civilian Training").

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 17-01-01



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: **FISCAL MANAGEMENT**

1. POLICY

- a. The Cicero Police Department will use only those accounting principles and fiscal management techniques that ensure the effective and efficient use of resources in all department operations.

2. DEFINITIONS

- a. **An allotment** - An allotment is an authorization for, or limitation on, expenditures for a given period. For example, the department may be appropriated a certain amount for an entire fiscal year, but may be authorized to spend only one-fourth of the amount during any quarterly allotment period.
- b. **An appropriation** - An appropriation is money the agency is authorized to spend for a specific purpose, such as for personnel services, operating expenses, supplies, etc.
- c. **An encumbrance** - An encumbrance is a commitment in the form of an order, control, salary, or similar item that will become payable when goods are delivered or services rendered.
- d. **A fiscal year** - A fiscal year is the period from January 1 to December 31 of each year.
- e. **A ledger/balance sheet** - As used in this order, a ledger or balance sheet will be a sheet listing the balance, income and disbursement of money, and a brief explanation of the transactions for a particular fund or account.
- f. **An original invoice** - An original invoice is the document issued by a vendor that indicates the actual amount of money the department owes for a specific good or service purchased by the department. Invoices list the specific good or service purchased, the cost of each item and the date by which payment is due.
- g. **A purchase order** - A purchase order is the documentation of an encumbrance for a specific good or service that serves as authorization for the department to purchase the good or service. Purchase orders are individually numbered with individual purchase order numbers assigned to each purchase of a good or service.
- h. **A receipt** - A receipt is the document issued to record the transfer of money from one person or entity to another person or entity which includes information about the date of the exchange of money, from whom the money was received, who received the money and the amount of money.
 - 1) The receipt includes a line on which the recipient of the money will sign to document and attest that they have received the funds as indicated on the receipt.
 - 2) The original receipt stays with the entity or person issuing the money and a copy will be made and given to the recipient of the money for their record keeping purposes.
- i. **A statement of account** - A statement of account is a document provided by the vendor listing invoices that have not been paid and the status of the account. Statements show

invoices unpaid, those for which payment has been received and finance charges, if they apply.

- j. **An unencumbered balance** -An unencumbered balance is that part of an appropriation or allotment that has not been committed and is thus available for expenditure.

3. PROCEDURES

a. **Fiscal management responsibilities**

- 1) The Superintendent of police is responsible for the fiscal management of the police department through authority vested in him, or her, by the Town Board.
- 2) The Deputy Superintendent of Administration is assigned oversight of activities related to the fiscal management of the department.

b. **Fiscal management functions**

- 1) The Deputy Superintendent of Administration is responsible for preparation of the annual budget, supervision of internal expenditures and coordination of department fiscal activities with the appropriate town entities.

c. **Preparation of the annual budget**

- 1) Major functions within the department annually prepare written budget recommendations based on functional goals and objectives.
 - 2) The second week of August of each year, the Deputy Superintendent of Administration will have budget preparation packets submitted to supervisors, officers and civilian supervisors of major functions of the department to assist them in preparing written recommendations for the budget. Recipients will include, but may not be limited to the following:
 - a) First Deputy Superintendent,
 - b) Deputy Superintendent of the patrol/uniform division,
 - c) Deputy Superintendent of the investigations division,
 - d) Deputy Superintendent of the administration division,
 - e) Commander of internal affairs,
 - f) Patrol shift supervisors,
 - g) Training coordinator,
 - h) Planning/research officer,
 - i) Evidence custodian.
 - 3) Recipients of the packet will prepare written suggestions for the annual budget following directions in the packet and using prescribed forms.
 - 4) Written recommendations will be returned to the appropriate Deputy Superintendent for review by the second week of September.
 - 5) Deputy Superintendents will review budget requests for functions under their command for completeness before the requests are assimilated into a department budget.
 - 6) The various budgets will be submitted to the Deputy Superintendent of Administration by the first week of October.
 - 7) Individual employees may make recommendations for goods and/or services to be included in the budget.
6. Individual employee suggestion forms will be made available from the shift supervisor's office or the office of the Deputy Superintendent of Administration.

7. Employees who have suggested items for the budget may obtain a form, noting their suggestion, source and cost on the form and submit the form via the chain of command to the Deputy Superintendent of Administration.
 8. The Deputy Superintendent of Administration will include the item in the proposed budget, if appropriate.
 9. Individual employee suggestions may be submitted any time through the year.
- 8) The Deputy Superintendent of Administration will prepare a proposed budget to be submitted to the Superintendent of police by the first day of November.
 - 9) The Superintendent of police, with the support of the Deputy Superintendents, will review and finalize the department budget. The budget will be submitted to the appropriate town officials in accordance with direction from the appropriate town authority.

d. Position control:

- 1) The number of positions within the department is controlled by the Town Board. The annual operating budget for the Town of Cicero is enacted by the Town Board to provide funding for the authorized positions.
- 2) The Deputy Superintendent of Administration ensures the authorized positions are not exceeded, that persons are legally authorized and the positions are maintained in accord with budget authorization.

e. Purchasing:

- 1) The Deputy Superintendent of Administration is responsible for ensuring that department personnel adhere to department purchasing procedures.
- 2) The Deputy Superintendent of Administration must approve **ALL** purchases.
- 3) The person requesting the item or service will forward a written request to the Deputy Superintendent of Administration.
- 4) When approved, depending upon the item or service, a purchase order number may be issued.
- 5) The original invoice will be signed and date stamped by the person who actually takes receipt of the item or service, indicating that the service or item has been received.
- 6) The original invoice, with the voucher placed on top, with the proper budget code noted, will be presented to the Deputy Superintendent of Administration for approval.
- 7) If approved, the Deputy Superintendent of Administration will present the appropriate documents to the town for payment.
- 8) The Deputy Superintendent of Administration, or other person designated by him, will prepare emergency appropriation and fund transfer requests for the approval of the Superintendent of Police. Once approved by the Superintendent of Police, the request will be submitted to the appropriate town entities.

f. Accounting system

- 1) The department will use an accounting system that includes approval of each account and provides monthly status reports showing:
 - a) Initial appropriation for each amount.
 - b) Balances at the commencement of the monthly period.
 - c) Expenditures and encumbrances made during the period.
 - d) Unencumbered balances.

g. Cash funds and accounts

- 1) The department manages cash monies in several capacities and from several sources, as listed below. Department employees will document the receipt and disbursement of money with a written receipt and/or other written documentation of the transaction as required by this order.
 - a) Report copy fee collection.
 - b) Bond money processing (see GO 17-01-03, Bond Money).
 - c) Seized/forfeited money.
 - d) Miscellaneous income.
 - e) Parking (The department accepts a check or money order for parking tickets when town offices are closed.).

h. Report copy fees

- 1) Support services charges fees for providing immigration letters, gun registrations, copies of police reports, and other items.
 - a) Fees are receipted upon collection.
 - b) The white copy of the receipt will be provided to the purchaser.
 - c) The yellow copy of the receipt will be attached to the cash/check, and be placed in a cash drawer/lock box.
 - d) Receipts include the following information:
 1. Date of the transaction.
 2. Name and signature of the employee receiving the payment.
 3. Name of the person purchasing the report.
 4. Amount received.
 5. Purpose of the payment.
 - e) A "bank" of \$50 will be maintained for change purposes.

2) Accounting and transfer to the Town Clerk

- a) At the end of each day, a designated employee (other than the person(s) who receive and receipt cash and checks) will remove all cash and checks from the cash box, enter the receipts in a receipts ledger, and reconcile the ledger, receipts, cash and checks.
- b) The receipts for the day will be sealed in an envelope, with the following information written on the outside:
 1. Date.
 2. Employees name
 3. Amount.
- c) The sealed envelope will be placed in a locked, secure place (safe).
- d) If the receipts, ledger, cash and checks do not reconcile:
 1. The days receipts, cash and checks will be sealed in an envelope with the information required above noted, along with a notation of the amount over or under;
 2. The support services supervisor will be notified.
 3. The supervisor will document any overages/shortages and provide a written notice of the overage/shortage to the Deputy Superintendent of Administration.

4. The Deputy Superintendent will advise the Superintendent of shortages when he believes it is possible that factors other than routine error may be involved.
 5. The Superintendent may refer shortage problems to internal affairs.
 - e) The unit supervisor will take the sealed envelope to the Town Clerk's office, count the money with an employee from the office, and receive a receipt for the amount transferred to the town clerk.
 - f) This transfer will be made at the beginning of each working day.
- 3) Audits
- a) The Deputy Superintendent of Administration will advise Internal Affairs of shortages, and internal affairs will investigate shortages at the direction of the Superintendent.
 - b) The Deputy Superintendent of Administration will conduct a monthly review and reconciliation. Problems noted will be forwarded to the Superintendent.
 - c) The Superintendent, or his designee, will conduct an audit at least once every six months.
- i. Seized and forfeiture funds
- 1) The Deputy Superintendent of Administrations has overall responsibility for administering the asset seizure and forfeiture program of the department.
 - 2) The Deputy Superintendent of Administrations will appoint, with the approval of the Superintendent, the asset seizure and forfeiture coordinator, and an alternate to serve in the position in the coordinator's absence (where the term "coordinator" is used in this general order, it is presumed to include the alternate coordinator).
 - 3) The Deputy Superintendent of Administrations will ensure that the coordinator and alternate are trained appropriately.
 - 4) Seized funds:
 - a) All funds seized will be inventoried and entered into evidence, with notice provided to the asset forfeiture coordinator.
 - b) When there is a question regarding the eligibility of the funds for seizure or forfeiture, the funds will be seized, inventoried and entered into evidence, and the coordinator will be consulted.
 - c) A seized asset account will be maintained with two of the three authorized signatories required for withdrawal. The three signatories are the superintendent, first deputy superintendent and the deputy superintendent of investigations.
 - d) The coordinator will enter the seizure into the seized account ledger.
 - e) Funds seized, and not required for evidence processing, will be removed from evidence and deposited into the seized asset bank account by the coordinator.
 - f) The original deposit slips will be forwarded to the superintendent, for use in periodic audits.
 - g) Account statements will be addressed to the superintendent for use in periodic audits.
 - h) The coordinator will retain a copy of the deposit slip.
 - i) The Deputy Superintendent of Administration will conduct a monthly review of the ledger.
 - j) The Superintendent or his designee will conduct periodic audits of the fund, at least once every six months.
- 5) Forfeited funds

- a) A forfeited funds account will be maintained with two signatories required for withdrawals. The two signatories will be the Superintendent and Deputy Superintendent of Administration.
- b) The superintendent will transfer the funds forfeited from the Seized Funds Bank Account by court action to the Forfeited Funds Bank Account.
 - 1. The funds will be removed from the seized funds ledger by the coordinator.
 - 2. The Deputy Superintendent of Administration will enter the funds into the forfeited funds ledger.
 - 3. The Superintendent for use in periodic audits will retain original deposit slips.
 - 4. The Superintendent or his designee will conduct a monthly review of the account.
 - 5. The Superintendent will designate a person to conduct an audit of the account at least once every six months.
- j. Miscellaneous monies received (for reimbursements to the town, etc.) will be forwarded to the Deputy Superintendent of Administration for transfer directly to the town clerk.
 - 1) A town receipt documenting the funds received will be issued and retained by the Deputy Superintendent of Administration.
 - 2) The town receipt will show the date, source, amount and disposition of funds, if appropriate.
 - 3) In addition to the receipt and related documentation, a ledger will be maintained showing the date, amount and source of payments will be maintained by the Deputy Superintendent of Administration for comparison to the monthly fiscal report.
- k. Parking
 - 1) The department will accept parking fines at the front desk when the town violations office is closed.
 - 2) The person paying the fine must have the ticket (envelope) and seal the payment (check or money order only, no cash) in the ticket envelope.
 - 3) ~~The employee accepting the parking fine payment will:~~
 - a) Ensure the envelope is sealed.
 - b) Place the ticket and fine in the parking fine drawer.
 - 4) The money will be delivered to the violations office the next working day.
- l. Found money will be turned over to the evidence officer for retention as found property.
 - 1) Such collection and transfer will be documented on a General Report Form and appropriate property/evidence form and tags.
 - 2) Such found property or evidence will be handled as if it were evidence, in accordance with evidence handling procedures.
- m. Monthly financial statements, which summarize fiscal activities, are prepared by the town clerk and submitted to the Superintendent of Police and Deputy Superintendent of Administration.
- n. Annual town audit
 - 1) Employees will cooperate fully with the Town of Cicero and the external certified public accounting firm employed by the town to conduct the annual town audit (as required by 65 ILCS 5/8-8-3).

- 2) By law, the audit includes all accounts and funds of the town.
- 3) A copy of each year's town audit report will be reviewed by the Deputy Superintendent of Administration to determine if any findings or deficiencies exist relate to the department.
- 4) Any noted findings and/or deficiencies, along with recommended remedial action, will be referred to the Superintendent.

o. Agency owned property

- 1) Acquisition of property for use by police employees may be done by the following methods:
 - a) Departmental purchase,
 - b) Transfer to the department from another town department,
 - c) Transfer to the department by another public agency,
 - d) Court ordered forfeiture for police use.
 - e) Donation by private person or entity.
- 2) All property purchases, including items approved in a budget must be approved and coordinated by the deputy superintendent of administration.
 - a) The equipment purchase will be reported back to the Deputy Superintendent of Administration.
 - b) Documentation of the purchase will include the receiving employees signature on the original invoice or delivery documents indicating the vendor of the item, the actual cost of the item, if it has been received and where it is located.
 - c) The Deputy Superintendent of Administration will update the inventory to reflect the equipment purchase.
 - d) Emergency purchases.
 1. Emergency purchases are made by contacting the deputy superintendent of administration or the employee's supervisor and advising them of the emergency need.
 2. The Deputy Superintendent of Administration will determine the funding source and method.
 3. The Deputy Superintendent will either initiate the purchase, or designate an employee to make the purchase.
 4. When an employee is designated, the deputy superintendent of administration will provide the account number and the amount they are authorized to spend, and any other special instructions.
 5. When equipment is needed during an emergency or unusual occurrence, and the deputy superintendent of administration is not available, the operational deputy superintendents may make the purchase. In such cases, a memo of explanation, along with a copy of the receipt or invoice will be referred to the deputy superintendent of administration.
 - e) Transfer of equipment to the police department from another town department.
 1. Information regarding a piece of equipment to be transferred to the police department from another town department will be referred to the deputy superintendent of administration.
 2. The Deputy Superintendent of Administration will send a memo of receipt documenting the actual transfer of the item to the police department to the head of the department transferring the item.

- f) Transfer of equipment to the police department from all other sources.
 - 1. Information regarding to the transfer of equipment to the department from other public agencies, pursuant to a court order or from a private person or entity will be referred to the deputy superintendent of administration.
 - 2. The Deputy Superintendent of Administration will ensure that appropriate receipting of the equipment and acknowledgment is sent to the source of the equipment.
 - 3. The Deputy Superintendent of Administration will ensure the equipment is assigned in the department and noted on the department's inventory.
- p. Disposal of agency owned property
 - 1) Inventory control of agency property
 - a) The Deputy Superintendent of Administration will approve the disposition of all property that is on the inventory.
 - b) The Deputy Superintendent will ensure that applicable town procedures and rules are followed.
 - c) No equipment or property will be disposed of by the police department will be done only after receiving the approval and authorization of the from the Deputy Superintendent of Administration.
 - d) Employees will route requests to dispose of property through the chain of command to the Deputy Director of Administration, including the following:
 - 1. Description of the item.
 - 2. Current state of repair and potential utility.
 - 3. Current location.
 - 4. Recommended method of disposal.
 - e) The Deputy Superintendent of Administration will submit a recommendation to the ~~Superintendent for approval to proceed with the disposition.~~
 - f) The Deputy Superintendent will ensure that approved dispositions are carried out in accord with applicable procedures, and that the department inventory reflects this change.
 - q. Inventory:
 - 1) All items with an original purchase value of \$300 or more possessed by the department will be inventoried annually with a baseline inventory to occur during the month of December.
 - 2) The Deputy Superintendent of Administration will be responsible for conducting the inventory with the assistance of other police employees as may be necessary to conduct the inventory.
 - 3) Once the inventory is completed, the Deputy Superintendent of Administration will keep the inventory current. The inventory will be repeated in December of each year.
 - 4) Inventory procedures will be as follows:
 - a) The Deputy Superintendent of Administration will issue inventory sheets to specified police employees who will be assisting in conducting the inventory on or about December 1 of each year.

- b) The inventory sheets will include fields for the description of the item, state of repair or utility of the item, serial number of the item, location or employee to whom it is assigned.
 - c) Employees receiving inventory sheets will enter the required information for the items for which they are responsible.
 - d) Once the inventory sheets are completed, they will be returned to the Deputy Superintendent of Administration on or before January 1 of each calendar year.
 - e) The Deputy Superintendent of Administration will consolidate the inventories into one departmental inventory, which will be updated and retained.
 - f) The Deputy Superintendent of Administration will be responsible for forwarding the required documentation to other town departments, as may be required.
 - g) Once the baseline inventory has been done, the inventory sheets which are sent out for subsequent inventories may include a list of items previously inventoried for designated employees to check and confirm the continued status and/or note changes of the status of a piece of equipment. When an item is purchased for \$300 or more, it will be placed on the inventory and will be included in the annual reconciliation.
 - h) The Annual Reconciliation is a report from the Deputy Superintendent of Administration to the Superintendent that notes any discrepancies in the inventory.
 - i) When an item is disposed of according to town policy and procedures, it will be removed from the inventory, with an accurate description of the item and appropriate documentation and reason(s) why it was removed. The removal of the item will be noted on the annual reconciliation report.
 - j) The following personnel are responsible for assisting by reporting inventories for their particular areas of command:
 - 1. Deputy Superintendent of Patrol division - operations equipment assigned to patrol, including the jail.
 - 2. Deputy Superintendent of Investigations - responsible for equipment assigned to investigations and task forces.
 - 3. Deputy Superintendent of Administration - all equipment assigned to the division of administration, including vehicles and equipment assigned to vehicles, support services, training, and fixed communications.
- r. The Deputy Superintendent of Administration is responsible for overseeing the acquisition, receiving and issuing of agency owned property to authorized users.
- 1) Those police employees who are charged with the responsibility of acquiring, inventorying and issuing equipment and consumables may assist the Deputy Superintendent of Administration in this function.
 - 2) Problems with the equipment will be reported to the deputy superintendent of administration or his, or her, designee for a particular type of equipment.
 - 3) The Deputy Superintendent of Administration will coordinate repair or replacement of the items with approval as required by competent authority when so necessitated by town policy, ordinance and/or other procedures.
- s. Storing of agency property:
- 1) The Deputy Superintendent of Administration is responsible for providing storage for equipment inventoried for general readiness and not otherwise assigned to a specified unit and/or individual.
 - 2) The following individuals are otherwise responsible for ensuring equipment assigned to their specific section, unit or employees under their command are properly stored, maintained and prepared in a state of readiness.

- a) The Deputy Superintendent of the Patrol division - equipment identified and used by patrol.
- b) The Deputy Superintendent of Investigations - responsible for equipment assigned to investigations and task forces.
- c) Deputy Superintendent of Administration - responsible for all equipment not otherwise enumerated and specifically fixed communications equipment.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 12-03-01**



EFFECTIVE DATE: August 1, 2018 (Revised)

SUBJECT: MAJOR INCIDENT NOTIFICATIONS-COMMAND

1. PURPOSE

The purpose of this policy is to provide Command personnel of the Cicero Police Department with timely and effective information concerning significant incidents occurring within the corporate limits of the Town of Cicero or involving department members. This General Order will augment existing orders pertaining to information flow within the Department.

2. POLICY

- A. It is the policy of the Department to provide timely and effective information to the Superintendent of Police and members of the Command Staff regarding significant incidents that may occur in the daily operations of the Department.
- B. It is the policy of the Department to have a fully informed Command Staff, supporting the overall efforts of its employees and aiding in their decision-making process.

3. DEFINITIONS:

- A. Command staff- Superintendent of Police, First Deputy Superintendent of Police, all Deputy Superintendents of Police, the Assistant Deputy Superintendent, and Division/Unit Commanders.
- B. Major incident: An incident that by its nature justifies command staff notification.
- C. On-scene supervisor- Field supervisor (generally a Sergeant) initially in command of the scene. (This should not be misconstrued as the highest-ranking member of the Department on the scene)
- D. Ranking shift supervisor- Highest ranking patrol division shift supervisor on-duty when an incident occurs or is discovered; normally the Watch Commander.
- E. Confirmation- Is defined as a personal conversation with command staff personnel via telephone or with the Communications Section, by the on-scene supervisor, verifying receipt of the notification when dictated.
- F. Command staff notification- Notification made to Command Staff, which will routinely be directed to department issued cellular phones via text and/or voice call, as well as with an email, by use of the Department "blackboard" platform, generally, or similar means.
 - a. Blackboard platform- A department mass notification platform maintained by the 911 Center, currently entitled Blackboard.
- G. Minor injury- An injury requiring medical treatment that does not warrant admittance to a healthcare facility/hospital.
- H. Life-threatening injury- Injury likely to cause death.
- I. Serious Injury- Injury, not likely to cause death, but requiring an extended recovery period and/or in-patient hospitalization.
- J. Major Incident Notification form- Form utilized by the on-scene ranking shift supervisor to provide Department personnel with significant Major Incident details, in writing.

4. PROCEDURE

In the event of a significant/major incident, the prescribed notifications are required.

- A. The following is a list of significant events and incidents that require timely notification to the Command Staff, by the 911 Center through use of the blackboard mass notification process, for bona fide incidents. The on-duty ranking shift supervisor is responsible for making sure that the dispatch center has implemented the mass notification system.
 - * During the hours of 0700-2300 hours, the 911 Center will make an initial mass notification to all described command staff members if bona fide.

- During the hours of 2300-0700 hours the 911 will make the notification after they acquire, from the ranking shift supervisor some detailed information outlining the nature of injuries (are they life threatening?), if offenders are in custody or at large, is the incident gang related, and a brief of what resources (Det's, ET's, CFD personnel, outside agency assisting, etc.) are currently on scene and being utilized.
 - 1). Violent deaths, to include all homicides.
 - 2). Suspicious deaths (not by natural causes).
 - 3). Suicides
 - 4). Traffic crashes involving death or near-death injury
 - 5). Aggravated Battery
 - a. involving a firearm
 - b. involving a knife with life-threatening injury
 - c. all others involving life-threatening injury
 - 6). ALL shooting incidents that result in injury
 - 7). Officer involved shootings (on or off duty)
 - 8). Kidnapping and/or parental abduction
 - 9). Home Invasion
 - 10). Vehicular Hijackings
 - 11). Armed Robbery (firearms involved)
 - 12). Bomb Threats
 - 13). Plane or train crash
 - 14). Death or serious injury to a member of the Cicero P.D., whether on or off duty
 - 15). Death or serious injury of a prisoner or suspect.
 - 16). Escape of a prisoner or release of a prisoner in error.
 - 17). Police pursuits resulting in death or injury to any person(s), and/or major property damage.
 - 18). Enforcement incidents involving a political figure, community representative, or dignitary.
 - 19). Hostage, Barricaded subject, and/or special weapons team call outs.
 - 20). Substantial damage or loss of Town property directly affecting the performance of the Department (department vehicle theft, substantial structural damage to the police facility, etc.)
 - 21). When a Department member is arrested by any law enforcement agency
 - 22). Arrest of, or involvement in any crime or serious incident by a Department member [additional notification will be made to the Office of Professional Standards (OPS) similar office tasked with the investigation of Department members].
 - 23). Arrest of any elected official, [additional notification to the Office of Professional Standards (OPS) or similar office tasked with the investigation of Town officials], community leader, or dignitary by the Department.
 - 24). Any event(s) that, in the opinion of the on-duty Ranking Supervisor, would be of immediate interest to the command staff or require immediate input or action by the Command Staff.
 - 25). Command Staff notification concerning incidents not described above can be made if in the opinion of the watch commander, a specific incident warrants such immediate notification. In these cases, the Watch Commander will notify the 911 Center to make such mass notification.

Note: All of the above-listed incidents will also be described in the narrative section of the Watch Commander's Daily Log

- B. The following significant events and incidents require preparation of a Department "Major Arrest/Violent Crime Notice Form" (formerly Major Incident Log) and subsequently disseminated via email to all sworn members of the Department, by the ranking shift supervisor on duty.
 - 1) Major Arrests- noteworthy arrests involving significant seizures or are related to a significant event/incident or crime pattern
 - 2) Violent Crimes
 - 3) Other newsworthy events that might include major accidents, major weather events, etc.
- C. The following significant events and incidents require detailed notation on the watch commander's daily report (narrative section), which will then be disseminated via email to all

Department supervisors (only), as well as hard copies of Log to the Records Division and the Executive Administrative Assistant to the Superintendent of Police:

- 1). Complaint generated by another agency against a member of the department.
- 2). Outside-agency involvement in an incident with a member of the Cicero Police Department.
- 3). Discharge, (accidental or intentional), of a firearm involving any of the Department, except at a firearms range or for the destruction of an animal.
- 4). Missing Persons:
 - Tender age (<13 YOA)
 - Abducted child, or
 - At risk adult, (suicidal, mental or physical disabilities, etc.)
- 5) A Department member's use/suspected abuse of drugs or alcohol and/or the use of illegal drugs.
- 6). Aircraft and railroad crash.
- 7). Significant incident(s), which may bring discredit to the Department.
- 8). Power outage, radio equipment failure, telephone equipment failure or telephone line failure that could impact the Department or governmental operation of the Town for a period of time in excess of 30 minutes.
- 9). Complaints received from political figures, community representatives or dignitaries.
- 10). Significant weather incidents, (tornadoes, flooding, wind and/or hail damage, etc.).
- 11). Serious and/or substantial threats to employees, staff, elected officials, etc
- 12). False Personation of a Police Officer or official
- 13). Requests from the media for an interview with the Superintendent, after normal business hours.

D. Command Staff Notification and Responsibilities

- 1). Individual Command Staff notifications will be the responsibility of the ranking on-duty supervisor (normally the Watch Commander) to verify that the "blackboard" mass notification system has been implemented by the 911 center.
- 2). The ranking on-scene supervisor (generally a patrol Sergeant) will be the primary person responsible for notifying the on-duty Watch Commander and the 911 center of the specifics regarding the incident. This notification will be done as soon as possible once preliminary information is obtained that is pertinent to the incident (crime, offender, victim, injuries, custody, etc.)-the information is not meant to be complete/all-inclusive but should be as detailed as is reasonable at the time
- 3) The ranking on-duty supervisor (Watch Commander) will ensure that information has been obtained by the 911 center and as necessary make additional Command Staff notifications.
- 4) The mass notification system will be sent by the 911 center to the Department's operational Command staff: Superintendent of Police, First Deputy Superintendent, Deputy Superintendent- Patrol, Deputy Superintendent-Investigations, the Assistant Deputy Superintendent (ADS), and the Commander of the Gang Crimes Tactical Unit. This does not preclude the Watch Commander from making notifications to the Detective Division in cases needing an immediate on-scene response from the Detective Division personnel or notification to a Detective Division supervisor.
- 5). Command Staff notifications concerning incidents not described as significant incidents/events are encouraged, if, in the opinion of a supervisor, a specific incident warrants such notification.
- 6). Command Staff immediate notifications made will be documented on the watch commander's daily log.

5. PHONE NUMBER AVAILABILITY

All Command Staff members, noted above, are responsible for ensuring the 911 Communications Center has updated phone numbers through which that member can be contacted.

By Order of:

Superintendent of Police

Cicero Police Department
Major Arrest/Violent Crime Notice

Watch # _____

Distribution: Sworn Members

| | | | | | |
|----------------------|--------|-----------------------|-----|-------|------|
| Preparing Supervisor | Star # | Unit / Area / Section | Day | Month | Year |
|----------------------|--------|-----------------------|-----|-------|------|

Instructions: Record important incidents consecutively. Sign

| | | | | | |
|-----------------|--------------------------|--------------------------|------------------|--------------------------|--------------------------|
| Major Arrest(s) | Yes | No | Violent Crime(s) | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|--|--|--|--|--|--|
| CIS # and Type of crime/incident | | | | | |
| Location of incident: | | | | | |
| Date & Time of incident: | | | | | |
| Victim(s):(address/DOB/Age-if known) | | | | | |
| Injury: describe | | | | | |
| Offender: Name, DOB/Age, address... In Custody? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | |
| Transported By | | | | | |
| Charges: | | | | | |
| Manner/Motive: | | | | | |
| Vehicle(s) | | | | | |
| Evidence/Weapons: | | | | | |
| Assets Seized: | | | | | |
| Notifications: | | | | | |
| Personnel Initially Assigned: | | | | | |
| <p>Narrative: (Provide a brief preliminary description of the event/incident-this is meant as a briefing and <u>not</u> a detailed report of the event)</p> | | | | | |

Signature of preparing supervisor: _____

Star #: _____

CICERO POLICE DEPARTMENT
GENERAL ORDER NUMBER: 12-02-03



EFFECTIVE DATE: **October 15th, 2014**

REVIEW DATE: **October 1st, 2016**

SUBJECT: **Decorum when addressing Department supervisory personnel**

1. Purpose

- a.** The purpose of this order is to
 - 1) Provide a standard base for professional verbal communication with Department supervisory personnel by members of a lesser rank, in keeping with the general principles of a para-military environment.
 - 2) Provide a standard for verbally addressing and/or greeting Department supervisory personnel by members of a lesser rank during normal encounters in the workplace and in public.

2. Policy

The Cicero Police Department, by this order, establishes guidelines for all members of the Department, both sworn and civilian, for addressing Department supervisory personnel both during official verbal communication, as well as during instances where a greeting is exchanged or should be exchanged (greeting situation).

Proper command courtesy conveys and demands respect from both subordinate and senior officers to one another; it is an act of mutual respect and courtesy that is part of normal civility in the work place, as well as decorum and tradition in a paramilitary operation.

3. Definitions

- a.** **Official Verbal Communication:**
 - 1) When a member of the Department is verbally communicating with another member of the Department of a higher rank regarding official Department business while on or off duty or
 - 2) When a member of the Department is engaged in conversation with a member of the Department of a higher rank while on duty and in the presence of other Department members or the public regardless of the nature of the conversation
- b.** **Greeting situation-** An instance when a member of the Department comes in contact with a member of the Department of a higher rank than theirs. (Common situations such as encounters in the hallway, entering rooms, entering the superior's office or work area, encounters on the street, etc.)

4. Procedures

- a. When a member of the Department, sworn or civilian, enters into official verbal communication with a member of the Department of a greater rank than theirs they will initially address the higher ranking member by their rank, if a Sergeant, or by their rank or "Sir" or "Mam" if they are a Lieutenant or above.
 - 1) They will not be addressed by their first name
 - 2) They will not be addressed by their last name unless their last name is preceded by their rank. (Ex: Sergeant Jones)

Note: A less formal greeting (in all instances) such as "Boss" is acceptable for purposes of this order.

- b. When a member of the Department, sworn or civilian, is in a "greeting situation" with a member of the Department of a greater rank than theirs they will initially address the superior member in the following manner:
 - 1) Simply by their rank or by "Sir" or "Mam" or
 - 2) By their rank or by "Sir" or "Mam" or followed by the superior's last name or
 - 3) an appropriate greeting, such as "Good Morning, Sir", "Good Morning Commander", "Hello, Sir" "Hello, Sergeant", etc..

Note: A less formal greeting (in all instances) such as "Boss" is acceptable for purposes of this order.

- c. Common sense and good judgment on all Department members should be employed at all times regarding the implementation and enforcement of this order. The intent of this order is to provide for a professional work environment and adherence to this order is required and essential.

Under normal circumstances, it is the responsibility of the subordinate officer to initiate the greeting.

5. Exceptions:

- a. This order will not be enforceable in the following circumstances:
 - 1) Tactical situations where this is tactically unwise
 - 2) On duty situations where addressing the superior would needlessly jeopardize the safety of another or the identity of another (during covert and/or undercover activities)

- 3) Private/personal encounters while off duty
- 4) Private/personal encounters while on duty and not
 - a) In the presence of subordinate members or
 - b) In public /public view/public earshot

By order of:

ON FILE
Superintendent of Police

CICERO POLICE DEPARTMENT

GENERAL ORDER NUMBER 12-02-01



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: WRITTEN ORDERS

1. POLICY:

- a. The Cicero Police Department will establish definitions and authority for preparation and department orders. The department will further establish a review process along with providing a formal distribution system to insure that all employees receive notice and are fully informed of the details of each order.

2. DEFINITIONS:

- a. Command staff is made up of:

- 1) Superintendent
- 2) 1st Deputy Superintendent of Police
- 3) Deputy Superintendent
- 4) Division Commanders

- b. Order/Writing Directive

- 1) Any document used to guide or affect the performance or the conduct department employees
- 2) ~~The term includes, but is not limited to, written directives, general orders, special orders, memoranda, standard operating procedure and instructional material.~~

- c. Manual:

- 1) A manual is a collection of policies, procedures, directives, rules and regulations, and/or other orders or instructional materials.
- 2) A manual may be either a hard copy document or an electronic data system available to those personnel whose jobs require access

- d. Policy

- 1) A policy is a broad statement of Department principles.
- 2) Policy Statements establish a direction or specify an objective, and usually do not establish fixed rules or set procedures for conducting a particular activity.

- e. Procedure:

- 1) A procedure is a guideline for carrying out department activities.
- 2) A procedure is made mandatory in tone through the use of "will" rather than "should" and "must" rather than "may".
- 3) Procedures sometimes allow some latitude and discretion in carrying out an activity.

f. Rules and Regulations:

- 1) A set of specific guidelines contained within an order to which all employees must adhere.

g. Standard Operating Procedure (SOP):

- 1) A specific written procedure or set of procedures that is a separate document from a general order. Generally, it provides additional procedural detail needed by a limited number of persons.
- 2) It is permanent, and is issued with an effective date. It is a written directive and is issued by the Superintendent. It will include the person preparing, the purpose, procedures and dissemination. SOP's are issued to personnel who need the information contained therein.
- 3) Copies of all SOP's will be maintained in the Superintendents office and each Deputy Superintendent's office.

3. PROCEDURE:

a. Order System:

- 1) Superintendent's Authority
 - a) The authority to issue, delete, modify and approve all orders pertaining to general and special, and standard operating procedures is vested with the Superintendent.
 - b) The Superintendent may delegate authority for issuing special orders to the First Deputy or one of the Deputy Superintendents.
 - c) Orders should not conflict with established policies or procedures unless the order constitutes a revision or replacement of an existing policy or procedure
- 2) Statement of Department Policy-Statements of department policy will be included in the "General Order" system.
- 3) Department Procedure-Procedures for carrying out department activities are documented in either the appropriate order manual, SOP, collective bargaining agreement and/or other orders.
- 4) Rules and Regulations: -All Departmental Rules and Regulations are developed at the direction of the Superintendent and are contained in the directives manual.
- 5) Order Revisions:
 - a) Purging, updating and revising of order will be done on a continual basis. Review dates will be included on all General Orders.
 - b) Periodic Review:
 1. Each order will be reviewed by the review date.
 2. If substantial changes are required, it will be reprinted with a new effective date and redistributed.
 - c) All General Orders and Special Orders will be reviewed periodically by the Command Staff as Directed by the Superintendent

b. Types of Orders:

- 1) General Order;
 - a) General Orders are permanent orders concerned with policy, rules and procedures usually affecting more than one organizational component.
 - b) General Orders are issued by the Superintendent.
- 2) Standard operating Procedure (SOP):
 - a) Standardized procedures too lengthy or detailed to be included in the General Orders manual, or a procedure directed to a limited number of personnel that provide written direction to employees.
 - b) An SOP is a written order issued by the Superintendent
 - c) An SOP has an effective date and a review date.
- 3) Special Order:
 - a) Special Orders are orders affecting only a specific segment of the organization or a statement of policy or procedure regarding a specific circumstance or event that is of a changing or temporary nature.
 - b) The Superintendent or a Division Deputy Superintendent issues these.
 - c) Special Orders are self-canceling after no more than 90 days unless otherwise specified.
- 4) Instructional Material:
 - a) Instructional material consists of training guides, bulletins and checklists.
 - b) This material may be published outside the Department.
- 5) Memorandum:
 - a) An informational document that may or may not convey an order.
 - b) ~~The memorandum is generally used to clarify, inform or inquire.~~

c. Order Format and Indexing:

- 1) General Order:
 - a) The General Order format will be used on the initial page of each order.
 - b) The heading includes:
 1. Order Number
 2. Subject
 3. Effective date
 4. Review date
 - c) Elements of the body of the order are:
 1. Policy Statement
 2. Definition Statement (optional)
 3. Procedures
 4. Rules and Regulations (optional)
 - d) Orders will follow a standard outline form.

- e) The order will end with the signature of the Superintendent.

2) Standard Operating Procedure (SOP)

- a) The SOP format will be used on the initial page of each SOP.
- b) The Heading will include:
 - 1. "Cicero Police Department" centered at the top.
 - 2. Subject.
 - 3. Date.
 - 4. Prepared by.
 - 5. Approved by and the signature of the Superintendent
- c) Elements of the body of the order include:
 - 1. Purpose statement.
 - 2. Procedures.
 - 3. Statement that the SOP will remain in effect until amended or rescinded by the Superintendent.
 - 4. Listing of dissemination

3) Special Order:

- a) The special order format will be used on the initial page of each order. The heading will include
 - 1. Subject
 - 2. Order number.
 - 3. Effective date.
 - 4. Cancellation date.
- b) The order must be differentiated as a division or department order.
- c) ~~The issuing authority will sign the order.~~
- d) Orders will follow the same standard outline form as general orders.
- e) These orders will be indexed by the letters "SO followed by a hyphen and the last 2 digits of the year, another hyphen, followed by a two-digit sequential number.

d. Review of orders

1) Coordination and distribution:

- a) Proposed policy, procedures, rules or changes in General Orders will be coordinated and distributed by the Deputy Superintendent of Administration.
- b) The preparation and review of SOP's will be determined by the Superintendent for each SOP, based on the topic and impact
- c) The Deputy Superintendent of Administration will ensure consistency with existing policy and authority and proper format.
- d) All proposals will be reviewed for the purpose gauging the order's impact on existing policy or procedure.

2) Command Staff Review:

- a) Proposed policies, procedures, rules or changes will be reviewed by designated command staff as well as affected staff, when practical.

- b) Review of proposals and changes may be placed on the agenda at scheduled command staff meetings.
- c) While a General Order is being prepared and staffed for comments, it will carry a "Draft Date" as the topic on the first page.
- d) Orders will be assigned a review date upon issuance.

3) Approved by Superintendent:

- a) All proposals creating new policies, procedures, rules or changes to existing policies, procedures, or rules will be reviewed by the Superintendent prior to implementation.
- b) When the review is completed and the order is ready for release, the "Draft Date" will be changed to "Effective Date" and will be prepared for the Superintendent to sign.

4) Dissemination of Orders;

a) Incorporation into Manuals:

1. The Deputy Superintendent of Administration will develop and coordinate a system for the distribution and availability of the directive manual.
2. The manual will be made available on computer terminals in the police station.

5) Orders will be distributed in the following manner:

a) General and Special Orders:

1. One copy in each manual.
2. One copy to be posted on the "Miscellaneous Information" bulletin board for 30 days.
3. As directed by the Superintendent or Deputy Superintendent copies will be made available at roll calls for discussion.

b) Standard Operating Procedures

1. To the affected employee.
2. One copy posted on the "Miscellaneous Information" bulletin board for 30 days.
3. A copy of the SOP manuals will be maintained in the Superintendent's office, Deputy Superintendent's office.

6) Master Files:

a) The Deputy Superintendent of Administration will:

1. Maintain an independent set of master files on all general and special orders along with standard operating procedures. These files will contain the original signed copy of the directive, copies of previous directives replaced by the directive and materials relevant to the development of the directive. Original signed directives will be retained permanently for historical purposes.
2. Ensure that up-to-date directives are distributed for each manual.

7) Employee Acknowledgment:

- a) The superintendent or Deputy Superintendent will determine which orders will be distributed and discussed at roll call(s)
- b) The Command staff will ensure all employees receiving orders acknowledge their awareness and comprehension of General and Special Orders. This will be done in a manner and form prescribed by the Deputy Superintendent of Administration.
- c) Supervisors within each division are responsible for explaining and/or clarifying the General and Special Orders as they are issued.
- d) Supervisors will then ensure that each employee documents the employees awareness and comprehension through the system prescribed.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 16-02-01**

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

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

SUBJECT: **SPECIALIZED ASSIGNMENTS**



1. POLICY

The Cicero Police Department will establish rules and guidelines for establishing specialized positions.

2. DEFINITION

Specialized Assignment - An assignment often characterized by increased levels of responsibility and specialized training within a given position or classification. A specialized assignment may include sworn and civilian, (non-sworn) personnel and may or may not involve higher pay or additional benefits.

3. PROCEDURES

- a. When the need exists to fill a specialized assignment, a notice generally will be provided by a memorandum, to all eligible personnel, and by announcing the position at roll calls.
- b. The criteria for selection of personnel for specialized positions will be based on the officers' previous performance, training, formal education, interest, skill, and job knowledge
 - 1) Experience and performance appraisals will be reviewed.
 - 2) Applicants must meet the minimum performance standards on evaluations to be considered.
 - 3) In addition, all applicants for specialty positions should have a minimum of 18 months police experience with the Cicero Police Department or at the discretion of the Superintendent of Police
- c. On an annual basis, as part of the budget process, each specialized assignment will be reviewed to determine if it should be continued. This review will include:
 - 1) A listing of specialized assignments
 - 2) A statement of purpose for each listed assignment
 - 3) The determination if the initial problem or condition that required the implementation of the specialized assignment still exists and needs to continue to be addressed by the assignment.

- d. Specialized assignments in the Cicero Police Department include the following:
- 1) Canine Officer
 - 2) Bike Patrol Officer
 - 3) All terrain Vehicle Operator (ATV)
 - 4) Child Safety Seat Technician
 - 5) School Resource Officer
 - 6) Gang Tactical Officer
 - 7) Investigations
 - 8) Internal Affairs Division Investigations
 - 9) Evidence Custodian (and Alternate)
 - 10) Warrant Officer
 - 11) Court Officer
 - 12) Fleet Officer
 - 13) Training Coordinator/Assistant training coordinator.
 - 14) Field Training Officer
 - 15) Juvenile Officer
 - 16) Officers Assigned to a Task Force or Another Agency
 - 17) Other assignments that may be authorized by the Superintendent of Police

- e. Any conflict with this and previous orders will be resolved in favor of this order.

By order of:

Superintendent of Police

CICERO POLICE DEPARTMENT

GENERAL ORDER: 16-01-01



EFFETIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: ALLOCATION AND DISTRIBUTION OF PERSONNEL

1. POLICY

The Cicero Police Department will maintain up-to-date information on authorized staffing positions.

2. PROCEDURES

1. The Cicero Police Department maintains two tables related to department staffing.
2. Information from the tables is contained in the current organizational chart and is used in establishing the department's annual personnel budget. These tables include:

- a. The number and type of each position authorized in the current budget.
 - b. Location of each authorized position within the organizational structure.
 - c. Status of each position (filled or vacant.)

3. Patrol allocation and distribution

- a. In order to maintain proper staffing, and to ensure efficiency and effectiveness, the Cicero Police Department will assign personnel in accordance with workload assessments.

- b. This will be accomplished through annual workload assessments. These assessments differ depending on the overall job tasks performed.

- c. The workload assessment for patrol will include, but is not limited to:

- 1) Number of incidents handled by patrol personnel for specific shifts.
 - 2) Average time required to handle a call and by call type.
 - 3) Calculation on the percent of time, on the average, that should be available to the patrol officer, for handling incidents during a specified period.
 - 4) Time lost through days off, holidays, and other leave, compared to the total time required for each patrol officer.

4. Calculation of the average number of officers fielded per day. The average number of officers fielded per day is a ratio representing the total potential person-days available (number of personnel multiplied by 365), as compared to actual person-days (less time lost through days off, leave, holidays, training, special details, etc.).

- a. In the case of other units, an appropriate workload assessment will be performed to insure the personnel strength of the section is commensurate with the

workload. The workload assessment also verifies the workload is evenly distributed.

5. Minimum staffing:

- a. Minimum patrol staffing levels will be based upon the above procedures, and will be in accord with:
 - 1) Officer safety concerns.
 - 2) Efficient operations and prompt response to calls.
 - 3) Labor agreements.

By order of

Superintendent of Police

CICERO POLICE DEPARTMENT GENERAL ORDER: 15-01-01



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: CRIME ANALYSIS

1. POLICY:

- a. The Cicero Police Department is currently establishing a Crime Analysis System that will be used to:
 - 1) Assist in long range planning
 - 2) Assist in the identification of enforcement priorities and strategies

2. PROCEDURES:

- a. Crime analysis responsibilities:
 - 1) The responsibility for crime analysis is vested in the Deputy Superintendent of Administration.
 - 2) The Deputy Superintendent of Administration will appoint individual(s) to perform the Crime Analysis Function.
 - 3) Persons performing crime analysis functions will receive training in crime analysis.
 - 4) Persons performing crime analysis functions will be encouraged to participate in the Crime Analysis of Illinois Association and other related professional associations.
 - 5) Crime analysis responsibilities include, but not limited to:
 - a) Collection
 - b) Collation.
 - c) Analysis
 - d) Dissemination of current useful crime data
 - e) Preparation of bulletins
 - 6) This data provides timely information to aid operational personnel in meeting their tactical crime control and prevention objectives by:
 - a) Identifying and analyzing methods of operations of individual criminals.
 - b) Providing crime pattern recognition.
 - c) Providing analysis of data collected from both internal and external sources.
- b. The information developed through the crime analysis function is used by the Department for long range planning efforts by:
 - 1) Providing estimates of future crime trends.
 - 2) Assisting in the identification of enforcement priorities.

c. Collection of crime data:

The following list identifies various source documents and data elements used in the crime analysis function

- 1) General report forms
- 2) Investigative reports.
- 3) Field interview cards.
- 4) Arrests reports
- 5) Offense and investigative reports from other agencies and external sources.
- 6) Computerized data systems including:
 - a) Law Enforcement Agencies Data System (LEADS).
 - b) Nation Crime Information Center (NCIC)
 - c) Illinois Criminal Justice System
 - d) Various Cook County Agencies (Sheriff's A.S.A.)
 - e) State and Federal agencies
 - f) Illinois State Police resource support center
 - g) Town computer, I-CLEAR, Livescan and Computer Aided Dispatch.
- 7) Media reports
- 8) Community meetings and citizen reports.
- 9) Independent survey results.
- 10) Professional articles and data developed by outside criminal justice authorities.

d. Identification of potential hazards:

- 1) The crime analysis function will attempt to identify permanent and temporary hazards that may vary by hour, day or season.
- 2) This information will be disseminated to personnel who may be exposed to those hazards to improve officer safety.

e. Analysis reports:

- 1) The crime analysis function will provide analytical information to the command staff each month, or as soon thereafter, for review and action
- 2) The crime analysis function will work with the investigation division to assist in analytical activities that may assist in complex investigations.
- 3) The crime analysis function may assist investigations and the public information officer in developing a "Most Wanted" information for distribution within the agency and/or to the public.

f. Feedback analysis and program evaluation:

- 1) In an effort to ensure the relevancy and usefulness of processed data the monthly crime analysis report will evaluate the effectiveness of the information and submit written comments regarding any changes or recommendations.
- 2) The Deputy Superintendent of Administration will review these recommendations with the other division Deputy Superintendents, as appropriate, and implement changes deemed necessary.
- 3) The information will be distributed to the administrative command staff.

g. Crime analysis report:

- 1) The crime analysis function will supply monthly reports, or as directed, to the Deputy Superintendent of Administration.

- a) This data will be presented in a chronological, geographical or demographic profile.
 - b) The Deputy Superintendent of Administration will relay appropriate information to other divisional Deputy Superintendent's and the Superintendent regarding the crime patterns and trends.
 - c) More frequent reports may be submitted upon request or as need dictates.
- h. Dissemination of crime analysis information:
- 1) Information to be disseminated to appropriate units or personnel will be done on a timely basis.
 - 2) The following analysis reports are appropriate:
 - a) Crime analysis bulletins.
 - b) Monthly crime analysis reports.
 - c) Response to special requests.
 - d) Crime projections (forecasts).
 - e) Other reports that may be requested.
 - 3) Information relevant to the operational and tactical plans of specific line units will be sent directly to the unit.
 - 4) Information relevant to the agency's strategic plans will be provided to the appropriate personnel.
 - 5) When information pertains to tactical and strategic plans, it should be provided to the affected units.
- i. Public distribution:
- 1) When requested through the Deputy Superintendent of Administration, the crime analysis function will assist in the distribution of crime analysis information to sources outside the department, consistent with the guidelines of GO 54-01-01, "Freedom of Information", GO 82-01-02 "Information Security and Dissemination" and GO 54-01-02 "Media Relations".
 - 2) Public distribution will only be with the final approval of the Superintendent following review by the operations Deputy Superintendents.
 - 3) The purpose of public dissemination of this information is to:
 - a) Enhance public education and media relations regarding crime activity
 - b) Generate public support in crime reduction and prevention efforts.
 - c) Involve the public in providing information about specific crimes or criminals.
 - 4) Information will be shared with other law enforcement agencies with the approval of the appropriate Deputy Superintendents.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 17-02-01**



EFFECTIVE DATE: April 15, 2015

REVIEW DATE: April 15, 2017

SUBJECT: Overtime Management

I. POLICY

The Cicero Police Department will use its overtime resources in the most effective and efficient manner possible to ensure the highest level of police service to the public. It is the policy of the Cicero Police Department to effectively manage the use of overtime and that of each employee to use overtime in a responsible and judicious manner. Working overtime should be an exception rather than the rule; supervisors must ensure that overtime is minimized.

II. DEFINITIONS

1. **Overtime**-Work performed in excess of 40hrs per week or extension of normal Tour of Duty or as otherwise established by state law
2. **Hireback Overtime**-Overtime worked in a federal grant or other reimbursement program Overtime-hour(s) worked in excess of the normal work week or day.
3. **Fair Labor Standards Act (FLSA)** (29 U. S. C. 207(a)) - The Fair Labor Standards Act (FLSA) requires that covered employees receive overtime pay for work over 40 hours in a work week. Federal law regulating wages and work hours to include provisions for overtime pay.

III. RESPONSIBILITIES

1. Supervisors will critically evaluate individual overtime requests by their subordinates to ensure the use of overtime is appropriate and justified in accordance with respective collective bargaining agreement.
2. The Watch Commander is responsible for monitoring overtime and ensuring the accuracy of overtime within their command.
3. Deputy Superintendents will closely monitor overtime hours accrued within their respective divisions to ensure the maintenance of controls necessary to keep accurate written records for overtime and of all documentation reflecting the necessity of overtime, including the overtime hours earned by each individual.
4. Supervisory signature indicating approval of overtime is required on all Overtime Reports (Addendum A).

IV. AUTHORIZATION

All overtime must have prior authorization before being worked unless:

1. An assignment involves the safety of persons or property such as special circumstances which prevent the officer(s) from contacting their supervisor.
2. An emergency (something requiring immediate attention, e.g. crime scene protection, civil unrest, school emergency, accident scene, apprehension of felon, etc.) has occurred and the officer must notify their supervisor as soon as possible.
3. To complete an essential phase of an investigation or a preliminary investigation when deferment would adversely affect the case.
4. Whenever an officer must remain on duty or post until properly relieved by a competent authority.

V. REPORTING, RECORDING AND ANALYSIS

Watch Commanders and supervisors shall monitor individual overtime expenditures. Identification of unusual, unexplained or disproportionate expenditures in overtime may include but are not limited to the following circumstances:

1. Disproportionate overtime by individual officer(s) engaged in or assigned to the same task/function;
2. Significant and unexplained changes in overtime expenditures when compared to similar periods of time;
3. Significantly higher overtime costs for completion of the same or similar activities or tasks previously performed

VI. OVERTIME MANAGEMENT BY SUPERVISORS

Supervisors and Command Staff shall take measures and issue directives where reasonably possible to reduce or limit the demand for overtime. This includes but is not limited to supervisory efforts to perform the following:

1. No task or function shall be performed on overtime by Department personnel that could otherwise be performed during their regular tour of duty.
2. Establish and hold personnel responsible for a level of performance during regular tour of duty hours that minimizes the need for overtime and/or the need of additional personnel.
3. The number of overtime hours required for such a task shall be authorized by the Watch Commander or Acting Watch Commander.
4. It is the responsibility of supervisors to ensure that overtime claimed has actually been performed, the overtime was necessary and was performed in the most effective manner.
5. Although mandatory overtime is discouraged, it is expected that employees will accept reasonable assignments to work overtime in the event of an emergency situation or in cases of operational necessity based on contract seniority guidelines
6. It is the responsibility of supervisors to plan and schedule work of employees so that it can be performed within the regularly scheduled hours and that overtime will occur only when absolutely necessary.

VII. PROCEDURES

1. An Overtime Report (General Order Addendum A) must be signed by the officer and submitted to a supervisor for pre-approval authorizing the overtime immediately prior to the period of overtime.
2. A Final Approval Signature will be required by the Watch Commander or designee prior to submission of the Overtime Report to the Superintendent's Office.
3. The **Description of Activity** field on the Overtime Report must provide a full detailed explanation and justification on why the requested overtime was required. Associated document/report numbers must be indicated on the Description of Activity field of the report.
4. Court Overtime does not require pre-approval however will require a Final Approval authorization.
5. Copies of Court Subpoenas must be attached to the Overtime Report

Authorized by:

Superintendent of Police 

OVERTIME REPORT

Type or Print Legibly in Ink

White - Cicero Police Department
Yellow - Officer

| | |
|------|--|
| GRF# | |
|------|--|

| | | | | | | | | | |
|---|------------|--------------------------|---------------|--------------------------|---|--------------------------|---------------|--------------------------|---------------------|
| DATE | MILEAGE | NAME: Last | | First | | Middle Initial | RANK & STAR # | | |
| Record to Nearest 1/4 OT hours | Overtime | | Total OT Hrs. | Holiday | | Total Holiday Hrs. | Time Due | | Total Time Due Hrs. |
| | Start Time | End Time | | Start Time | End Time | | Start Time | End Time | |
| COURT | | OPERATION/HOLDOVER | | ARREST/INVESTIGATION | | PRE-SCHEDULED ACTIVITY | | EMERGENCY/UNUSUAL EVENTS | |
| Judge: <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| DETAILED DESCRIPTION OF ACTIVITY | | | | | | | | | |
| | | | | | | | | | |
| | | | | | Officer's Signature & ID | | | | |
| | | | | | | | | | |
| | | | | | Pre-Approval: Signature & ID of Supervisor | | | | |
| | | | | | | | | | |
| | | | | | Final Approval: Signature & ID of Supervisor/Court Officer | | | | |

CICERO POLICE DEPARTMENT GENERAL ORDER: 17-01-06



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: ILLINOIS DRIVER LICENSE REQUIREMENT

1. POLICY

It is the policy of the Cicero Police Department to establish standards related to the possession and maintenance of personal driver's licenses of its sworn and non-sworn employees, both full and part-time, as outlined.

2. PROCEDURES

1. Individual responsibility- Police Officers & Community Service Officers

- a. All Police Officers shall acquire and maintain a valid Illinois Driver's License at the time of appointment.
- b. All police officers (including part-time and Community Service Officers) will maintain a valid status of their driver's license at all times. If for any reason that status changes they will verbally notify their immediate supervisor as well as prepare a written notification of that change and the reason for such.
- c. No officer or civilian will operate a department vehicle without a valid driver's license.
- d. Status as a valid licensed driver shall be a condition of employment with the Cicero Police Department.

2. Individual responsibility- Civilian Members

- a. All civilian members of the Cicero Police Department that operate department or Town of Cicero vehicles are required to follow all provisions as outlined in this order.

3. Supervisory responsibility

- a. Upon notification that any officer or civilian under their command has an expired, suspended, revoked, canceled, or other change that results in a loss of driving privileges the supervisor will immediately suspend the driving privilege of the affected department member with regard to department or Town vehicles.

- b. Initiate an internal affairs complaint form against the officer with themselves as the complainant.
- c. Immediately verbally notify the affected members Deputy Superintendent or unit commander.
- d. Ensure that the officer does not operate a department vehicle while not a licensed driver.
- e. Assign the officer to desk duty until other orders are received.

4. The Internal Affairs Office will:

- a. Conduct a review of the circumstances that led to the expiration, revocation, suspension, etc. of the affected member's driver's license.
- b. Provide written report of the finding of that review/inquiry to the Superintendent of Police for action.

3. DISCIPLINE

1. Failure to maintain a valid driver's license may result in discipline up to and including termination.
2. Decisions on appropriate disciplinary action will be made by the Superintendent, who may consult with the chain of command prior to making the decision.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT GENERAL ORDER: 17-01-05



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: TOWING PROCEDURES FOR IMPOUND/SEIZED VEHICLES

1. POLICY

It will be the policy of The Cicero Police Department that a motor vehicle operated with the permission, expressed or implied, of the owner of record that is used in connection with violations enumerated in Chapter 62, Section 62-342 of the Municipal Code of the Town of Cicero and the Cicero Police Department, shall be subject to seizure and impoundment, and the owner of record of said vehicle shall be liable to the Town of Cicero for an administrative penalty in addition to any/all towing and storage fees.

2. PURPOSE

To provide members of the Cicero Police Department with general guidelines for procedures related to the towing of impounded and seized vehicles as outlined within section 10 of this general order.

3. DEFINITIONS

- a. Owner of Record: As defined by law and used within the Town of Cicero, Municipal Code, the owner of record shall mean the record title holder.
- b. Preliminary Hearing Officer(s): Trained law enforcement personnel who are designated by the Cicero Town President to conduct preliminary hearings on vehicles towed for violations of the Cicero Municipal Codes.
- c. Preliminary Hearing: A post vehicle tow hearing requested by the owner of record used to determine the validity of a vehicle tow. Preliminary hearings shall allow all interested parties a reasonable opportunity to be heard. Formal rules of evidence will not apply, and hearsay evidence shall be admissible.
- d. Formal Administrative Hearing: A hearing conducted by a licensed law practitioner designated by the Cicero Town President that will allow all interested parties the opportunity to be heard and present evidence. The licensed practitioner will conclude with a ruling that shall distinguish whether or not the Town proved a preponderance of the evidence.

4. TOWING SERVICE PROCEDURE:

- a. In all cases of seized and impounded vehicles pursuant to local ordinance or traffic violations as outlined within the Municipal Codes or Illinois Vehicle Code Statutes the Town's contracted towing service shall be used.
- b. When towing vehicles not in violation of Municipal or Illinois Vehicle Codes efforts shall be made to accommodate the owner or driver of the vehicle in the choice of towing services, if so requested, (vehicle breakdowns due to mechanical failure).

5. NOTIFICATION:

- a. Police personnel who cause a vehicle to be towed and impounded shall be responsible to search Illinois state records to determine the identity of the registered owner, lien holder or other legally entitled person having rightful ownership.
- b. Police personnel who cause a vehicle to be towed and impounded shall be responsible to notify the registered owner, lien holder or other legally entitled person by certified mail within a 10 business day period after impoundment. *Municipal code chapter 62, Section 62-331(c).*

6. VEHICLE TOWED TO THE POLICE DEPARTMENT:

- a. Vehicles towed and impounded, towed to the Police Dept. for evidence processing, recovery of a stolen vehicle, pursuant to a lawful arrest, consideration for asset seizure or any other reason shall proceed in the following manner:
 - 1) Complete a General Report Form (GRF) indicating the reason for the tow and any restrictions as to its release. A Vehicle Tow Report must also be completed that includes the documentation of the property inventory on all contents of the vehicle. (See General Order 41-02-04 Motor Vehicle Inventories)
 - 2) Vehicles towed to the Police Department shall be parked in the designated area marked for towed vehicles.
 - 3) If the need arises where a vehicle must be stored inside the police barn for evidence processing purposes the vehicle must be secured and evidence seals must be applied by the investigating officer prior to leaving the vehicle unattended.
 - 4) All vehicles towed to the police department should have their windows rolled up and be secured.
 - 5) For record keeping purposes, all vehicles towed to the police lot shall be recorded on the Vehicle Tow Form for property control reasons. These reports will be maintained in the police records division and shall be marked accordingly on the tow report. (i.e. impound, investigation etc.) The investigating officer will also be required to articulate these actions within the GRF.

7. IMPOUND AND SEIZURE PROCEDURE:

- a. Impounding and towing of vehicles used in connection with unlawful activities enumerated within Chapter 62, Section 62-342 of the Cicero Municipal Code.
 - 1) Whenever a police officer has probable cause to believe that a vehicle is subject to seizure and impound pursuant to Municipal or State codes the police officer shall possess the authority to make determination for the towing of the vehicle to a tow facility contracted by the Town of Cicero.
 - 2) Before or at the time the vehicle is towed, the police officer shall notify any person identifying themselves as the owner of the vehicle, or any person who is found to be in control of the vehicle at the time of the alleged violation, of the fact of the seizure and of the vehicle owners right to request a preliminary vehicle impound hearing. *Municipal code chapter 62, Section 62-331(c).*
 - 3) At the time the vehicle is towed, the officer shall inform the tow service driver of the reason for the tow. (Impound and seizure) A Vehicle Tow Report will then be completed along with other necessary police reports when applicable. Vehicle towed for impound Municipal Code violations will be marked as "Impound" using a stamp with appropriated violation circled by the investigating officer.
 - 4) The officer impounding the vehicle will ensure that the passenger(s) of the impounded vehicle are provided transportation to the police station for purpose of

- securing other transportation. The passenger(s) of the impounded vehicle may decline transportation to the police station, in which case the officer shall document in the police report that the offer of transportation was made but was declined by the passenger(s).
- 5) When the owner of an impounded vehicle chooses to regain possession of the vehicle without requesting a preliminary hearing, a cash bond of \$500.00 will be required prior to the release. Owners choosing to regain possession of the vehicle prior to the completion of the designated impound time will be required to pay an additional \$100.00 each day the vehicle will be released early. *Municipal code chapter 62, Section 62-331(b).*
 - 6) Desk personal are required to receive the posting of a cash bond in the amount of the administrative impound penalty along with any early release charges. Upon receipt of a cash bond desk personal will provide to the owner of record, a vehicle release form authorizing the owner to retrieve the vehicle from the contracted tow service. Owner identification and/or written notarized consent and proof of insurance will be required at the time of release.
 - 7) All cash bonds received for vehicles released on impound tows will be placed into a sealed envelope accompanied by copies of the appropriate police and tow reports and then dropped into the evidence vault.

8. PRELIMINARY HEARINGS:

- a. If the owner of a vehicle seized pursuant to this section desires to appeal the seizure, the owner must make a request for a preliminary hearing within 24 hours of the seizure, excluding Sundays and holidays, with the Officer of the preliminary Hearing Officer. The preliminary hearing officer shall then conduct a preliminary hearing within 72 hours of the seizure.
- b. The office of the preliminary hearing officer shall be available Monday thru Friday during normal business hours and/or times as directed by the president of the Town of Cicero.
- c. The preliminary hearing officer(s) will allow all interested parties a reasonable opportunity to be heard. Formal rules of evidence will not apply, and hearsay evidence of the type commonly relied upon by reasonable prudent persons and the conduct of their affairs shall be admissible.
- d. Preliminary hearing officer(s) after hearing all parties of interest shall then be granted the authority to determine the validity of the seizure/tow. If a determination is made that probable cause exists to believe that the vehicle was operated with the knowledge of the owner and used in the commission of a violation of this article, the preliminary hearing officer shall then order the continued impoundment of the vehicle, unless the owner post a cash bond of \$500.00 plus any additional fees when applicable (early release). *Municipal code chapter 62, Section 62-331(b).*
- e. When probable cause is found, whether the vehicle is held for impoundment or released on a cash bond, the seizure will then proceed to the administrative hearing to be held on a later date in front of a licensed law practitioner.
- f. When the preliminary hearing officer(s) make a determination that no probable cause exists the vehicle will then be returned without penalty or any other fees. *Municipal code chapter 62, Section 62-331(b).*

9. ADMINISTRATIVE FORMAL HEARING:

- a. Within 10 days after the vehicle is seized and impounded pursuant to this section, the Town of Cicero, shall notify by certified mail, return receipt requested, the owner of record of the date, time, and location of a hearing that will be conducted. *Municipal*

code chapter 62, Section 62-331(c).

- b. The administrative hearing shall be scheduled and held, unless continued by order of the hearing officer, no later than 45 days after the vehicle was seized. *Municipal code chapter 62, Section 62-331(c).*
- c. It is the responsibility of the preliminary tow hearing officer(s) to complete the cases on a weekly basis and ensure the certified mailing are completed.
- d. Preliminary tow hearing officer(s) will be available to attend all regularly scheduled administrative tow hearings when summoned. If the owner of record appears at the end of the hearing it shall be the administrative hearing officers responsibility to hear all interested parties testimony, view evidence and make a judicial ruling in accordance with the preponderance of the evidence.
- e. At the conclusion of the administrative hearing a judgment will be made, either in favor of the town or for the vehicle owner of record. A judgment for the town will hold penalty against the owner for fines pursuant to the Municipal Code requirements. A finding in favor of the vehicle owner will cause all penalties and fines to be eliminated.

10. IMPOUND AND SEIZURE VIOLATIONS:

- a. In accordance with the Municipal Code Violations of the Town of Cicero and the General Orders of the Cicero Police Department the following list will represent state laws and local ordinance violations subject to impound and seizure.
- b. In addition to other penalties imposed under this general order motor vehicles impounded in connection with those offenses shall be impounded for the following lengths of time:
 - 1) **Three (3) day mandatory impound:**
 - a) Chap. 38 Sec. 38-26 Unreasonable Noise/Sound Amplification System 625 ILCS 5/12-611.
 - b) Chap. 50 Sec. 50-47 Resisting/Obstructing a Peace Officer 720 ILCS 5/31-1
 - c) Chap. 62 Sec. 62-5 Defacing/Despoiling Property
 - d) Chap. 62 Sec. 62-6 Disorderly Conduct
 - e) Chap. 62 Sec. 62-14 Public Indecency 720 ILCS 5/11-9(a)(2)
 - f) Chap. 62 Sec. 62-24 Criminal Trespass
 - g) Chap. 62 Sec. 62-27 Possession of Spray Paint by Minor
 - h) Chap. 62 Sec. 62-28 Graffiti
 - i) Chap. 62 Sec. 62-32 Loitering by Criminal Street-Gang Members
 - j) Chap. 62 Sec. 62-95 Soliciting/Patronizing a Prostitute 720 ILCS 5/11-15 a1
 - k) Chap. 62 Sec. 62-126 Curfew/Improper Supervision
 - l) Chap. 62 Sec. 342(b) D.U.I. 625 ILCS 5/11-501a2
 - m) Chap. 62 Sec. 342(b) Reckless Driving 625 ILCS 5/11-503
 - n) Chap. 62 Sec. 342(b) Tinted Registration/Plate Cover 625 ILCS 5/12
 - o) Chap. 94 Sec. 94-10 Cruising
 - p) Chap. 94 Sec. 94-221 Tinted Windows 625 ILCS 5/12-503(a) & (c)
 - 2) **Five (5) Day Mandatory impound:**
 - a) Chap. 10 Sec. 10-23 Transportation Open Alcohol 625 ILCS 5/11-502(a) & (b)
 - b) Chap. 25 Sec. 62-25 Possession of Cannabis 720 ILCS 555/4(a)
 - c) Chap. 62 Sec. 62-162 Possession Drug Paraphernalia 720 ILCS 600-3
 - d) Chap. 62 Sec. 62-191 Concealed Weapon 720 ILCS 5/24-3.1(a)(1)
 - e) Chap. 62 Sec. 62-193 Possession Firearm Minor 720 ILCS 5/24-3.1(a)(1)
 - f) Chap. 62 Sec. 62-342(d) Possession Controlled Substance 720 ILCS 570-402

- g) Chap. 62 Sec. 62-342(e) Possession Handgun 720 ILCS 5/21-6(6)
- h) Chap. 62 Sec. 62-342(f) Possession no FOID card 720 ILCS 5/24-3.1(a)(2)

3) **Ninety (90) day mandatory impound:**

- a) Chap. 62 Sec. 62-242(g) Discharge of a Firearm from a Vehicle 720 ILCS 5/24-1.5

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT

GENERAL ORDER 17-01-04



EFFECTIVE DATE: January 1st, 2013

REVIEW PERIOD: January 1st, 2015

SUBJECT: **REGISTRATION OF FIREARMS**

1. POLICY:

It shall be the policy of the Cicero Police Department to establish procedures for both sworn and civilian persons that ensures the highest degree of safety when dealing with the required registration of firearm ownership as outlined within Article VI, Division 3, Section 62-256 of the Code of Cicero Town Ordinance.

2. PURPOSE:

The purpose of this General Order is to provide a safe and efficient procedure for the registration of firearms as described within Article VI of the Code of Ordinance requirements.

3. DEFINITIONS:

- a. Firearm: Means any weapon which will or is designed to or restored to expel a projectile by the action of an explosive; the frame or receiver of any such devise; or any firearm muffler or silencer.
- b. Ammunition: Means cartridge cases, shells, projectiles including shot, primers, bullets, propellant powder, or other devices or materials designed or intended for use in a firearm or destructive device.
- c. Antique Firearm: Means an firearm, including but not limited to any firearm with a matchlock, flintlock, percussion cap or similar type of ignition system, which is incapable of being fired or discharged; or any firearm manufacturer before 1898 for which cartridge ammunition is not commercially available and possessed as a curiosity or ornament or for its historical significance or values.
- d. Assault Weapon: All assault rifles as described within Article VI, Division 3, Section 62-256, Subsection defining assault weapons.
- e. Crime of Violence: Means any felony committed while armed with a weapon as defined in ILCS 5/33A-1, as amended.

4. **GENERAL INFORMATION:**

- a. All firearms in the town of Cicero shall be registered in accordance as outlined within Article VI of Cicero Code Ordinances. It shall be the duty of a person owning or possessing a firearm to cause such a firearm to be registered. No person shall within the town possess, harbor, have under his control, transfer, offer for sale, sell, give, deliver, or accept any firearm unless such person is the holder of a valid registration certificate for such firearm. No person shall, within the town, possess, harbor, have under his control, transfer, offer for sale, sell, give, deliver, or accept any firearm which is unregistered under article VI of the Cicero Code Ordinances.
- b. This section shall **NOT** apply to the following:

- 1) Firearms owned or under the direct control or custody of any federal, state or local government authority maintained in the course of official duties.
- 2) Duty-related firearms owned and possessed by peace officers that are **NOT** residents of the town of Cicero.
- 3) Duty-related firearms owned or possessed by corrections officers, provided that such corrections officers are **NOT** residents of the town of Cicero.
- 4) Firearms owned, manufactured or processed by licensed manufacturers of firearms, bulk transporters or licensed sellers of firearms as wholesale or retail, provided that such persons have all licenses as required by law.
- 5) Any nonresident of the town participating in any lawful recreational firearms-related activity in the town or on his way to or from such activity in another jurisdiction, provided that such weapon shall be unloaded and securely wrapped and that his possession or control of such firearm is lawful in the jurisdiction in which he resides.
- 6) Peace officers, while in the course of their official duties, who possess and control any firearm or ammunition issued by their department, bureau or agency in the normal course of business.
- 7) Private security personnel who possess or control firearms or ammunition within the town, provided that such firearms shall be owned and maintained by the security firm employing such personnel and shall be registered by the security firm in accordance with this order.
- 8) Those persons summoned by a peace officer to assist in making an arrest or preserving the peace while actually engaged in assisting the peace officer.

5. UNREGISTERED FIREARMS:

- a. No registration certificate shall be issued for **ANY** of the following types of firearms:
 - 1) **Sawed-off shotguns, machine guns, or short-barreled rifles.**
 - 2) **Firearm mufflers or silencers.**
 - 3) **Assault weapons, as defined in the Cicero Code Ordinance, Article VI, Section 62-256.**
 - 4) **Other weapons as determined by the Superintendent of Police.**

6. FIREARM REGISTRATION APPLICATION:

- a. No registration certificate required by this General Order shall be issued to any person unless such person complies with the following:
 - 1) Shall possess a valid Illinois Firearm Owner's Identification Card in Accordance with 430 ILCS 65/4, as amended;
 - 2) Has **NOT** been convicted of a crime of violence, as defined in this order.
 - 3) Has not been convicted within the last five (5) years prior to the application of any violation of:
 - a) Any law relating to the use, possession or sale of any narcotic or dangerous drug.
 - b) The provisions of 720 ILCS 5/12, 2(a)(1), as amended, for aggravated assault or any similar provision of the law or any other jurisdiction.
 - 4) Has vision better than or equal to that required to obtain a valid drivers license under the standards established by 625 ILCS 5/6-109.

- 5) Is not otherwise ineligible to possess a firearm under any federal, state, or local law, statute or ordinance.
- b. All applicants for a registration certificate under this order shall file with the Superintendent of Police, or his designee, on a form provided, a sworn application in writing. The application shall include the following:
 - 1) Name, social security number, residential and business address and telephone number of the applicant.
 - 2) The applicant's age, sex, and citizenship.
 - 3) The applicant's state firearm owner's identification number.
 - 4) The name of the manufacturer, the caliber or gauge, the model, type and serial number identification of the firearm to be registered.
 - 5) The source from which the firearm was obtained.
 - 6) Evidence that the applicant meets the criteria of this Order.
 - 7) Two photographs of the applicants taken within the last 30 days immediately prior to the date of filing the application equivalent to passport size showing the full face, head and shoulders of the applicant in a clear and distinguishing manner.
 - 8) Such other information as the Superintendent of Police or his designee, shall find reasonably necessary to effectuate the purpose of this order and to arrive at a fair determination whether the terms of this order have been complied with.
- c. The Cicero Police Records Department, or his designee, shall be the custodian of all applications for registration under this order.

7. FINGERPRINT:

- a. Whenever necessary to establish the identity of any applicant or registrant under this order, such applicant or registrant shall be required to submit to fingerprinting in accordance with procedures and regulations prescribed by the Superintendent of Police, or his designee.

8. REGISTRATION PROCEDURES:

- a. All applicants will obtain a registration card from the Cicero Police Department and complete the required information as set forth under Section (F) of this order.
- b. The applicant will then return the completed registration form(s), along with all the required documentation, (i.e. valid FOID, photographs, personal identification, fee), and forward those items to the Superintendent of Police, or his designee, for review and approval of all registration.
- c. It will be the responsibility of the Superintendent of Police, or his designee, to conduct a complete review of all registration requirements:
 - 1) Check firearm serial number through LEADS to determine whether the firearm may be reported missing or stolen, or involved in a crime.
 - 2) When necessary request applicants to provide fingerprints through the Cicero lock-up facility in order to verify proper identification of applicant.
- d. Under **NO CIRCUMSTANCES**, will a firearm registrant/applicant be allowed to bring any type of firearm as defined in this Order, into the Cicero Police Department.
- e. Under **NO CIRCUMSTANCES**, will a firearm registrant/applicant be allowed to bring any type of ammunition as defined in this Order, into the Cicero Department.
- f. Applicants registering firearms will do so from outside the records window, and will no longer be required to come inside the police station, unless otherwise authorized by the deputy superintendent of administration, or another commanding supervisor:

- 1) For fingerprinting.
- 2) Photographing purposes as required by this order.
- 3) To proceed with a violation of this General Order.
- 4) Conduct an investigation or formal inquire.

9. REVOCATION OR DENIAL OF FIREARM REGISTRATION:

- a. Any firearm registration certificate shall be revoked or an application for registration, shall be denied by the Superintendent of Police when he finds that:
 - 1) Any of the criteria required within this Order is not currently met;
 - 2) The registered firearm is or has become an unregisterable firearm under the terms of this Order.
 - 3) The information furnished to the deputy superintendent of administration, or his designee, on the application certificate proves to be false.
 - 4) The applicant or registrant has violated any of the sections of this Order.

10. RENEWAL OF FIREARM REGISTRATION:

- a. Every person registered under this Order, pursuant to the Cicero Code Ordinance; Article VI, Section 62-272, shall be required to renew his registration certificate every two years. Such registrants shall make applications for renewal 60 days prior to the expiration of the current registration certificate.
- b. The application for renewal shall include the payment of a renewal fee of \$25.00 for the first firearm and \$15.00 for each subsequent firearm.
- c. Failure to comply with the requirement for renewal of a registration of a firearm shall cause that firearm to become unregistered.

11. ADDITIONAL DUTIES OF THE FIREARM REGISTRANT:

- a. Each person holding a registration certificate issued under this Order shall:
 - 1) Immediately notify the department of police on a General Report Form:
 - a) The loss, theft or destruction of the registration certificate or of the registered firearm immediately upon discovery of such a loss, theft, or destruction.
 - b) A change in any of the information appearing on the registration certificate.
 - c) The sale, transfer or other disposition of the firearm not less than 48 hours prior to delivery.
 2. Immediately return to the Superintendent of Police his copy of the registration certificate for any firearm, which is lost, stolen, destroyed, or otherwise disposed of.
 3. The firearm registrant shall be responsible for keeping any firearm in his possession unloaded and disassembled or bound by a trigger lock or similar device, unless such firearm is in his possession at his place of residence or business or while being used for lawful recreational purposes within the town.

12. OTHER REQUIREMENTS:

Are pursuant to the section entitled WEAPONS, as outlined within the Cicero Code of Ordinances; Article VI, Section 62.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT GENERAL ORDER: 17-01-03

EFFECTIVE DATE: January 1st, 2013



REVIEW DATE: January 1st, 2015

SUBJECT: **BOND MONEY PROCEDURES**

1. POLICY

- a. The Cicero Police Department accepts cash bond for prisoners that are being held by the Cicero Police for offenses that are eligible for bond.
- b. Bond money is a fluid cash function of the police department, and is therefore subject to cash controls and audit requirements (see GO 17-01-01, Fiscal Procedures).
- c. In order to efficiently operate the lock-up facility, persons will be bonded out if at all possible as soon as bond arrangements can be made, unless there is a hold order on the subject, or operational needs dictate otherwise.

2. DEFINITIONS

- a. Court Officer - the person filling the specialized position of Court Officer for the Cicero Police Department. This term, for the purposes of this general order, will include the alternate or replacement to the court officer who is assigned the court officer's bond duties when the court officer is not present.
- b. On-duty Shift Commander - the person filling the position of shift commander who is on-duty at the time. This term, for the purposes of this general order, will include other desk personnel to whom the on-duty shift commander may delegate bond procedures.

3. PROCEDURES

- a. Accepting, receipting and logging bond money
 - 1) When a subject is booked into the lock-up, a copy of the "Cicero Police Arrest Booking Information Sheet" is provided to the front desk.
 - 2) The amount of bond required is listed on the front of the sheet in the lower left corner.
 - 3) The exact amount of cash will be accepted for bond.
 - 4) See GO 01-02-01 ("Limits of Authority") for alternatives to cash bond.
 - 5) A bond receipt will be completed and provided to the person being bonded out.
 - 6) Money tendered for bond will always be checked for deception using the counterfeit detection procedures.
 - 7) An entry will be made in the Shift Bond Receipt Ledger, a bound financial ledger book. Information entered will be:
 - a) Date/time.
 - b) Bond number.
 - c) Subject's name.
 - d) Charge.
 - e) Amount of bond.
 - f) Signature of person accepting the cash bond
 - 8) Bond envelope

- a) A copy of the bond receipt, the cash, and any other associated paper work will be sealed in a Bond Envelope.
 - b) The person receiving the cash will mark the case number, bond number, date and sign the envelope, and place the envelope in the safe provided for the purpose.
 - c) The safe requires two keys to be opened. One key is kept locked in the key box at the front desk. The other key is maintained securely by the evidence custodian.
- 9) Bond transfer to Cook County Circuit Clerk
- a) When the court officer is prepared to transfer the bond money,
 - (1) The evidence officer and an on-duty shift commander will open the safe,
 - (2) The court officer and the supervisor will open the envelopes, count and compare the money with the ledger and the booking information sheets,
 - (3) They will list each bond on a bond receipts log which will be dated and signed by each person,
 - (4) They will seal the bond receipts log and the money together in a separate envelope, with the date, time, amount and both signatures marked on the outside of the envelope.
 - (5) The court officer will sign the ledger indicating the date, time and amount being transferred to the court.
 - (6) A receipt will be obtained from the circuit court clerk's office indicating the date, amount received, and the signature of the person receiving the money. If a receipt is not provided by the clerk's office, the officer delivering the envelope will note the date, time and person to whom the envelope is transferred.
 - b) The other paper work will be provided to the Cook County Circuit Court Clerk's office in an envelope separate from the sealed envelope.

b. Discrepancies

- 1) Whenever a person counting the money notes that there is a discrepancy between the actual amount of money present and the amount supposed to be present, all money and records will immediately be locked in the safe and the Internal Affairs Division notified. Any further reconciliation/investigation will be performed under the supervision of the Deputy Superintendent of Administration.
- 2) If no reconciliation can be made Internal Affairs Division will again be notified and all evidence preserved. The Internal Affairs Division will be responsible for further investigation.
- 3) When an actual shortage is noted, the Superintendent of Police will be immediately notified by the Internal Affairs Division.
- 4) If an overage is determined a proper case report will be generated and the owner, if identified will be notified.
- 5) If it is determined that a shortage resulted from;
 - a) a clerical error on the part of Department members; those members determined to be responsible for the error will make reimbursement if the funds are unrecoverable. In addition further discipline may also be administered or
 - b) a purposeful act; those members found to have committed such act will be subject to possible criminal and administrative charges, as determined thorough investigation.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 17-01-02-A**



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: TRAVEL REGULATIONS ALLOWABLE RATES

1) POLICY:

The Cicero Police Department adopts by reference the mileage, meal and per diem rates established by the Governor's Travel Control Board.

2) PROCEDURE

The following rates are in effect until January 01, 2011

- 1) Mileage: \$0.565 cents per mile
- 2) Per diem in-state (used when travel is overnight):
 - a) \$7.00 per quarter
 - b) \$28.00 per day
- 3) Per diem out-of-state (used when travel is overnight):
 - a) \$8.00 per quarter
 - b) \$32.00 per day
- 4) Per meal rate (used when travel is not overnight, or for deduction from per diem when a meal is included as a part of the registration fee):
 - a) Within Illinois:
 - 1) Breakfast: \$5.50
 - 2) Lunch: \$5.50
 - 3) Dinner: \$17.00
 - b) Outside Illinois:
 - 1) Breakfast: \$6.50
 - 2) Lunch: \$6.50
 - 3) Dinner: \$19.00
- 5) Lodging: within the State of Illinois
 - c) Conference hotel rates, or:
 - d) Chicago Metro (Cook County): \$146.00*
 - e) Chicago Metro (DuPage, Kane, Lake, McHenry, Will) \$ 80.00
 - f) Downstate Counties of: Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, St. Clair, Sangamon, Tazewell, Winnebago: \$70.00
 - g) Other downstate: \$60.00
- 5) Lodging: Out of state: \$110.00
 1. Washington, D.C. (also includes the cities of Alexandria, Falls Church and Fairfax; and the counties of Arlington, Loudoun, and Fairfax in Virginia;

and the counties of Montgomery and Prince Georges in Maryland); and New York City (including the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties). \$110.00

2. All other out-of state: \$ 90.00

- 6) Out of country: Actual and reasonable
- 7) Employees are expected to make a reasonable attempt to find lodging that falls within these guidelines. Employees staying in a hotel where the rate exceeds the rates here will document a minimum of three attempts to locate lodging within the rate limits.
- 8) With the exception of the Cook County rate, the rates do not include taxes.
- 9) Employees should request government rates whenever possible.

* The maximum reimbursement in Cook County and in the District of Columbia is equal to the rate established by the Federal Government. However, hotels in Cook County have agreed to offer State Employees rates of \$135.00 or less for fiscal year 2011. Employees should always attempt to obtain a room at or below the \$135.00 in Cook County.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 17-01-02



EFFECTIVE DATE: January 1st, 2013

REVIEW DATE: January 1st, 2015

SUBJECT: TRAVEL REGULATIONS

1. POLICY

- a. The Cicero Police Department will reimburse employees for expenses incurred during authorized travel.
- b. The department will use the current "Travel Guide for State of Illinois Employees" published by the State of Illinois Governor's Travel Control Board as a guide in establishing mileage and other rates.

2. PROCEDURES

- a. Court:
 - 1) Officers attending court during scheduled time off will be paid mileage for attending court when they use their personal vehicle.
 - 2) The mileage will be measured from the Cicero Police Department Headquarters.
- b. Employee travel:
 - 1) The Town provides training for employees that will improve the quality of the delivery of services. Such development opportunities shall be based on available budgeted funds, required certifications and department operational needs.
 - a) Certain positions require a new incumbent to become qualified, certified or licensed to perform their essential job functions. For these positions, the attendance and passing of required training is usually a condition needed for the successful completion of the probationary period.
 - b) Management and professional employees' attendance and participation in appropriate professional daylong seminars, technical meetings and luncheons are expected. It is a responsibility of such personnel to remain current on developments and techniques in their field.
 - c) Employees will attend and participate in meetings, seminars, training programs or short courses for enhancing performance of the duties of their position or as a refresher of skills.
 - d) Employees may need to travel on behalf of the Town of Cicero, in order to represent the interests of the town at meetings, conventions and professional associations.
- 2) Expenses for approved travel
 - a) Employees authorized to attend required training sessions, conferences, seminars, professional or technical meetings or luncheons, or any other travel on Town business, will have associated expenses covered. This coverage can take any of the following forms:
 1. Use of a department check
 2. Reimbursement

- b) Cash advances will not be provided.
 - c) When approved, a department vehicle may be used for the travel.
 - d) Fees and estimated expenses will be submitted in writing through the employee's chain of command, for prior approval by the appropriate deputy superintendent and the superintendent, unless the conference/meeting is a routine item and is included in the budget (except as otherwise noted below).
 - e) Sessions involving a plane flight, an overnight stay or where the total cost exceeds \$300 must receive prior authorization.
 - f) An accounting of expenses will take place upon the completion of the authorized session.
 - g) Authorized expenses are those for the employee (or a person being transported for police business, such as a prisoner being extradited from another state) ONLY and cannot cover the expenses of a spouse or other person accompanying the employee.
 - h) The following expenses are permitted:
 - 1. Registration fees - are paid in full with the employee making every reasonable effort to qualify for early registration discounts.
 - 2. Transportation - is by the most direct coach airfare and includes the employee's cost for baggage handling and airport/hotel transportation.
 - 3. Mileage reimbursement - for use of a private vehicle will be at the current mileage rate. When possible, multiple attendees's driving to a site will car pool.
 - 4. Lodging - is for the cost of the single room that is not a deluxe accommodation, including tax. Town employees attending overnight training or conferences are permitted to stay at the conference hotel. Where possible, government rates will be requested. Where possible, maximum rates set by the Governor's Travel control Board will not be exceeded.
 - 5. Actual meal expense - will be allowed for travel less than overnight, at the established per meal rate.
 - 6. Incidental expenses - such items as official telephone calls, faxes, parking fees, conference materials, etc. are eligible for reimbursement.
 - 7. Non-reimbursable expenses - such expenses as, but not limited to, first class travel, alcoholic beverages, tobacco, entertainment, personal phone calls (other than one brief telephone call home to report safe arrival), valet service, magazines, newspapers and other personal item are ineligible for reimbursement.
 - 8. Employees traveling with prisoners - will be reimbursed for all reasonable expenses associated with transporting the prisoner.
- c. Professional staff membership fees:
- 1) The department supports management employees who belong to professional organizations that promote professional growth, competence and effectiveness.
 - 2) Professional annual membership fees paid for by the department will be those authorized and specifically identified in the annual budget.
- d. Use of a private vehicle on department business:
- 1) On occasion an employee may use a private vehicle to conduct town business.

- 2) An employee using a private vehicle for work purposes will possess a valid Illinois Drivers License, have a current automobile registration and maintain automobile liability coverage at the legally required amount.
 - 3) The mileage reimbursement amount reimburses the employee, in part, for the insurance costs, which covers the individual for the use of their private vehicle for work.
 - 4) **The town is not responsible for the damage to an employee's vehicle if it is involved in an accident.**
 - 5) Employees will report to their supervisor any citations for a violation of traffic laws while operating a vehicle on Town business. Such violations are subject to review by the department for retraining, disciplinary or other corrective action. The employee is responsible for any other penalty levied.
- e. Employees submitting travel vouchers and travel requests are responsible for their accuracy.
 - f. Any fraudulent representation is cause for disciplinary and/or legal action.
 - g. Travel guidelines and reimbursement rates for department personnel will be:
 - 1) Based upon the rate established by the Governor's Travel Control Board
 - 2) Applied uniformly to all department personnel.
 - 3) Maintained by the Deputy Superintendent of Administration, and will be distributed by the Deputy Superintendent of Administration whenever changed. (Normally each July).

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-03-08



EFFECTIVE DATE: June 1st, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: MOBILE VIDEO/AUDIO RECORDING EQUIPMENT

1. POLICY:

The policy is to establish department guidelines and procedures for the use of mobile video/audio recording equipment installed in police vehicles. Mobile Video Recording (MVR) equipment has proven to be a valuable law enforcement tool for enhancing officer safety and in the prosecution of traffic violators and related criminal offenses. The MVR is also useful for evaluation of officer tactics and for performance and training purposes. In order to maximize the utility and benefit of this specialized equipment the department has established guidelines for its use. MVR equipment will be used only for legitimate law enforcement purposes in accordance with applicable law and department guidelines.

2. DEFINITIONS:

- a. **Mobile Video Recorder (MVR):** A video/audio recording device designated for fixed installation in patrol vehicles. This does not apply to the use of hand held camcorders or audio/video surveillance devices.
- b. **MVR Operator:** An officer who has received training in the operation and use of the specific mobile recording devices installed in department vehicles and who is authorized to utilize such equipment for law enforcement purposes.

3. PROCEDURES:

a. MVR Objectives:

- 1) To accurately document events, actions, conditions and statements made during arrests and critical incidents to enhance officer reports, collection of evidence and for testimony in court.
- 2) To enhance the departments' ability to review probable cause for arrest, arrest procedures, officer and suspect interaction and evidence for investigative purposes as well as for officer evaluation and training.
- 3) To be used in conjunction with complaints against officers, safety concerns, internal investigations and illegal or improper conduct.
- 4) To review for protection for the officer from erroneous complaints of illegal or improper conduct.

b. All officers will receive training on camera equipment prior to use.

- 1) This training will include the use of:

- a) Body microphone.

- b) Controls.
- c) Activation of the unit.
- d) Care and use of video drive.

c. Standard Operating Procedure:

- 1) All traffic stops will be recorded using the audio/video recording portion of the MVR unit.
- 2) Officers will immediately notify a supervisor when the MVR is malfunctioning.
- 3) Downloading:
 - a) At the beginning of the officers tour of duty the officer will check the status of the MVR equipment and available recording time. If the video drive indicates 50 hours or less of recording time the officer will remove the drive and download it to the server.
 - b) If during the officers tour of duty the availability recording time reaches 50 hours or less the same will apply. This does not preclude the officer from downloading the video drive sooner than the 50-hour limit.
 - c) In all cases where the video is essential to the case the video will be downloaded as soon as practical.
- 4) When a recording is stopped and the select event type screen appears officers will enter the event type as follows to categorize the retention of the video.
 - a) TRAFFIC STOP-Video segment retained for sixty (60) days
 - b) TRAFFIC STOP WITH ARREST-Video segment retained indefinitely.
 - c) DUI ARREST-Video segment retained indefinitely.
 - d) MISCELLANEOUS VIDEO FOOTAGE-Video segment retained for sixty-days (60).
 - e) RETAIN VIDEO- Video segment retained indefinitely.

d. Operation of the MVR

- 1) The care and security of the MVR equipment is the responsibility of the officer. The MVR equipment will be maintained and operated according to manufacturer's recommendations. **No officer will intentionally damage or disable the MVR equipment.**
- 2) Prior to the beginning of a tour of duty the officer will determine if the MVR equipment installed in their vehicle is working properly and that the time indicated is accurate. Officers will promptly notify their supervisor of any malfunction, problem or missing equipment. Officers will check the amount of recordable time remaining and if it is fifty (50) hours or less follow as listed in this G.O. 3-c-3-b).
 - a) Microphones have been assigned to all vehicles and it is the officers' responsibility to maintain the microphone in working condition and ensure it is left in the vehicle at the end of the officers' tour of duty.
- 3) In the event of a MVR malfunction a supervisor will have the authority to assign an officer to a vehicle without MVR capability if fleet shortages dictate
- 4) Officers shall ensure that the MVR equipment is operating in order to record traffic stops or other enforcement actions. In doing so the officer will ensure that
 - a) The video camera is positioned and adjusted to record events
 - b) The MVR equipment is not deactivated until the enforcement action is completed. For the purpose of the order, an incident is to be considered complete when a reasonable and prudent person would consider the recording to have reached a logical ending. If

- the recorder is stopped for any reason other than at a logical conclusion, a correspondence will be completed prior to the end of the officers' tour of duty and submitted to the shift supervisor. The correspondence will then be forwarded to the Deputy Superintendent of Administration.
- c) The wireless microphone is activated in order to provide narration with the video recording to explain the reason for the current or planned enforcement action.
- 5) Where possible, officers will also use their MVR equipment to record,
- a) The actions of suspects when their operation of their motor vehicle provides probable cause for police action, during interviews, when conducting sobriety tests or when placed in custody if the recording would prove useful in later judicial proceedings.
 - b) The circumstances at crime and accident scenes or other events such as the confiscation and documentation of evidence or contraband.
- 6) Officers should notify their immediate supervisor when they believe the MVR equipment in their vehicle has captured a sequence of events which may increase or reduce the departments exposure to liability, is of evidentiary value, is of training value or any other value. If the recording is of evidentiary value the supervisor will as soon as possible remove the hard drive from the vehicle and download it into the department program to preserve the evidence.
- 7) MVR equipment will automatically activate when the vehicles emergency lights are activated. All cameras can also be manually activated by pushing the record button on the panel.
- a) Officers will turn the camera on during situations such as following a DUI suspect or any other situations where the officer feels video documentation could be of value
 - b) Officers must remember to MANUALLY turn the equipment off after each incident, as this is the only way of stopping the equipment once it has been activated.
- 8) When using the MVR equipment during a traffic stop for an IVC violation the officer is exempt from the eavesdropping statue in that he/she does not need to notify the person that they are being recorded as long as the officer has identified their office.
- 9) In cases where an officer turns on the video to record circumstances NOT related to the traffic stop, the officer is no longer exempt from the eavesdropping statue and **MUST** inform the person/persons that they are being audio and video recorded. If the person declines to be recorded, the audio feature must be turned off however, the video can continue.
- 10) Placards will be placed in all squad cars equipped with MVR's giving notice to all suspects in the vehicle that they may be video/audio recorded. These placards will be in both English and Spanish.
- 11) MVR equipment **WILL NOT** be used for non-police related events or situations, MVR equipment will not be turned on while an officer is in the station or out of his/her vehicle on personal business including lunch breaks.
- 12) Officers will note in their reports when MVR recordings were made during the incident in question, in all DUI arrests the officer will indicate in the last line of the report whether or not an MVR recording of the incident exists.
- 13) Officers who have determined a segment of video footage as evidence will provide a copy of the face sheet of the report for the evidence custodian so that the video data can be converted to Digital Disc Format (DVD) and be placed into evidence. This includes DUI arrests.

e. Video Control and Management:

- 1) MVR information that may be of value for case prosecution, or in any criminal or civil proceeding, will be safeguarded as any other forms of evidence in Digital Disc Format (DVD). As such, these DVD's will:
 - a) Be subject to the same security restrictions and chain of evidence safeguards as detailed in the departments' evidence control policy.
 - b) Will not be released to another criminal justice agency for trial until the actual trial date and a true and correct copy of the DVD marked as a copy has been submitted to the criminal justice agency for any pre-trial purposes.
 - c) The true and correct copy has been returned to this department and has not been released to any other bona fide criminal justice agency without prior approval of the Deputy Superintendent of Administration.
 - d) DVD's placed into evidence for prosecution purposes are subject to subpoena.
- 2) The Deputy Superintendent of Administration or his designee will be responsible for periodically purging video data that has been retained in the video archive system and is no longer needed due to the following reasons.
 - a) Criminal cases related to the video data has been adjudicated.
 - b) At the request of an officer, after approval from his/her direct supervisor, for a segment of video that was marked to be retained in a non-criminal case and is of no evidentiary value.
- 3) The main server for the MVR will be kept in the Internal Affairs office.
- 4) The Superintendent, Deputy Superintendent and members of the Internal Affairs division, will only have access to the server.

f. Supervisory Responsibility:

- 1) Supervisory personnel who manage officers whose vehicles are equipped with MVR equipment will ensure that:
 - a) All officers follow established procedures for the use and maintenance of all MVR equipment, handling of video/audio recordings and the completion of MVR documents.
 - b) On a bi-monthly basis, supervisors will randomly review recordings to assist in periodic assessment of officers' performance, determine whether MVR equipment is being fully and properly used and to identify material that may be appropriate for training.
 - c) Repairs and replacement of damaged or non-functioning MVR equipment is completed.
 - d) All reporting requirements are being completed as required to ensure adequate program evaluations.

g. Officer Responsibility:

- 1) Officers will properly care for MVR equipment assigned to them and maintain such property or equipment in a state of operational readiness as required by the department.
- 2) Carelessness in the handling or operation of MVR equipment that results in damage and/or loss of the said property may subject the responsible officer to reimbursement charge and/or disciplinary action.

- 3) All agency owned equipment or property is subject to inspection at all times by supervisory personnel.

h. Miscellaneous Procedures:

- 1) Hard Drives will be:
 - a) 40 Gigabyte
 - b) Specifically manufactured for the MVR
 - c) Assigned to each vehicle with an MVR
 - d) Kept in the assigned vehicle unless being removed for the following reasons:
 1. Downloading of video data.
 2. Maintenance.
- 2) Officers using the MVR equipment **WILL NOT** use the equipment to record other criminal justice agencies' police actions without the express permission of the shift supervisor.
- 3) Transmitters will be placed in the charging cradle mounted in the vehicle at the end of the officers' tour of duty and periodically inspected by a shift supervisor.

By Order of:

Superintendent of Police

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



EFFECTIVE DATE: February 11, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: **PATROL PROCEDURES**

1. POLICY:

The Cicero Police Department will establish rules and guidelines for officers working patrol duties in the town of Cicero.

2. DEFINITIONS:

- a. **Emergency vehicle equipment:** Emergency lights and siren.
- b. **Field interview:** The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purposes of determining the individual's identity and resolving the officer's suspicions.
- c. **Reasonable suspicion:** Facts that, within the totality of the circumstances, lead an officer to reasonably suspect that criminal activity has been, is being or is about to be committed.

3. PROCEDURES:

- a. First officer on the scene of any call will evaluate the situation to determine the need for other services, and if such services are needed, the officer will contact the communications center and request the services.
- b. Radio Communication
 - 1) Officers are individually assigned radios for use while on duty. Officers are also assigned chargers to recharge the radio batteries while at home.
 - 2) When a portable radio fails, the officer is to:
 - a) Sign out a replacement radio from the front desk and
 - b) Deliver the radio that does not work to the support services/records supervisor, with a memorandum detailing the problem.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT GENERAL ORDER: 46-01-04



EFFECTIVE DATE: June 1st, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: CIVIL DISTURBANCES

1. POLICY:

The Cicero Police Department will:

- A. Preserve peace and protect life and property of persons of The Town of Cicero
- B. Employ only that degree of force necessary to maintain law and order and overcome resistance to lawful authority during a civil disturbance
- C. Maintain a neutral position during a civil disturbance

2. PROCEDURES

- A. Specific equipment will be used by a civil disturbance detail
- B. When a civil disturbance is reported, the appropriate personnel will be dispatched to the scene to make an initial assessment
 1. The first officer on scene will notify their Watch Commander of the location of the incident the number of persons involved, and the nature of the situation
 2. No action will be taken at a civil disturbance by an insufficient number of police officers unless human life is endangered
 3. The Watch Commander, upon notification of a civil disturbance, will immediately mobilize the necessary personnel and equipment and notify the Superintendent of Police of the situation
- C. As soon as adequate personnel arrive at the staging area, the Commanding Officer will:
 1. Deploy officers in the appropriate formation to confine and isolate the civil disturbance within the affected area:
 - a. The wedge formation is used to break up, split, strike into, or capture individuals from a crowd.
 - b. The echelon formation is used to move a crowd, turn a crowd, or extend the sides of the wedge formation.
 - c. The skirmish line formation is used to drive a crowd from a confined area, or to hold or deny an area to a crowd.
 2. Issue orders to disperse the crowd in conjunction with an orderly display of strength while ensuring that:
 - a. batons are used properly
 - b. chemical munitions are used only when authorized by exempt rank (CAUTION; REMOVE ALL K-9 UNITS PRIOR TO THE USE OF CHEMICAL MUNITIONS)
 - c. Firearms are used only when deadly force is justified (see General Order Use of Force 01-03-01)
- D. Termination Phase
 1. Remove riot helmets, rifles, batons, and other related civil disturbance equipment from view.
 2. Gradually remove the extra manpower and patrols from the area

3. Inform the Superintendent of Police that the situation has been resolved and deactivate the command post
4. If the incident has not been video-taped by Cicero Police personnel, secure copies of video tape and news photographs from the media available

3. CIVIL DISTURBANCES EQUIPMENT

1. Uniformed personnel assigned to a civil disturbance team will have the following items available:
 - a. Riot Helmet, with face shield and chin strap
 - b. 36 inch wooden baton
 - c. Long sleeve uniform shirt without tie
 - d. Uniform trousers
 - e. Gun belt and accessories
 - f. Protective vest
 - g. Gas Mask
 - h. Black combat boots (optional)
 - i. Groin protection (optional)
 - j. Flex Cuffs (optional/department availability)
2. Personal items for at least (3) three days may be necessary
 - a. Undergarments
 - b. Toilet articles
 - c. Civilian attire

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 46-01-03



EFFECTIVE DATE: June 1st, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: **LABOR DISPUTES AND STRIKES - PICKET LINES**

1. POLICY

The Cicero Police Department provides guidelines for officers to use in maintaining order at labor dispute picket lines. The general responsibilities of Cicero officers to protect persons, property and to maintain order while protecting rights and civil liberties apply to labor dispute situations. Officers will handle situations at picket lines with diplomacy and fairness.

2. PROCEDURES

- a. Traffic control
 - 1) The police department alone is charged with the responsibility of directing traffic on public property.
 - 2) No one, other than police officers, unless authorized by the Superintendent of Police, will be permitted to assist in directing traffic.
- b. Peaceful picketing is legal, and the right to do so will be protected by the police department.
- c. Officers will use the following guidelines for participants' conduct in labor disputes, strikes and/or picket lines.
- d. Officers will use discretion, based on their training, experience, the immediate situation and the need for public safety, in enforcing these guidelines.
- e. Picket lines
 - 1) Picket lines are permitted on public sidewalks when they do not obstruct the pedestrian traffic.
 - 2) Pickets are not permitted on roadways or in any way to obstruct traffic.
 - 3) Pickets are not permitted on private property without permission.
 - 4) There is no maximum number of participants established for pickets, provided their conduct conforms to these guidelines.
 - 5) Pickets are not permitted to block a door, passageway, driveway, crosswalk or any other entry or exit to a house, plant or place of business.
- f. Leaflets and pamphlets
 - 1) Pickets are permitted to distribute informational leaflets and/or pamphlets, providing a serious litter problem is not created.
 - 2) Serious litter problems will be addressed by enforcement of the Town of Cicero litter ordinances.
 - 3) A picket is not permitted to block vehicular or pedestrian traffic, doors, entries or driveways in order to distribute literature.

- g. A participant in a picket does not have to be an employee of the target of the picket.
- h. Employees, suppliers or customers of the target of the picket have the right to freely pass.
- i. Intimidation of employees, suppliers or customers is not permitted.
- j. Pedestrian, vehicular or commercial vehicle traffic will not be impeded.
- k. Any person desiring to take merchandise in or out of a house or a place of business where there is a labor dispute may do so without being impeded, stopped or threatened with bodily harm. This applies to pedestrians, vehicles, commercial carriers, etc.
- l. If a labor picket becomes unruly, state statutes regarding mob action will be enforced at the officer's discretion. Two persons or more constitute a mob when their intent is to commit an unlawful act.
- m. Fighting, assault, battery, violence, threat or intimidation will not be permitted. Firearms, knives, clubs and/or other weapons will not be permitted.
- n. Sound trucks or loudspeaker systems are in violation of town ordinances, unless a written permit is issued by the Cicero Town Board of Trustees, granting permission to use such equipment. If a permit is issued for use of a sound truck, generally, the permit will require the sound truck to keep moving while the loud speakers are in operation.
- o. Union officials or picketers have a right to talk to persons going in and out of a picketed area, provided they are orderly.
- p. If a non-striker or non-picketer does not want to talk to a union official or picketer, he does not have to and may freely go about his business without being stopped, impeded, intimidated, coerced or threatened.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 42-01-04



EFFECTIVE DATE: October 15, 2018

SUBJECT: Eyewitness Identification

I. PURPOSE:

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

II. DEFINITIONS:

A. Definitions related to the policy include:

1. **Eyewitness Identification Process**- Any field identification, live lineup or photographic identification.
2. **Field identification (Show-up)**-a live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.
3. **Live lineup**- A procedure in which a group of persons is displayed to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime, but does not include a show-up.
4. **Photographic lineup**- A procedure in which photographs are displayed to an eyewitness for the purpose of determining if the eyewitness is capable of identifying the perpetrator of a crime.
5. **Eyewitness** - A person viewing the line-up whose identification by sight of another person may be relevant in a criminal proceeding
6. **Fillers** - A person or a photograph of a person who is not suspected of an offense and is included in a line-up.
7. **Independent Administrator** - A lineup administrator who is not participating in the investigation of the criminal offense and is unaware of which person in the line-up is the suspected perpetrator.
8. **Lineup** - Includes a photo lineup or physical lineup.
9. **Lineup Administrator** - The person who conducts a lineup.
10. **Simultaneous Lineup** - A physical or photo lineup in which a group of persons or array of photographs is presented simultaneously to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime.

III. POLICY

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

IV. INTERPRETIVE SERVICES

- A. Officers should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.
- B. Before the interpreter is permitted to discuss any matter with the witness, the investigating officer should explain the identification process to the interpreter.
- C. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

V. EYEWITNESS IDENTIFICATION FORM

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

The process and any related forms or reports should provide:

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

VI. EYEWITNESS IDENTIFICATION

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

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

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

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

VII. PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

- A. A photo lineup or photo spread can be used to identify a suspect involved in a criminal investigation. This process should be used when a suspect is not known to the victim or witness to the crime.
- B. A photo lineup or photo spread should consist of six (6) or more photographs. Photos used in the lineup as fillers should bear similar characteristics to the suspect to avoid causing the suspect to stand out.
- C. Each eyewitness who views a photo lineup or photo spread shall sign the Eyewitness Identification Form (Addendum A).
- D. A photo lineup or photo spread should not be administered if the suspect is in custody unless certain circumstances exist causing a live person lineup to be not practical. In cases in which a suspect is in custody a live person lineup should be conducted using the same guidelines as a photo lineup.
- E. All lineups shall be photographed or otherwise recorded.

(See Criminal Procedure 725 ILCS 5/107A-5 for further information and requirements pertaining to photo lineups and live person lineups).

VIII. PROCEDURE

Factors to Consider in Eyewitness Identification

- A. In order to determine whether an out-of-court confrontation/identification gives rise to the likelihood of misidentification, the courts have considered the following factors:
 1. The opportunity of the eyewitness to view the criminal at the time of the crime.
 2. The eyewitness' degree of attention.
 3. The accuracy of the eyewitness' prior description of the criminal.
 4. The level of certainty demonstrated by the eyewitness at the confrontation/identification.
 5. The length of time between the crime and the confrontation/identification.
 6. Whether the eyewitness was a "casual observer" or the victim of the crime.Compliance and non-compliance with legally required practices outlined in this policy.
7. Courts consider the totality of the circumstances when determining if the confrontation/identification was suggestive or otherwise unreliable.

IX. SHOWUP PROCEDURES

1. In order to minimize potential suggestiveness, the following procedures shall be utilized in the administration of Show up identifications.
2. Consideration should be given regarding time factors. Generally, Show ups are useful in the identification or elimination of potential suspects at the early stages of an investigation or contemporaneous with the event (measured in minutes or hours and not days).
3. Use Show ups only when suspect is detained within one hour of the offense.
4. Consideration should also be given as to location factors. Generally, potential suspects are located within close proximity or can be linked to the proximity of the crime scene.

5. Courts have ruled that the least intrusive investigative technique reasonably available should be utilized for show ups. Absent exigent circumstances or consent, eyewitnesses should be transported in a departmental vehicle to the location of a detained person for identification or elimination as a suspect. Exigent circumstances may include instances such as; the eyewitness was injured or physically unable to be taken promptly to view a detained suspect or the eyewitness was otherwise incapacitated.
6. Prior to performance of any Show up, investigators and officers should obtain (and document) a detailed description of the suspect.
7. When multiple eyewitnesses are involved, consideration should be given as to how many eyewitnesses should be utilized to perform a Show up identification. It may be beneficial to have additional eyewitnesses perform identification through use of photo or physical lineups on an individual basis as soon as practical. Eyewitnesses should be kept separated and instructed not to discuss details of the case or identification results with other eyewitnesses.
8. Prior to viewing a detained suspect, eyewitnesses should be advised that the person(s) they will be viewing may or may not be the suspect and that they are not obligated to make an identification by reading them instructions outlined on the Showup Advisory Form (Addendum B).
9. Personnel shall not provide any verbal or non-verbal cues to any eyewitness that may influence the eyewitness' selection.
10. In instances where an identification is made, personnel shall avoid reporting to the eyewitness any feedback regarding whether or not they have selected the individual suspected of the crime or otherwise "validate" their identification until after the show up is completed.

X. FIELD IDENTIFICATION CONSIDERATIONS

- A. Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications.
- B. When initiating a field identification, the officer should observe the following guidelines:
 1. Obtain a complete description of the suspect from the witness.
 2. Assess whether a witness should be included in a field identification process by considering:
 3. The length of time the witness observed the suspect.
 4. The length of time that has elapsed since the witness observed the suspect.
 5. The distance between the witness and the suspect.
 6. Whether the witness could view the suspect's face.
 7. The quality of lighting when the suspect was observed by the witness.
 8. Whether there were distracting noises or activity during the observation.
 9. Any other circumstances affecting the witness's opportunity to observe the suspect.
 10. If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
 11. When feasible, officers should bring the witness to the location of the suspect, rather than bring the suspect to the witness.
 12. A person should not be shown to the same witness more than once.

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

XI. COMPOSING PHOTO AND PHYSICAL LINEUPS

- A. The following procedures will be utilized for the development of photo or physical lineups.
 1. Only one suspect shall be used in each identification procedure. If more than one suspect exists, then an individual lineup shall be created for each suspect, utilizing different fillers for each lineup.
 2. Fillers should generally fit the eyewitness description of the suspect. In the event that the eyewitness provides limited or inadequate descriptions of the suspect or when the description of the suspect differs significantly from the actual appearance of the suspect, fillers should be selected that resemble the actual suspect's features.
 3. A reasonable effort shall be made to "harmonize" lineups. A consistent appearance between the suspect and fillers should be created with respect to any unique or unusual features (i.e., race, sex, age, scars, tattoos, glasses, facial hair, hairstyle, and hair color) however, absolute uniformity of features is not required.
 4. A random pattern as to position of the suspect shall be utilized. Suspects shall be placed in different positions in each lineup, with regards to different cases and/or eyewitnesses in the same case.
 5. In the event that multiple photographs of the suspect are reasonably available to the investigator or officer, the most recent available photograph should be selected that resembles the suspect description or appearance at the time of the incident.
 6. If there are multiple suspects in a case and an eyewitness is being shown different lineups for purposes of identifying different perpetrators, each lineup must have different fillers.
 7. For all photo lineups, a minimum of 5 fillers should be selected and displayed for each identification procedure. The identity of persons utilized in photographs should be documented.
 8. For all physical lineups, when practical, 5 fillers should be selected and displayed for each identification procedure. In no event should less than 3 fillers be utilized. The identity of all persons utilized in a physical lineup should be documented.
 9. No personal, criminal history or identification numbers should be visible to eyewitnesses. In the event that suspect photos have such information imbedded in them, the information should be blacked out. All photos in such a lineup shall have the same "blackout" appearance as to not single out any one photo from another.
 10. Individuals portrayed in photo lineups should be identified by a number (i.e., 1, 2, 3, 4, 5, 6).
 11. Background should either be consistent in all photos or have an equally different amount of backgrounds as to not single out any one photo from another.

12. When possible, participants in physical lineups shall be photographed and the physical lineup photographed or lineup procedure otherwise video recorded and preserved as evidence. Identifiers of all participants will be documented. Photo lineups shall be preserved in their presentation order and original condition.

XII. EYEWITNESS INSTRUCTIONS AND IDENTIFICATION PROCEDURES

1. The following procedures shall be followed in the administration of viewing a photo or physical line up.
2. In instances involving multiple eyewitnesses, each shall be separated as soon as possible to prevent conferring with one another and instructed to avoid discussing details of the case or results of an identification made by other eyewitnesses. If separation is not practical, the lineup administrator shall ensure the eyewitnesses are monitored and that they don't confer with each other while waiting to view the lineup or during the lineup.
3. Eyewitnesses shall view all lineups separately to avoid any degree of improper suggestiveness by other eyewitnesses. To the extent it is possible; the suspected perpetrator shall be placed in a different position in the lineup or photo array for each different eyewitness.
4. All lineups involving minors will be performed with a juvenile officer present in accordance with 705 ILCS 405/5-410(2)(f) and Juvenile Procedures.

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

1. By an independent administrator, unless it is not practical.
2. Using a simultaneous procedure in which an array of photographs is presented simultaneously to an eyewitness.
3. By means of an automated computer program or other device which can automatically display a photo lineup to an eyewitness in a manner that prevents the lineup administrator from seeing which photograph(s) the eyewitness is viewing until after the lineup is completed.
4. Any other procedure which prevents the lineup administrator from knowing the identity of the suspected perpetrator or seeing or knowing the persons or photographs being presented to the eyewitness until after such procedure is completed.
5. There shall not be anyone else present who knows the suspected perpetrator's identity during the lineup administration except the eyewitness and the suspected perpetrator's legal counsel if required by law.
6. Prior to viewing any lineup, eyewitnesses shall be read instructions provided on the Lineup/Photo-Spread Advisory Form (Addendum A-English, Addendum B-Spanish version). The document shall be signed by the eyewitness and submitted with the officer's report. If the eyewitness refused to sign the form, the refusal shall be documented by the administrator by writing, "refused" on the signature line where the eyewitness is supposed to sign.
7. For purposes of accurately documenting all statements made by the eyewitness and the procedures being followed, and whenever practical, the administration of any

- lineup will be audio or video recorded. Eyewitnesses will be instructed that an audio or video recording of the lineup procedure will be made. If the eyewitness refuses, said refusal will be documented.
8. Administering personnel shall not provide any verbal or non-verbal cues to any eyewitness that may influence the eyewitness' selection.
 9. In instances where an identification is made, personnel shall not report to the individual suspected of the crime or otherwise "validate" their identification until after the lineup is completed.
 10. Any statements made by eyewitnesses related to the identification or non-identification during a lineup will be accurately documented.
 11. When a physical lineup is utilized, all participants must be out of view of eyewitnesses prior to the lineup. Following eyewitness instruction, eyewitnesses should be allowed to view all participants. Each eyewitness should then be removed from the viewing area before participants are removed.
 12. In the event that a physical lineup is utilized, participants may be asked to perform actions such as speaking specified words/phrases or performing certain motions/actions. In such instances, all such words/phrases and motions/actions should be performed by each individual in the physical lineup.
 13. If any of the procedures are deemed impractical, then the reasons for such impracticality must be documented in the officer's reports.

XIII. DOCUMENTATION

- A. A thorough description of the eyewitness process and the results of any eyewitness identification should be documented in the case report. Witness comments of how certain he/she is of the identification or non-identification should be quoted in the report.
- B. If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report (725 ILCS 107A-5).
- C. All documentation, video oral recordings and photographs shall be processed and submitted into Evidence.

Authorized by:


Superintendent of Police 

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



EFFECTIVE DATE: June 1st, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: BICYCLE OPERATIONS

1. PURPOSE

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

2. POLICY

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

3. DEFINITIONS

- a. Community policing: An assignment that concentrates patrol to the direct needs of the community, (e.g. parks, playgrounds, pools, special events, crowd control, parades, side-walk sales, business contacts, and other police functions that fulfill the needs of the Cicero community).
- b. Bicycle Operator Training: Includes a lesson plan that covers bicycle safety, equipment, inspections, patrol procedures, and physical operator skills training.

4. PROCEDURES

a. Safety:

- 1) The following equipment shall be worn at all times while operating the department bicycle.
 - a) Department approved helmet,
 - b) cotton BTU uniform pants, shorts,
 - c) safety glasses (sunglasses are acceptable),
 - d) black boots, black shoes,
 - e) black socks,
 - f) black gloves (optional),
 - g) department issued body armor, and
 - h) full duty belt and equipment.
 - i) Variances to the above equipment requirements may be made with the approval of an exempt member of the Cicero Police Department.

- 2) Bicycle operators will comply with the following safety procedures:
 - a) Discontinue bicycle assignment when weather or equipment prohibit safe operations,
 - b) never place objects or equipment onto the bicycle, unless first properly secured,
 - c) never, under any circumstances, allow passengers onto the bicycle.
 - d) Always park in a designated area and secure the bicycle,
 - e) utilize the flashing lights when appropriate while operating the bicycle and
 - f) conduct a daily inspection, to include:
 1. Chain, gears, shift levers, brakes, lights, chassis and suspension for defective parts.
 2. Tires and wheels for wear and air pressure.
- 3) Patrol procedures:
 - a) Operators will be required to keep both hands on the handle bars whenever possible.
 - b) Operators will never be involved directly or indirectly with a police motor vehicle pursuit, other than to conduct traffic control to ensure safety for the community, i.e. block traffic or pedestrians from crossing a route where a police pursuit is traveling.
 - c) Bicycle operators when responding to priority calls shall utilize emergency equipment when appropriate.

By order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-02-01-A**



EFFECTIVE DATE: June 1st, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: **PATROL PROCEDURES: EMERGENCY VEHICLES
AND CALL RESPONSE**

1. POLICY:

The Cicero Police Department will establish rules and guidelines for officers to use in determining their call responses.

2. DEFINITIONS:

Emergency vehicle equipment: Emergency lights (625 ILCS 5/12-215) and siren (625 ILCS 5/12-601).

3. PROCEDURES:

- a. Officers will determine the mode of response, based upon their understanding of the community, the situation, experience and training, taking into account the traffic present, the seriousness of the call, the need to approach the location in either a covert or overt manner, and the risk to the public.
- b. Officer responses
 1. **EMERGENCY/URGENT RESPONSE** - A unit responding will normally use emergency vehicle equipment and precede at the best possible speed, consistent with Illinois Law, to the location.
 2. **ROUTINE/NON-EMERGENCY RESPONSE** - A unit responding generally will not use emergency equipment and will precede at a prudent and safe speed to the location.
 3. Situations and circumstances vary and change. Officers are expected to use common sense in making discretionary decisions regarding call response. A field supervisor or shift commander may over ride an officer's response decision, and so advise the officer and dispatch by radio.
 4. In responding to a call for service, officers will obey all traffic laws except as noted in 625 ILCS 5/11-205.

The following information on emergency response vehicle driving is excerpted from 625 ILCS 5/11-205, and is provided for officer reference:

The driver of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this Section, but subject to the conditions herein stated.

The driver of an authorized emergency vehicle may:

Park or stand, irrespective of the provisions of this Chapter ("Vehicles"); Proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation;

Exceed the maximum speed limits so long as he does not endanger life or property;

Disregard regulations governing direction of movement or turning in specified directions.

NOTE: THE EXCEPTIONS GRANTED APPLY ONLY WHEN AUDIBLE AND VISUAL SIGNALS ARE OPERATING, EXCEPT FOR POLICE VEHICLES. OFFICERS MAY ELECT NOT TO OPERATE WITH AUDIBLE OR VISUAL SIGNALS OPERATING, FOR TACTICAL REASONS. EXTREME CAUTION SHOULD BE TAKEN IN SUCH CIRCUMSTANCES.

The foregoing provisions do not relieve the driver of an authorized emergency vehicle from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his reckless disregard for the safety of others.

The following information on the use of emergency lighting is excerpted from 625 ILCS 5/12-215, and is provided for officer reference.

The use of red or white oscillating, rotating or flashing lights, whether lighted or unlighted, is prohibited except on:

Law enforcement vehicles of State, Federal or local authorities;

A vehicle operated by a police officer or county coroner and designated or authorized by local authorities, in writing, as a law enforcement vehicle, however, such designation must be carried in the vehicle;

Vehicles of local fire departments and State or federal firefighting vehicles;

Vehicles which are designed and used exclusively as ambulances or rescue vehicles; furthermore, such lights shall not be lighted except when responding to an emergency call for and while actually conveying the sick and injured;

The use of blue oscillating, rotating or flashing lights, whether lighted or unlighted is prohibited, except: for law enforcement vehicles of State or local authorities when used in combination with red oscillating, rotating or flashing lights.

The following information is excerpted from 625 ILCS 5/12-601, and is provided for officer reference.

No vehicle shall be equipped with nor shall any person use upon a vehicle any siren, whistle, or bell, except as otherwise permitted in this section. Any authorized emergency vehicle or organ transport vehicle ... may be equipped with a siren,

whistle, or bell, capable of emitting sound audible under normal conditions from a distance of not less than 500 feet, but such siren, whistle or bell, shall not be used except when such vehicle is operated in response to an emergency call or in the immediate pursuant of an actual or suspected violator of the law in either of which events the driver of such vehicle shall sound such siren, whistle or bell, when necessary to warn pedestrians and other drivers of the approach thereof.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-01-07



EFFECTIVE DATE: June 1st, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: **SPECIAL PURPOSE VEHICLES**

1. POLICY:

The Cicero Police Department (CPD) will establish guidelines for the use of special purpose vehicles such as prisoner transport vans and bicycles.

2. PROCEDURES:

a. Prisoner Transport Vans

- 1) Prisoner transport vans are used to:
 - a) See GO 71-01-01, "Prisoner Transportation."
 - b) Transport detainees/arrestees to the CPD lock-up from the site where they were detained/arrested.
 - c) Transport prisoners between the CPD lock-up and other sites, such as the Cook County courts or detention facilities.
 - d) Meet such other transport needs that may be authorized by the shift commander.
- 2) The shift commander will authorize the use of prisoner transport vans as needed.
 - a) Normally, at least one van will be assigned per shift.
 - b) One officer will normally be assigned per van.
 - c) When there are anticipated multiple arrest situations (prostitution stings, raids, etc), the officer in charge of the operation will advise the shift commander, who will assign additional prisoner transport vans/officers if needed.
- 3) The driver of the prisoner transport van will inspect the interior of the van prior to, and following, transport of any persons other than police employees.
- 4) Prisoners transported will be restrained using handcuffs.

b. Bicycles (See G.O. 41-01-07 C)

- 1) Bicycles will be used to increase police visibility and mobility on residential or business patrols, special operations and surveillance situations and at special public functions.
- 2) Bicycles will only be used by officers who have been specially trained in their use as a law enforcement tool.
- 3) The shift commander, or above, will make the decision to deploy officers on bicycles.

c. All Terrain Vehicles (See GO 41-01-07 A: All terrain Vehicle Operations)

d. Trikkes (See GO 41-01-07 B: Trikke Vehicle Operations)

e. K-9 – (See GO 41-01-04: Canine)

f. Vehicles may be leased or borrowed, with the approval of the Superintendent, for covert assignments.

By order of:

Superintendent of Police

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



EFFECTIVE DATE: June 1st, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: **NEXT OF KIN NOTIFICATION: DECEASED & CRITICALLY INJURED PERSONS**

1. POLICY

a. The Cicero Police Department will:

- 1) Make notification to next of kin in a prompt manner.
- 2) Present an image of concern and compassion when making notification. The unexpected injury or loss of a loved one is a traumatic experience and notification in these incidents will be handled in a sensitive and compassionate manner.
- 3) Ensure that all notifications involving critical injuries and/or death are made in person.

2. DEFINITIONS

- a. ***Critical Injury:*** An injury which is life threatening and likely to cause death or serious permanent disability.

3. PROCEDURES

a. It is the primary responsibility of the investigating officer to ensure that notifications are made without delay.

- 1) If the next of kin resides within the Town of Cicero, the investigating officer or other designated officer should make the notification.
 - a) The officer should ensure that the hospital or another person has not or is not preparing to make notification.
 - b) The officer may request assistance from the hospital, clergy, coroner or other appropriate persons such as close friends of the family in making the notification.
 - c) **The officer will make all notifications involving a death or critical injury in person.**
 - d) Investigating officers will verify that all information is correct prior to notification being made.

2) Notification outside the Town of Cicero:

- a) In instances where the next of kin resides in an area that makes notification by an officer of the department impractical a directed message will be sent to the law enforcement agency having jurisdiction in the area where the next of kin resides, requesting that agency make notification in person. Information that the agency should receive:

1. Name, address and telephone number of the person to be contacted.
2. The name of the victim involved in the incident.
3. A brief description of the incident.
4. The name of a contact person preferably the investigating officer.
5. A phone number where the contact person can be reached for further details.
6. A request that once the notification has been completed the Cicero Police Department be provided with confirmation.

- b) There are occasions when agencies will be contacted by telephone.

3) Notification, Other Agencies:

- a) In instances where this department is requested be another agency, coroner or other responsible authority to deliver an emergency notification to a next of kin every possible attempt will be made to cooperate with the requesting agency providing the notification falls within the Town of Cicero.
- b) An outside agency that mistakenly requests the Cicero Police Department to make a notification outside the Cicero Town limits will be assisted in reaching the correct agency.
- c) Prior to making notification, the person receiving the request will ensure adequate information is obtained.
- d) The officer assigned to make such notification will make all notifications involving a critical injury or death in person.
- e) Upon delivering the notification, the requesting agency will be contacted and be provided with confirmation of the delivery.

4) Release of Information:

- a) Investigating officers and/or watch supervisors will ensure that proper and complete notification has been made to the next of kin prior to releasing information to the media or any other person or entity.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT

GENERAL ORDER: 41-02-01-F



EFFECTIVE DATE: June 1st, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: **PATROL PROCEDURE: FINANCIAL AND COMMERCIAL ALARMS**

1. POLICY:

The Cicero Police Department will establish rules and guidelines for responding to financial and commercial business alarms. The Cicero Police officers need to understand their roles and responsibilities when responding to financial and commercial business alarm systems that have been activated. Officers and supervisors need to be aware of the inherent dangers associated with response to these calls and take proper cautionary procedures as set forth in order to maintain a standard that will provide the highest degree of safety for the responding officers and supervisors, the employees of the institutions or business and the customers or bystanders who may be effected by the incident. Under no circumstances will we disregard an alarm call until properly investigated.

2. DEFINITIONS:

- a. **Financial Institution:** Is a bank, currency exchange, mortgage-company or any other entity that receives, lends, or safeguards currency as a primary course of business.
- b. **Commercial Business:** Is an entity where merchandise or a service is sold for a fee.
- c. **Hold-up Alarm:** A fear or a distressing event due to an awareness of danger that causes the activation of an alarm system categorized and reported as a hold-up status.
- d. **Hold-up:** The taking of items of value or currency by the use of force or threat of the use of force. This is commonly known as a *Robbery*.

3. PROCEDURES:

A. As set forth by department policy, a hold-up alarm will require the dispatch assignment of no less than two (2) police officers and proper notification of a street supervisor and/or shift commander, whoever may be available.

- 1) All officers responding to a hold-up alarm assignment will utilize their emergency equipment, while appropriate, while directing travel in an emergency manner.
- 2) The responding officers will deactivate their emergency siren while still at a safe distance in order to avoid detection by offender(s).
- 3) Responding officers need to be observant of any suspicious vehicles or individuals that may be a party to the crime, serving as lookouts or driver/occupant to a getaway vehicle.
- 4) The first officer(s) arriving on the scene of a hold-up alarm will be classified as the primary unit until otherwise relieved by a supervisor. Primary officer(s) will take a position at the scene that provides good observation without being clearly visible to any offender(s) that may be inside the institution or business. The primary unit will be responsible for reporting to dispatch all available information so that other responding officer(s) en route to the scene can be fully aware of the status.

- 5) Under no circumstance will any responding officer(s) approach the entry to the building unless otherwise commanded to do so by a supervisor on the scene.
- 6) Subsequent officers that arrive on the scene who are **NOT** classified as the primary unit will be required to report their arrival to dispatch and provide their position. It will be the responsibility of the primary unit or the on-scene supervisor to direct police personnel to designated positions that will cover the perimeter of the building including all entry and exit doors.
- 7) Once the building perimeter has been established and **NO** notice of a false alarm has been verified, the primary unit or on-scene supervisor will request dispatch to telephone the establishment. The dispatch will be required to identify their office and request the reason for the hold-up alarm activation. Dispatch will provide on-scene officers with the nature of the telephone conversation.
- 8) The primary unit, or on-scene supervisor, will make a determination based on all known relevant facts:
 - a. When a hold-up alarm is considered valid, the following procedure will be conducted:
 - 1) The primary unit or on-duty supervisor will determine whether to request additional resources, i.e. back-up units, trained rapid response teams, crisis negotiator or other superior officers.
 - 2) Unless otherwise directed, officers on scene will wait until offender(s) have exited the building and surrendered before making an apprehension.
 - 3) After offender(s) have exited the building and apprehension has been made, and the threat of danger has been eliminated, officers will check for injured people and summon medical aid where needed.
 - 4) Once a check for injured people has been completed, the area will be declared a crime scene. All efforts will be made to protect and preserve the scene until processed by police, evidence technicians or other state or federal agencies that have criminal jurisdiction.
 - 5) When officers are dealing with violent offender(s) who are causing death or great bodily harm to captive employees, customers or bystanders, the on-scene supervisor will make a determination to utilize a rapid response entry with trained personal on the scene.
 - 6) When a determination has been made that the offender(s) have already fled the scene of the crime, the primary officer will be prepared the initial report, unless otherwise designated by a supervisor or outside agency.
 - 7) The investigation will be assigned to the Cicero police department detectives, or depending on the jurisdiction, the appropriate outside agency.
 - 8) Officers responding to hold-up alarms at a time of day when the institution or commercial business is **NOT** open for business, will use the same precautions as described within the afore mentioned procedures.
 - 9) Burglar alarms at financial institutions during normal business hours will be handled in the same manner as though the response was that of a valid hold-up alarm. The activation of a burglar alarm may indicate unauthorized access to the safe by perpetrators inside the business.

b. When an alarm is considered false, the following procedures will be conducted:

- 1) Officers, through dispatch, will obtain the identification along with a physical and clothing description of a business representative so that proper verification of a false alarm can be determined. Dispatch center can refer to business contact cards on file for general key-holder information.
- 2) Officers, through dispatch, will instruct the business representative to exit the premise and meet with the officers who will verify the identity of the employee. Once this determination has been completed, officers will then conduct a walk through of the premise prior to clearing from the scene.
- 3) Under NO circumstances will the officers allow anyone to enter the building until it has been determined to be safe.

By Order of:

Superintendent of Police

CICERO POLICE DEPARTMENT

GENERAL ORDER: 41-02-01-B

EFFECTIVE DATE: January 1, 2016

REVIEW DATE: January 1, 2018

SUBJECT: **PATROL PROCEDURES: FIELD INTERVIEWS
AND PAT-DOWN SEARCHES**



1. Policy:

The field interview is an important point of contact for officers in preventing and investigating criminal activity. In order to maintain the effectiveness and legitimacy of this practice and to protect the safety of officers in approaching suspicious individuals, Cicero Police Officers will conduct field interviews and perform pat-down searches in accordance with procedures set forth in this policy.

2. Definitions:

Reasonable Suspicion: Facts that within the totality of the circumstances lead an officer to reasonably suspect that criminal activity has been, is being, or is about to be committed.

3. Procedure:

a. Conducting field interviews

1) Justification for conducting a field interview

- a) Cicero Police officers may stop individuals for the purpose of conducting field interviews only where reasonable suspicion is present.
- b) Reasonable suspicion does not need to meet the test for probable cause sufficient to make an arrest. The officer must be able to articulate the reasons for the stop.
- c) In justifying the stop, the officer must be able to point to specific facts that, when taken together with rational inferences, reasonably warrant the stop.
- d) Such facts include, but are not limited to the following:
 1. The appearance or demeanor of an individual suggests that he is part of a criminal enterprise or is engaged in criminal activity.
 2. The actions of the suspect suggest that he is engaged in criminal activity.
 3. The hour of the day or night is inappropriate for the suspect's presence in the area.
 4. The suspect's presence or location in a neighborhood or location is inappropriate.
 5. The suspect is carrying a suspicious object.
 6. The suspect's clothing bulges in a manner that suggests he is carrying a weapon.
 7. The suspect is located in proximate time and place to an alleged crime.
 8. The officer knows of the suspect's prior criminal record or involvement in criminal activity.

9. The officer notes other circumstances or behavior that arouse his suspicion.

b. Procedures for initiating a field interview

- 1) Based on observance of suspicious circumstances or upon information from investigation, officers may initiate the stop of a suspect if they have articulable, reasonable suspicion to do so.
- 2) The following guidelines will be followed when making an authorized stop to conduct a field interview:
 - a) When approaching the suspect, the officer will identify himself as a Cicero Police Officer. If not in full uniform, the officer will announce his identity and display Cicero Police star, when practical.
 - b) Officers will be courteous at all times during the contact but maintain caution and vigilance for furtive movements to retrieve weapons, conceal or discard contraband, or other suspicious actions.
 - c) Before approaching more than one suspect, individual officers should determine whether the circumstances warrant a request for backup assistance and whether the contact can be delayed until such assistance arrives.
 - d) Officers will confine their questions to those concerning the suspect's identity, place of residence, reason for presence at the location and other inquiries necessary to resolve the officer's suspicions. However, in no instance will an officer detain a suspect longer than is reasonably necessary to make these limited inquiries.
 - e) Officers are not required to give suspects Miranda Warnings in order to conduct field interviews unless the person is in custody and about to be interrogated.
 - f) Suspects are not required, nor can they be compelled, to answer any questions posed during field interviews. Failure to respond to an officer's inquiries is not, in and of itself, sufficient grounds to make an arrest although it may provide sufficient justification for additional observation and investigation.

c. Conducting pat-down searches

- 1) A Cicero Police officer has the right to perform a pat-down search of the outer garments of suspects for weapons if the suspect is legitimately stopped with reasonable suspicion and only when the officers have a reasonable fear for their own or another person's safety.
- 2) Clearly, not every field interview poses sufficient justification for conducting a pat-down searches.
- 3) Following are some criteria that may form the basis for establishing justification for performing a pat-down search. Officers should note that these factors are not all inclusive. There are other factors that could or should be considered. The existence of more than one of these factors may be required in order to support reasonable suspicion for the pat-down search.
 - a) The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.
 - b) Where more than one suspect must be handled by a single officer.
 - c) The hour of the day and location or neighborhood where the stop takes place.
 - d) Prior knowledge of the suspect's use of force and/or propensity to carry deadly weapons.
 - e) The appearance and demeanor of the suspect.
 - f) Visual indicators that suggest that the suspect is carrying a firearm or other deadly weapon.

- g) The age and gender of the suspect. When possible, pat-down searches should be performed by officers of the same sex. Officer safety should not be compromised because of a gender difference.
- d. Procedures for performing a pat-down search
- 1) When reasonable suspicion exists to perform a pat-down search, it will be performed with due caution, restraint and sensitivity.
 - 2) These searches are only justified and may only be performed to protect the safety of officers and others. These searches cannot be used as a pretext to target an individual or group of individuals or as a pretext for obtaining evidence. Pat-down searches should be conducted in the following manner.
 - a) Whenever possible, pat-down searches should be conducted by at least two officers, one of whom performs the search while the other provides protective cover.
 - b) Because pat-down searches are cursory in nature, they should be performed with the suspect in a standing position or with hands and feet spread apart. Should a weapon be visually observed, however, a more secure position may be used, such as the prone position.
 - c) In a pat-down search, officers are permitted only to externally feel the outer clothing of the suspect. Officers may further investigate when they feel an object that could reasonably be a weapon, such as a firearm, knife, club or other item.
 - d) If the suspect is carrying an object such as a handbag, suitcase or briefcase, sack or other item that may conceal contraband or a weapon, the officer should not open the item but instead place it out of the suspect's reach and treat it in the same manner as the person. If the officer has PROBABLE CAUSE (articulable reasons), that a weapon or other contraband is hidden within the container, he may search the item.
 - e) If the external feeling of the suspect's clothing fails to disclose evidence, of a weapon, no further search may be made.
 1. If evidence of contraband or weapon is present, an officer may retrieve that item only.
 2. If the item is a weapon the possession of which is a crime, the officer may make an arrest of the suspect and complete a full-custody search of the suspect.
- e. Documenting field interviews and/or "in public" pedestrian stops
- 1) In the event a field interview results in the establishment of probable cause for an arrest, all of the facts related to the initiation of the field interview and any pat-down search will be clearly articulated within the resulting case report filed by the arresting officer.
 - 2) When another report does not result from the field interview of a proven gang member the contact should be documented on a Cicero Police Gang Contact Card.
 - 3) Effective January 1, 2016 the Police Community Relations Improvement Act (PCRIA) amended the Illinois Vehicle Code and now requires any law enforcement officer who detains (i.e., frisks, searches, summons, or arrests) a pedestrian in a public place must also complete (but not give to the pedestrian) a more detailed "uniform pedestrian stop card." Certain exceptions (see 625 ILCS 5/11-212(b-5) and 725 ILCS 5/107-14(b) for additional information) apply to providing a stop receipt and/or completing a uniform pedestrian stop card, such as any searches or inspections for routine security screenings at facilities or events.
Whenever a police officer completes a stop of a pedestrian involving a frisk or search without a resulting arrest, the police officer must provide the person (unless not possible) with a "stop receipt" providing the reason for the stop and containing the police officer's name and badge number.
 - 4) See GO 82-02-01, Records Field Reporting and Management, for additional information.

- 5) The Records Division of the Department will be required to compile the data from the pedestrian detentions and transmit the data to the Illinois Department of Transportation twice a year along with similar data the Department is already required to compile for traffic stops.

By Order of:

[Redacted]
Superintendent of Police [Redacted]

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-02-01-E**



EFFECTIVE DATE: June 1st, 2013

REVIEW DATE: June 1st, 2015

SUBJECT: MISSING AND ABDUCTED CHILDREN

TENDER AGE 13 AND UNDER

1. PURPOSE:

The purpose of this policy is to establish guidelines and responsibilities regarding the Cicero Police Departments response to reports of missing children.

2. POLICY:

- a. It will be the policy of the Cicero Police Department to thoroughly investigate all reports of missing children. Additionally this agency holds that every child reported as missing will be considered AT RISK until significant information to the contrary is confirmed.
- b. Jurisdictional conflicts are to be avoided when a child is reported missing. Every reasonable effort should be made to notify the proper jurisdiction to make a report.
- c. Questions concerning parental custody occasionally arise in relation to missing children reports. It will be the policy of the Cicero Police Department to accept the report of a missing child even if custody has not been formally established. Since the safety of the missing child(ren) is paramount, members of the Cicero Police Department will open a case when it can be shown that the child has been removed, without explanation, from his/her usual place of residence within the Town of Cicero.

3. DEFINITIONS:

- a. The term missing child includes a person who is:

- 1) Younger than 18 years of age.
 - 2) The whereabouts are unknown to his/her parents, guardian or responsible party.

- b. The term unusual circumstance refers to a missing child who s:

- 1) 13 years of age or younger - Tender age.

NOTE: The Federal Missing Children Assistance Act established this age because children of this age group have not established independence from parental control and do not have the survival skills necessary to protect themselves from exploitation on the streets, OR is believed to be one or more of the items listed below.

- 2) Out of the zone of safety for his/her age, developmental stage, and physical condition. The zone of safety will vary depending on the age of the child. In the case of an infant, for example, the zone of safety will include the immediate presence of an adult custodian or the crib, stroller or carriage in which the infant was placed. For a school aged child the zone of safety might be the immediate neighborhood or the route taken between home and school.

- 3) Mentally diminished child is a developmentally disabled or emotionally disturbed, he/she may have difficulty communicating with others about needs, identity or addresses. The disability places the child in danger of exploitation or other harm.
- 4) Drug dependent, including both prescription and illicit substances. Any drug dependency puts the missing child at risk. The diabetic or epileptic child requires regular medication or his/her condition may become critical. The illicit drug abuser, on the other hand, may resort to crime or become the victim of exploitation.
- 5) A potential victim of foul play or sexual exploitation is a risk to the child that could be assumed if an investigation indicates a possible abduction, violence at the scene of abduction or signs of sexual abuse.
- 6) In a life threatening situation the environment in which the child is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler or an all night truck stop for a teenager.
- 7) Absent from home for more than 24 hours before being reported to law-enforcement as missing. While some parents may incorrectly assume that 24 hours must pass before law enforcement will accept a missing person case, a delay in reporting might also indicate the existence of neglect or abuse within the family.
- 8) Believed to be with others who could endanger his/her welfare. A missing child in such circumstances is in danger not only of sexual exploitation, but also of the involvement in criminal activity such as burglary, retail theft and robbery.
- 9) Absent under circumstances inconsistent with established patterns of behavior. Most children have an established routine that is reasonably predictable. Significant, unexplained deviations from that routine increase the probability of risk to the child.
- 10) Whose disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered at risk.

If it is determined that unusual circumstances are involved in the report of a missing child, the child will be considered AT RISK, and an expanded investigation, including the use of all appropriate resources (see GO 41-02-01-F) will immediately commence. While all missing child incidents should be investigated thoroughly those involving unusual circumstances indicate a heightened likelihood of risk to the child and, therefore require intensive response.

4. PROCEDURE:

- a. Cicero's Radio Dispatch Personnel receiving a report of a missing child will be responsible for the following:
 - 1) Determining if circumstances of the report meet the definitions of a missing child as set forth in Section 3 by questioning the caller about the circumstances of the report, the call-taker can make a preliminary assessment about the level of risk to the missing child. This assessment will also prepare the call-taker to promptly activate additional response protocols if needed.
 - 2) An officer will be immediately dispatched to the scene of report.

NOTE: The National Child Search Assistance Act of 1990 mandates law enforcement immediate response to reports of missing children and the prompt entry of descriptive information into the Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) missing person file.

- 3) Because of the complexity of some missing child cases, especially those that may require the immediate mobilization of investigative resources, call-takers should verify that a supervisor has been notified.

- 4) A critical responsibility of the call-taker is to obtain sufficient information from the reporting party to broadcast a radio message that alerts other officers, and other agencies if necessary, about the circumstances of the child's disappearance. Information should include physical description and clothing as well as the location where the child was last seen. Most importantly the radio alert should contain any information known about a possible abductor with a special emphasis on the description of the suspect and vehicle used as well as the direction of travel.
 - 5) If possible records should be reviewed to learn if any incidents have been reported in the area that might have investigative value in this case.
 - 6) The call-taker should ensure that records of all communication related to this incident, such as telephone conversations with the reporting party, including written notes regarding the discussion, media broadcast and all subsequent notifications are safeguarded for future investigative reference.
 - 7) The Cicero Police Department will act in accordance with department directives as outlined within General Order 54-01-02, *Media Communication*, in initiating media contact, including activation of community notification methods when appropriate.
 - 8) Determining the correct NCIC Missing Person File category and ensure that a notification is promptly transmitted. There are 5 categories within the Missing Person File that apply to children. They are disability, endangered, involuntary, juvenile, and catastrophe. Simply because the child is younger than 18 does not require that the juvenile category be used. The circumstances of the disappearance should govern category selection. Note: NCIC suggests that family and non-family abductions are entered in the involuntary category. Runaways are most commonly entered in the juvenile category unless unusual circumstances exist.
- b. **The initial officer or first responder** assigned to the report of a missing child shall be responsible for the following:
- 1) Respond in a prompt manner to the scene of the report.
 - 2) Interview parent(s) or person(s) who made the initial report.
 - 3) Obtaining a description of the missing child including photograph(s) and videotapes.
 - 4) Verifying that the child is in fact missing. First responders should never assume that searches conducted by distraught parents or others have been performed in a thorough manner. Another check of the house and grounds should be made that includes places where children could be trapped, asleep or hiding. Special attention should be paid to enclosures like refrigerators, freezers, and the interior of parked vehicles where limited breathing air may place the child at even greater risk. In the case of older children, first responders should ask if parents have checked with the child's friends or perhaps overlooked or forgotten something the child may have said that would explain the absence. **A search of the home shall always be conducted even if the missing child was last seen elsewhere.**
 - 5) Confirming the child's custody status. First responders should ascertain whether a dispute over the child's custody might have played a role in the disappearance. Questions regarding whether the reporting party has full legal custody, if the non-custodial parent has been contesting custody, or if the missing child expressed a wish to live with the other parent, may help an officer gain important insight into the case.
 - 6) Identifying the circumstances of the disappearance. First responders need to ascertain whether the circumstances surrounding the child's disappearance are such that a heightened level of response is warranted. If "unusual circumstances" exist, as defined previously, then the decision to employ additional response methods are clear and appropriate.
 - 7) Determining when, where, and by whom the missing child was last seen.
 - 8) Interviewing the individual(s) who last had contact with the missing child.
 - 9) Identifying the child's zone of safety for his or her age, developmental stage, and

physical and mental state. Responding officers should attempt to determine how far a missing child could travel from the location where last seen before he or she would most likely be at risk of injury or exploitation. This perimeter should, under many circumstances, define the first search zone.

- 10) Making an initial determination of the type of incident.
- 11) Obtaining a description of the suspected abductor(s) and other pertinent information. In the case of a suspected family abduction, the reporting party may have photographs of the abductor or other valuable information.
- 12) Providing detailed descriptive information to the radio dispatch unit for broadcast updates.
- 13) Identifying and interviewing everyone at the scene. The name, address, home and work telephone numbers of everyone present at the scene, along with his or her relationship to the missing child, should be recorded.
- 14) Conducting a thorough search of the scene.
- 15) Securing and safeguarding the area as a potential crime scene. First responders must take control of the immediate area where the incident occurred and establish an appropriate perimeter to avoid destruction of vital evidence.
- 16) Documenting if the child has access to an online computer, cellular telephone, and/or pager. Before making an initial decision that the child has run away, an officer should determine if the child may have left to meet someone he or she encountered while online or by social media networking.
- 17) Prepare necessary reports and completing appropriate forms.
- 18) **Officers will be required to ask, and document within their reports whether dental and/or fingerprint records are available and where they can be located (i.e address, name of dentist).**

c. **The supervisor** assigned to the report of a missing child shall be responsible for the following:

- 1) The briefing should be conducted away from family, friends, or any other individuals who may be present.
- 2) Determining if additional personnel and resources are needed to assist in the investigation.
- 3) Consider immediate community notification methods (New Cicero TV, Town of Cicero Email). If circumstances indicate the notifications to the immediate public would increase chances for the child's safe recovery, a supervisor should promptly activate such efforts.
- 4) When conditions are necessary, establish a command post.
- 5) Organizing and coordinating search efforts.
- 6) Ensuring that all required notifications have been made.
- 7) Establishing a liaison with the victim's family.
- 8) Confirming that all agency policies and procedures are observed.
- 9) Managing media relations. Many missing-child investigations, especially those involving large-scale search efforts, are likely to draw media attention. Supervisor should manage media presence in accordance with departmental General Order entitled, *Media Relations: 54-01-02*.

d. **The investigator** assigned to the report of a missing child shall be responsible for the following:

- 1) Obtaining a briefing from agency personnel at the scene.
- 2) Verifying the accuracy of all descriptive information.
- 3) Conducting and or coordinating a neighborhood investigation. A thorough canvass of the neighborhood should be conducted without delay.

- 4) Access should also be made to the Sex Offender Registration list to determine if individuals designated as sexual predators reside, work, or might otherwise be associated with the area.
 - 5) Obtaining a brief history of recent family dynamics. Information about family dynamics, obtained from family members, neighbors, teachers, classmates, employers, coworkers, and witnesses, can offer valuable insights.
 - 6) Evaluating the need for additional resources and specialized services.
 - 7) Continuously update descriptive information.
 - 8) Monitor media relations. While information gained through effective media relations is often of significant value in a missing-child case, investigators should review all notices prior to release to ensure that investigative objectives are not unintentionally compromised. *Again, all media relations must be in accordance with the guidelines set forth within departmental General Order.*
- e. An officer assigned to the report of an **unidentified person**, whether living or deceased, who appears to be a child, shall be responsible, in conjunction with the communications, to do the following:
- 1) Obtaining a complete description. Officers who are assigned to this task should utilize standardized information-gathering forms such as the NCIC Unidentified Person File Worksheet.
 - 2) Entering the unidentified child's description into the NCIC Unidentified Person File. This file is compared daily with the contents of the NCIC Missing Person File. Entries with common characteristics are flagged and both agencies are informed.
 - 3) Utilizing all available resources to aid in identification of the child. The National Center for Missing & Exploited Children; state missing children's clearinghouses; and other organizations, such as state medical examiners, may be of assistance in the identification.
 - 4) Canceling all notifications after identification is confirmed.
- f. An officer assigned to the **recovery or return** of a missing child shall be responsible to do the following:
- 1) Verify that the located child is, in fact, the reported missing child. **An officer should personally verify all returns.**
 - 2) Arrange for intervention services, if indicated. During the verification process, officers should be alert for indications that additional services may be needed before the child can be safely reunited with his or her family. These services may include mental and/or physical health examinations and arrangements for family counseling.
 - 3) Return the missing child to his/her legal guardian or appropriate Children's Shelter.
 - 4) A recovered runaway/missing juvenile from an outside jurisdiction should be transported to an appropriate facility, pending retrieval by the appropriate agency. A General Report Form will be completed.
 - 5) Completing the appropriate reports and cancel all outstanding notifications. Along with cancellation of the NCIC Missing Person File entry and other notifications regarding the case, a supplemental report should be completed using the original case report number.

By Order of:

Superintendent of Police

**CICERO POLICE DEPARTMENT
GENERAL ORDER: 41-01-07 C**



EFFECTIVE DATE: August 1, 2018 (Revised)

SUBJECT: Police Bicycle Operations

1. PURPOSE

The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle. The Cicero Police Department has established the Bicycle Patrol Unit for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress.

2. POLICY

Patrol bicycles may be used for regular patrol/special duty, traffic enforcement, parking control, or special events. The use of the patrol bicycle will emphasize their mobility and visibility to the community. Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow. Requests for specific deployment of bicycle patrol officers shall be coordinated through the Deputy Superintendent of Patrol.

3. PROCEDURES

A. SAFETY

1. The following equipment shall be worn at all times while operating the department bicycle.
 - a) Department approved helmet
 - b) Cotton BTU uniform pants or shorts
 - c) Safety glasses (sunglasses are acceptable)
 - d) Black boots or black shoes
 - e) Black socks
 - f) Black gloves (optional)
 - g) Department issued body armor
 - h) Full duty belt with equipment
 - i) Variances to the above equipment requirements may be made with the approval of an exempt member of the Cicero Police Department.
2. Bicycle operators will comply with the following safety procedures:
 - a) Discontinue bicycle assignment when weather or equipment prohibit safe operations.
 - b) Never place objects or equipment onto the bicycle, unless first properly secured.
 - c) Never, under any circumstances, allow passengers onto the bicycle.
 - d) Always park in a designated area and secure the bicycle.
 - e) Utilize the flashing lights when appropriate while operating the bicycle.
 - f) Conduct a daily inspection, to include: chain, gears, shift levers, brakes, lights, chassis, suspension, tires and wheels for wear and air pressure.