

Woodridge Police Department

Woodridge PD Policy Manual

LAW ENFORCEMENT CODE OF ETHICS

As a Woodridge Police Officer, I recognize that my duty is to serve the people of the Village of Woodridge. My fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all persons to liberty, equality and justice. I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminal, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession ...law enforcement.

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MISSION STATEMENT

To provide dedicated, professional service and impartial law enforcement in an active partnership with the citizens of the Village of Woodridge to achieve a higher quality of life for all.

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Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

Law enforcement officers are granted the authority to perform their function based on established legal authority. This department does not tolerate abuse of law enforcement authority.

100.2 PEACE OFFICER POWERS

The authority of a person who by virtue of his/her office or public employment is vested by law with a duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses, or any person who, by statute, is granted and authorized to exercise powers similar to those conferred upon any peace officer employed by a law enforcement agency of this State (720 ILCS 5/2-13). Illinois Compiled Statutes Chapter 65, 5/11 grants authority as it pertains to police officers in municipalities, regarding the enforcement of laws, statutes and ordinances. Village of Woodridge Code of Ordinances Title 5 Chapter 1, Section 5-1-1 establishes the Woodridge Police Department.

100.2.1 AUTHORITY TO ARREST

A peace officer may arrest a person when:

- (a) The peace officer has a warrant commanding that such person be arrested; or
- (b) The peace officer has reasonable grounds to believe that a warrant for the person's arrest has been issued in this State or in another jurisdiction; or
- (c) The peace officer has reasonable grounds to believe that the person is committing or has committed an offense (725 ILCS 5/107-2).

100.3 CONSTITUTIONAL REQUIREMENTS

All employees shall observe and comply with every person's clearly established rights under the federal and state Constitutions.

Chief Executive Officer

101.1 PURPOSE AND SCOPE

The Illinois Law Enforcement Training Standards Board (ILETSB) has mandated that all sworn officers within the State of Illinois receive certification and training within prescribed time periods.

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

The Chief of Police and Deputy Police Chief of this department must complete a minimum of 20 hours of certified training annually as prescribed by the Illinois Police Training Act (50 ILCS 705/10.7).

The sole authority to issue certificates of appointment shall be vested in the Village and all certificates of appointments issued to any officer or member of the police department of a municipality shall be signed by the presiding authority of the Village, upon appointment of such officer or member of the police department of such municipality by action of the Village (65 ILCS 5/10-2.1-4).

Oath of Office

102.1 PURPOSE AND SCOPE

Officers of this department are sworn to uphold the federal and state constitutions and to enforce federal, state and local laws. The purpose of this policy is administer the oath of office to sworn police personnel which is required by both the Village of Woodridge Code of Ordinances and the Constitution of the State of Illinois and to abide by a Code of Ethics.

102.2 POLICY

It is the policy of the Woodridge Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

Prior to entering a state certified police academy, all sworn members of the Woodridge Police Department shall be required to swear or affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer. This oath of office shall be administered as prescribed by the Village of Woodridge municipal code Title 5, Section 5-1-3 (1976 Code § 11-2).

The form of oath shall be as follows (65 ILCS 5/3.1-10-25; 55 ILCS 5/3-6004; 55 ILCS 5/3-6010):

"I do solemnly swear (affirm) that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of (state title) to the best of my ability."

If a member is opposed to taking an oath, he/she shall be permitted to substitute the word "affirm" for the word "swear."

[See attachment: WPD_Oath_Of_Office.pdf](#)

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (65 ILCS 5/3.1-10-25; 55 ILCS 5/3-6004; 55 ILCS 5/3-6010).

Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Woodridge Police Department is hereby established and shall be referred to as "The Policy Manual". The Policy Manual is a statement of the current policies, procedures, rules, and guidelines of this department. All employees are to conform to the provisions of this manual. All prior and existing manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized, however, that police work is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.1.1 DISCLAIMER

The provisions contained in this Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Woodridge Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the Village, its officials or employees. Violations of any provision of any policy contained within this manual shall only form the basis for departmental administrative action, training or discipline. The Woodridge Police Department reserves the right to revise any policy content, in whole or in part.

103.1.2 WRITTEN DIRECTIVES

The following Village and Department directives shall govern the actions of the employees of the Woodridge Police Department:

- (a) Village of Woodridge Employee Rules and Regulations - Written, village wide regulations (management policies and operational procedures) which are issued by the Village Administrator.
- (b) The Woodridge Police Department's Rules of Conduct.
- (c) Rules of the Woodridge Board of Police Commissioners (Sworn Officers)
- (d) Peace Officer's Code of Ethics (Sworn Officers)
- (e) Woodridge Police Department's Policies.
- (f) Any Emergency Orders currently in force.
- (g) Written Procedures outlining best practice, safe operation, consistent performance or specific actions.
- (h) Section or unit directives issued to units of the Woodridge Police Department for daily operations.

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- (i) Policy memorandums which have been issued for temporary or emergency purposes.
- (j) Current labor agreements.
- (k) Any other written directives issued by a supervisor or a subordinate.
- (l) If contradictions occur among directives, the Woodridge Police Department's Policy orders and related procedures will take precedence.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 CHIEF OF POLICE

The Chief of Police shall be considered the ultimate authority for the provisions of this manual and shall continue to issue Special Orders which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual. Since it is not practical for the Chief of Police to prepare and maintain the manual, delegation of various tasks are made to other staff members.

103.2.2 STAFF

Staff shall consist of the following:

- Chief of Police
- The Deputy Chief from each division
- Administrative Sergeant

The staff shall review all recommendations regarding proposed changes to the manual at staff meetings.

103.2.3 OTHER PERSONNEL

All Department employees suggesting revision of the contents of the Policy Manual shall forward their suggestion, in writing, through the chain of command to their supervisor who will consider the recommendation and forward to Command Staff.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Special Orders, which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

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103.3.1 ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable substitutions in the manual:

- Special Orders may be abbreviated as "SO"
- Policy Manual sections may be abbreviated as "Section 106.X" or "§ 106.X"

103.3.2 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 21 years of age or older.

CFR - Code of Federal Regulations.

Village - The Village of Woodridge.

Delinquent Minor - Any minor who, prior to his/her 17th birthday has violated or attempted to violate, regardless of where the act occurred, any federal or state law, county or municipal ordinance, and any minor who prior to his/her 18th birthday has violated or attempted to violate, regardless of where the act occurred, any federal, State, county or municipal law or ordinance classified as a misdemeanor offense.

Department /WPD - The Woodridge Police Department.

Dependent Minor - A person under the age of 18 years who is not an emancipated minor and is without parent, guardian or legal custodian or who is without proper care because of the physical or mental disability of his/her parent, guardian, or custodian, or who is without proper medical or other remedial care.

Emergency Orders - May be specific or general in scope and are not subject to the review process. These orders are issued by the Chief of Police or by his/her authority and expire after 90 days unless renewed by the Office of the Chief of Police.

Employee/Personnel - Applies to any person employed by the Department.

IDOT - The Illinois Department of Transportation.

ILETSB - The Illinois Law Enforcement Training Standards Board (50 ILCS 705/1).

Juvenile - Any person under the age of 18 years.

Law enforcement officer - Any officer of a local governmental agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this State or any political subdivision thereof.

Manual - Refers to the Woodridge Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person who is employed or appointed by the Woodridge Police Department, including sworn officers, non-sworn employees and volunteers.

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Minor €“ Any person under the age of 21 years.

Non-sworn - Employees and volunteers who are not sworn peace officers.

Officer/Sworn - Those employees, regardless of rank, who are sworn employees of the Woodridge Police Department.

On-Duty - Employee status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The job classification title held by an employee.

Shall or Will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

USC - United States Code.

103.3.3 DISTRIBUTION OF MANUAL

Copies of the Policy Manual shall be distributed to the following:

- Chief of Police
- Deputy Chiefs
- Administrative Sergeant
- Watch Commanders
- Detective Unit Sergeant and Tactical Unit Sergeant
- Officer's Report Room

An electronic version of the Policy Manual will be made available to all employees on the Department network. The electronic version will be limited to the viewing and printing of specific sections. No changes shall be made to the electronic version without authorization.

103.3.4 COLOR CODING

The Office of the Chief of Police may desire to color code a selected policy for the purpose of special emphasis/attention to that policy. Emphasized policies will be color coded as follows:

- (a) High Frequency and High Severity/Risk - Green
- (b) Low Frequency and High Severity/Risk - Pink

103.4 MANUAL ACCEPTANCE

As a condition of employment, all employees are required to read and obtain necessary clarification of this department's policies. All employees have been provided access to the Policy Manual and understand they are responsible to read and become familiar with its contents.

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103.4.1 POLICY MANUAL REVISIONS

All employees are responsible for keeping abreast of all Policy Manual revisions. All changes/updates to the Policy Manual will be released on the Lexipol electronic site under Policy Acceptance Actions. Each employee shall acknowledge receipt electronically acknowledging the policy or change. To facilitate timely policy acknowledgement, members shall log in to the Lexipol electronic site on each scheduled duty day, either from a desktop, mobile data center, or wireless device (personal wireless device governed by policy 702 "Personal Communication Devices").

Each supervisor will ensure that employees under his/her command are aware of relevant Policy Manual revisions.

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Woodridge Police Department. There are two divisions in the Police Department as follows:

- Operations
- Support Services

200.2.1 OPERATIONS DIVISION

The Operations Division is commanded by a Deputy Chief whose primary responsibility is to provide general management direction and control for that Division. The Operations Division consists of Uniformed Patrol, Community Service Officers and school crossing guards.

200.2.2 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by a Deputy Chief whose primary responsibility is to provide general management direction and control for that Division. The Support Services Division consists of a Detective Unit, School Resource Officers, a Tactical Unit, Officers assigned to undercover operations, a Special Projects Unit, DARE Officers, a Crime Prevention Unit, a Traffic Unit, a Property and Evidence Control Unit, and a Records Unit.

200.3 COMMAND PROTOCOL

200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate a Division Chief to serve as the acting Chief of Police. Except when otherwise designated, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) Operations Deputy Chief
- (b) Support Services Deputy Chief
- (c) Senior Sergeant

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Each organizational component will be under only one supervisor at any given time. The administrative assistant for the Deputy Chiefs of Support Service and Operations will report to both Deputy Chiefs.

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Organizational Structure and Responsibility

- (a) The Chief of Police will clearly designate a supervisor for each component and show that position on the current organizational chart.
- (b) An employee who is unclear as to whom they are accountable to at any given time may inquire to the Office of the Chief, Deputy Chief, or any supervisory member.

The Chief of Police has the authority to designate command authority in any situation as needed. Ordinarily, supervisors should not exercise command authority over an employee outside their area of responsibility unless:

- (a) An emergency exists, requiring immediate supervisory attention.
- (b) The supervisor observed improper action or behavior on the part of the employee and the circumstances are such that immediate correction is required.

Operations involving department members of various units, in which case supervision will be determined by rank, except:

- (a) At crime scenes involving patrol and any component of support services, the person in charge at the scene will be the officer assigned to the call, until relieved by a supervisor or their designee.
- (b) The detective at a major crime scene will be in charge until relieved by a supervisor or their designee.

Span of Control: In order to maintain effective direction, control and coordination within the department, generally the number of employees under the direct control of a supervisor shall not exceed twelve (12). This policy shall not preclude the possibility of dealing with an unforeseen or emergency circumstance that may require the span of control to exceed this limit.

Supervisors will be held accountable for the performance of the employees under their immediate control. Although supervisors may delegate the actual performance of any given task, they cannot relieve themselves of the responsibility and accountability for the accomplishment of the task.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority. Employees are also required to obey orders indicated in the Rules of Conduct, the Village of Woodridge Employee Handbook, current labor agreements, or any other written or verbal directive, procedure, policy or personnel order.

Special Order

201.1 PURPOSE AND SCOPE

Special Orders establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with personnel rules and applicable guidelines. Special Orders will immediately modify or supersede sections of this manual to which they pertain.

201.1.1 SPECIAL ORDER PROTOCOL

Special Orders will be incorporated into the manual as required upon approval of Staff. Special Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Special Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any Special Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year. For example, 08-01 signifies the first Special Order for the year 2008.

201.2 RESPONSIBILITIES

201.2.1 STAFF

The staff shall review and recommend Special Order for incorporation as revisions to the Policy Manual.

201.3 ACCEPTANCE OF SPECIAL ORDERS

All employees are required to read and obtain any necessary clarification of all Special Orders. All employees are required to acknowledge in writing the receipt and review any new Special Order. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Manager.

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

The Village has prepared an Emergency Operations Plan (EOP) for use by all employees in the event of a major disaster or other emergency event. The EOP provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

202.2 POLICY

It is the policy of the Woodridge Police Department to aid in the safeguarding of life and property by making maximum use of available manpower and resources, either public or private. The Woodridge Police Department is the lead public safety agency in the Village of Woodridge and therefore would be critical in any large scale emergency incident. The Department has determined that using the Incident Command System (ICS) and integration into the National Incident Management System meets this commitment.

The Woodridge Police Department will train and cooperate with the guidelines and policy set forth by County, State and Federal Agencies and as required under State and Federal law as they apply to the National Incident Management System.

202.3 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Police Department, the Chief of Police or the highest ranking official on duty may activate the Emergency Operations Plan in response to a major emergency.

202.3.1 INCIDENT COMMAND/NIMS

In the event of a critical incident, man-made or natural disaster, or other appropriate emergency situation where manpower and resources require a formalized structure, the Woodridge Police Department will implement an Incident Command System (ICS) following organizations, doctrine and procedures found in current Federal Emergency Management Agency guidelines.

The Department will adopt as its guide for training and implementation the most current guidelines for NIMS established by FEMA.

The Department will cooperate fully with other Village departments in training, planning and implementing procedures to reach village-wide compliance with NIMS and to maintain this compliance.

Training in Incident Command Systems and the National Incident Management System will be completed by affected personnel in compliance with current National Incident Management guidelines

The Chief of Police or designee will annually complete the required NIMS Cast report on-line as outlined by the state and federal government.

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202.3.2 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Woodridge Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in Administrative Review and subject to progressive disciplinary measures.

202.4 LOCATION OF MANUALS

The Emergency Operations Plan is maintained in the Village of Woodridge CEMP. The CEMP refers to the Comprehensive Emergency Management Program, which is an online database maintained by the DuPage County Office of Homeland Security and Emergency Management. Hard copies of the Manual are available in Support Services and the Watch Commander's office. All Command Staff, supervisors, and Officers in charge (OIC) should familiarize themselves with the Emergency Operations Plan and what roles personnel will play when the plan is implemented.

202.5 BUILDING EVACUATION PLAN

In the event of a disaster or emergency which requires evacuation of the public safety services building, all employees shall follow implemented evacuation plans and posted exit strategies. The posted exit strategies shall include any special directions for physically impaired employees.

202.6 UPDATING OF MANUALS

The Chief of Police or designee shall review and update the Emergency Operations Plan at least once every two years, pursuant to Illinois Administrative Code (29 ILCS 301), and approved by the DuPage County OHSEM to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS), and reflects any changes by the Department.

202.7 EMERGENCY MOBILIZATION OF PERSONNEL

In the event of a major emergency, it will be the policy of the Woodridge Police Department to:

- (a) Secure the Village, and to protect lives and property.
- (b) Provide assistance to other government units or agencies as needed.
- (c) Assist in mitigation of the emergency's effects.
- (d) Disseminate official information and correct rumor or misinformation within the citizenry.
- (e) Provide a visible and public reassurance of the public safety.

Upon the observation in person, notification by official channels, or credible news media reports of a major emergency situation, the on duty Patrol Shift Supervisor will make notification to the Command Staff. In extreme circumstances, where the absence of the Command Staff's ability to act or communicate with the Shift Supervisor would hinder the Department's timely response, the

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Shift Supervisor, as ranking officer on duty, shall perform the duties outlined in section IV.B, as well as those assigned to the Patrol Shift Supervisor.

The Chief of Police or a designee will have the option of mobilizing the Department in response:

- (a) If a declaration is warranted by events, the Chief of Police will officially declare a major emergency.
- (b) The level of mobilization and amount of personnel to be mobilized will be determined and ordered by the Chief of Police.
- (c) The Chief of Police will notify Village officials as appropriate, and determine if the Emergency Operating Center should be activated.
- (d) Upon declaration of such a major emergency, the Chief or a designee will assume command of the Departmental response. In the event of an extended period of emergency, the Chief or a designee will not secure from duty without providing for clear transfer of command authority to another appropriate supervisor.

The on duty Patrol Shift Supervisor will:

- (a) Assess the impact upon the Village of the incident, and deploy sworn officers, support and other Department members as appropriate until relieved by command staff or receiving command authority.
- (b) See that all on-duty members are appropriately equipped with resources to meet the emergency. ILEAS Mutual Aid will be requested as appropriate.
- (c) Upon declaration of a major emergency, the Shift Supervisor will order the notification of the appropriate personnel via paging to respond to the Police Department or other staging point. In the event the paging system is not available, other means of notification should be attempted.
- (d) In the event of a terrorist attack or similar incident, the Shift Supervisor should direct available marked police units to high visibility locations in the Village. As other sworn officers arrive, the Shift Supervisor will deploy them in a similar, highly visible manner which best reassures the public of police presence.
- (e) Due to the special concerns of parents and sensitivity of juveniles, the Shift Supervisor should consider if contact by trained school officers (school resource, DARE, etc.) with their assigned schools is appropriate.

202.7.1 SCHEDULING

Unless otherwise instructed or relieved, on declaration of major emergency, all sworn patrol officers will remain on duty until the end of their regularly assigned shift and the additional time required to bring their duty time to 16 hours.

Unless otherwise directed or relieved, the patrol duty hours during a declared emergency will be:

- (a) 1st Watch 0600 – 2200 hours.
- (b) 2nd Watch 1400 – 0600 hours.

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Shift Supervisors may make modifications to these hours to meet the needs of the emergency, with the approval of the Command Authority.

- (a) Supervisors not assigned to patrol will coordinate with the Patrol Shift Supervisor and/or Command Authority to deploy their officers as needed.

Scheduling/deployment of non-sworn personnel:

- (a) The initial task of all civilian supervisors will be to assess their employee's needs and resources and assign employees as needed to meet the needs of their units and the needs of the Department. They will coordinate with the Patrol Shift Supervisor and/or the Command Authority.

During a declared major emergency, any Department employee may be given assignments outside their normal duties or during hours outside their normal schedule.

The Department retains its emergency authority to cancel all vacations, compensatory time, personal holidays and any other approved time off.

All employees mobilized in conjunction with this order are done so in response to an emergency situation, and are therefore specifically exempted by current collective bargaining agreements from callout rotation or schedule change constraints.

Training

203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

203.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. The Department prefers courses that promote professional growth and continued development for department personnel. Appropriate courses may include:

- Courses certified by ILETSB.
- Courses offered by ILETSB-designated Mobile Team Units (MTUs).
- Courses offered by outside vendors and agencies.

203.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of our personnel.
- (c) Provide for continued professional development of department personnel.

203.4 TRAINING PLAN

It is the responsibility of the Deputy Chief of Support Services to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Manager shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other members.

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Training

203.4.1 STATE-MANDATED TRAINING

Officers must successfully complete the Minimum Standards Basic Law Enforcement Training Course or a similar ILETSB-approved training program within six months of full-time employment (50 ILCS 705/8.1).

- (a) The basic training requirement may be waived if the employee is eligible for certification by meeting training and certification standards within the parameters, extensions, and exceptions set by ILETSB (50 ILCS 705/8.1).
- (b) State-mandated training requirements every year include (50 ILCS 705/7; 50 ILCS 705/7.1):
 1. Legal updates.
 2. Emergency medical response training and certification.
 3. Crisis intervention training.
 4. Officer wellness and mental health.
 5. Firearms Restraining Order Act.
- (c) State-mandated training requirements every three years include (50 ILCS 705/7; 50 ILCS 705/10.6; 725 ILCS 203/20):
 1. Constitutional and proper use of law enforcement authority.
 2. Procedural justice.
 3. Civil rights.
 4. Human rights.
 5. Mandatory child abuse reporting.
 6. Cultural competency.
 7. Training on sexual assault and sexual abuse response and report writing (see the Sexual Assault Investigations Policy).
 8. ILETSB-approved use of force training, including policies and laws related to stops and searches, officer safety techniques, de-escalation, and high-risk traffic stops.
- (d) State-mandated training requirements every five years include:
 1. Domestic violence (725 ILCS 5/112A–27; 750 ILCS 60/301.1).

203.4.2 PROBATIONARY TRAINING

Probationary officers are required to satisfactorily complete minimum training mandated by the ILETSB in order to be eligible for permanent employment (50 ILCS 705/7).

203.5 TRAINING NEEDS ASSESSMENT

The Deputy Chief of Support Services will conduct an ongoing training needs assessment of the Department. The needs assessment will be reviewed by Command staff. Upon approval by

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the Command staff for necessity and feasibility, the needs assessment will form the basis for the training plan for the fiscal year.

203.6 TRAINING COMMITTEE

The Command Staff shall serve as the Training Committee, which will serve to assist with identifying training needs for the Department. The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Training Committee should convene on a regular basis to review the identified incidents. The committee shall determine by consensus whether a training need exists. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Deputy Chief's Office will consider the recommendations and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

203.7 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor, in coordination with the Deputy Chief of Support Services. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. First choice vacation
 - 3. Sick leave
 - 4. Physical limitations preventing the employee's participation
 - 5. Emergency situations
 - 6. Other exceptions as approved by the supervisor or Deputy Chief of Support Services.
- (b) When an employee is unable to attend mandatory training due to reasonable unforeseeable circumstances, that employee shall:
 - 1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
 - 2. Document his/her absence in a memorandum to his/her supervisor. This information should be forwarded to the Deputy Chief of Support Services.

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3. Make arrangements through his/her supervisor and the Deputy Chief of Support Services to attend the required training on an alternate date.

203.8 DAILY TRAINING BULLETINS (DTB'S)

The Lexipol Knowledge Management System (KMS) is equipped with a daily training bulletin (DTB) function, which provides policy based training for members. Each month, a pre-determined number of daily training bulletins (DTB's) will be released into the members account. The daily training bulleting consists of two parts, and requires the successful answering of a question before completion. Members responsible for completing daily training bulletins (DTB's):

- (a) Police Officers
- (b) Sergeants
- (c) Community Service Officers

Each member responsible for daily training bulletins shall be required to log-in to their account at least once during their regular scheduled duty day, in order to facilitate the completion of the daily training bulletins (DTB's) and to check for any policy revisions/updates (policy 103).

All daily training bulletins (DTB's) for the given month shall be completed by the end of that month.

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of electronic mail (e-mail) by employees of this department. E-mail is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices, Village policy, Department policy, Rules of Conduct, and current law (e.g., [Illinois Freedom of Information Act](#)). The Village of Woodridge has a comprehensive Electronic Communications Policy, which will govern the use of electronic mail (email) by employees.

Administrative Communications

205.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

205.2 PERSONNEL ORDERS

Personnel Orders, or Personnel Actions Forms (PAF), may be issued periodically by the Chief of Police, or their designee, to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

205.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence, either in writing or electronically, shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Personnel should use Department letterhead only for official business and with approval of their supervisor. Use of the Department name or logo, either physically or electronically, for other purposes must be approved by the Chief of Police or their designee.

205.4 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or a Deputy Chief .

Confidentiality

206.1 PURPOSE

The purpose of this general order is to define and to provide guidance on the maintenance of confidential information. Since inappropriate or out of context disclosure of confidential information may cause grave damage to enforcement actions, compromise safety, or cause injury to the organization or third parties, it shall be the policy of the Woodridge Police Department to recognize and protect the integrity of confidential information regarding police operations. It further is the policy of the Woodridge Police Department to adhere to all federal, state and local regulations regarding the handling and disclosure of information.

206.2 DEFINITIONS

Confidentiality: Ensuring that information is accessible only to those authorized to have access.

Confidential Information: Information given to the employee on terms which forbid its disclosure or information which cannot be disclosed outside of the Department without prior authorization or compliance with an established protocol.

This also includes any information given to an employee in confidence, or any information acquired by a member that the member believes, or should reasonably believe, to be of confidential nature.

206.3 PROCEDURE

Nothing in this order is meant to restrict internal communications or to obstruct the flow of routine public information to citizens in accordance with law. Press releases and other information for news media sources; as well as requests for data under the Freedom of Information Act, will be promptly distributed in compliance with the appropriate general orders.

Members of the Woodridge Police Department are strictly prohibited from releasing, distributing, or conveying any confidential information to an unauthorized person in violation of any state or federal law or written Department directive.

Any disclosure of police information outside the Woodridge Police Department will only be for a law enforcement purpose, and in compliance with any conditions, rules and regulations of the source.

No Department member will use the resources of the Woodridge Police Department to obtain confidential information for personal gain, or for the benefit of a third party.

Department members will also maintain the confidentiality of employee information such as, but not limited to:

- (a) Personal identifiers
- (b) Family information
- (c) Details or status of internal personnel matters
- (d) Medical information

Confidentiality

(e) Work hours

If there is any uncertainty as to the propriety of revealing information from any source, the employee should consult their immediate supervisor.

The Records Supervisor will put procedures in place to maintain the integrity of written records.

Employees or contractors in sensitive positions may be required to execute a written non-disclosure agreement.

206.4 POLICE FACILITY ACCESS

Access to the Police Department facility is controlled under the authority of the Chief of Police or his/her designee. To ensure high standards of security within the Police Department, all individuals entering the facility, building(s) and property beyond the Front Lobby must have permission and authority to enter and must be to one of the following:

- (a) Be a current Village employee in good standing;
- (b) Be a uniformed Law Enforcement Officer, or Emergency Services personnel
- (c) Be an authorized vendor/contractor of the Village of Woodridge, having official business

Any other visitors shall be escorted at all times while in the facility, no exceptions.

206.4.1 MEMBER RESPONSIBILITIES

Every member of the Woodridge Police Department has the responsibility to contact and question individuals within our facility who are not familiar to them, not displaying a Visitor Pass, Police identification, or not wearing a law enforcement uniform, to ascertain their authority to be in the facility unescorted. Any unauthorized access into the facility shall be reported to the on-duty Watch Commander immediately.

Retiree Concealed Firearms

220.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Woodridge Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Illinois law (18 USC § 926C; 50 ILCS 705/10).

220.2 POLICY

It is the policy of the Woodridge Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

220.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who meet the section requirements under (18 USC § 926C(c)):

220.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

220.3.2 AUTHORIZATION

Any qualified former peace officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
 1. A valid permit to carry a concealed firearm issued by the Illinois Law Enforcement Training and Standards Board (ILETSB) (20 Ill. Adm. Code 1720.260).
 2. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
 3. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
- (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
- (c) Not prohibited by federal law from receiving a firearm.
- (d) Not in a location prohibited by Illinois law or by a private person or entity on his/her property if such prohibition is permitted by Illinois law.

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Retiree Concealed Firearms

220.4 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD PERMITS

Retirees who wish to carry a concealed firearm may apply for an ILETSB permit through the Illinois Retired Officer Concealed Carry (IROCC) office and qualify through the IROCC program. Application information is available on the IROCC website (20 Ill. Adm. Code 1720.250).

220.5 FORMER OFFICERS RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions Policy.

220.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

220.6 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

220.7 FIREARM QUALIFICATIONS

Retired or former Officers shall be directed to an approved IROCC training facility to qualify with their firearm/s.

Chapter 3 - General Operations

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

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300.2.1 DUTY TO INTERCEDE AND REPORT

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

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor as soon as feasible.

Officers shall submit a written report within five days of the incident (720 ILCS 5/7-16).

300.2.2 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

An officer may use any force which he/she reasonably believes, based on the totality of the circumstances, to be necessary to effect an arrest and may use any force which he/she reasonably

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believes, based on the totality of the circumstances, to be necessary to defend him/herself or another from bodily harm while making an arrest (720 ILCS 5/7-5).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit.

These factors include but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual's mental state or capacity.
- (f) The individual's ability to understand and comply with officer commands.
- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
- (i) The availability of other reasonable and feasible options and their possible effectiveness, including de-escalation.
- (j) Seriousness of the suspected offense or reason for contact with the individual.
- (k) Training and experience of the officer.
- (l) Potential for injury to officers, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

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- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the individual can comply with the direction or orders of the officer.
- (c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 USE OF FORCE OPTIONS

- (a) **Command Presence:** Officers should attempt to use their physical presence and non-verbal communication skills to take control and avoid escalation of the incident. Factors which contribute to this option include perceptions of the officer's attitude, ability and self confidence.
- (b) **Verbal Direction:** Dialogue used by an officer can serve to diffuse or de-escalate the majority of situations. It is important to observe that this concerns what an officer says and how he/she says it. These factors involve the officer's language, tone of voice, verbal skills, and/or posture and body language. It is understood that some situations may require harsher verbal techniques than others.
 - 1. **De-escalation:** Officers will use de-escalation techniques to prevent or reduce the need for force when it is safe and feasible to do so based on the totality of the circumstances. This includes continually assessing the situation and modifying the use of force as circumstances change and in ways that are consistent with officer safety. Examples of de-escalation techniques include but are not limited to:
 - Providing a warning and exercising persuasion and advice prior to the use of force.
 - Determining whether the officer may be able to stabilize the situation through the use of time, distance, or positioning to isolate and contain a subject.
 - Requesting additional resources to respond or make use of specialized units or equipment including crisis-intervention-team trained officers, as necessary and appropriate.
- (c) **Soft Hand Control:** When the subject fails to respond to verbal direction or resists in a defensive manner, the officer seeks compliance by the use of physical means. This could include empty hand control, pressure compliance holds, blocking, restraining, controlling or escorting holds.
- (d) **Control and Compliance Tools (Chemical Agent/Taser):** This option directs the use of more aggressive techniques as well as using defensive tools against the subjects resistance. These tools include chemical sprays such as Oleoresin Capsicum (pepper spray), Electronic Control Devices "Taser" and the Straight Baton/ASP used as a device to move people or contain people in a crowd or riot situation.
- (e) **Hard Hand Control:** This option can be used against subjects who become aggressive, violent or are physically resisting and the officer seeks compliance

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by additional physical means. These techniques include strikes, kicks, stuns, and takedowns.

- (f) **Intermediate Weapons:** This option directs the officer to use more aggressive techniques as well as other defensive impact weapons against the subject's resistance. The officer may respond with less-lethal or lethal force depending upon the reasonableness of the situation. In an urgent situation it is possible for many things to be used as an impact weapon. The Straight Baton or ASP is preferred due to its design and training the officer receives. Each officer shall receive annual training in the use of the Straight Baton and ASP.
- (g) **Less Than Lethal Force:** This option is in the form of Extended Range Kinetic Energy Impact Munitions (Beanbag Rounds) which may be deployed against subjects armed with weapons or an unarmed subject who cannot be controlled by other means and is a threat to themselves or others. The authorized Beanbag round deployed by department members shall be the Combined Tactical Systems "Super Sock" model 2581.
- (h) **Deadly Force:** Deadly force can be realized through the use of a variety of measures although it is commonly related to the use of an officer's firearm.

It is not the intent of this order to direct officers that they must try each of the options before escalating to the next. Clearly, good reasonable judgment by the officer and each situation will dictate which option the officer will use.

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Woodridge Police Department for this specific purpose.

300.3.6 RESPIRATORY RESTRAINTS TO RECOVER EVIDENCE

A member shall not use a chokehold or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion (720 ILCS 5/7-5.5). A member shall not apply direct pressure to the throat, windpipe, or airway of a person with the intent to reduce or prevent the intake of air (chokehold) unless deadly force is justified (720 ILCS 5/7-5.5).

300.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify him/herself as a peace officer and to warn that deadly force may be used.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

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- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury.
- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and (720 ILCS 5/7-5):
 - 1. The officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person (except to the subject him/herself) if the individual is not immediately apprehended.
 - 2. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to immediately use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to immediately do so (720 ILCS 5/7-5).

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle involve additional considerations and risks, and are rarely effective.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.4.2 CHOKEHOLDS AND RESPIRATORY RESTRAINTS

A member shall not apply direct pressure to the throat, windpipe or airway of a person with the intent to reduce or prevent the intake of air (chokehold) unless deadly force is justified (720 ILCS 5/7-5.5). A member shall not use a chokehold or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion (720 ILCS 5/7-5.5).

300.4.3 SHOULDER PIN RESTRAINT

The proper application of the shoulder pin restraint may be effective in restraining a violent or combative individual. However, due to the potential for injury or death, the use or attempted use of the shoulder pin restraint shall be deemed deadly force.

- (a) Any individual who has had the shoulder pin restraint applied, or attempted use, regardless of whether he/she was rendered unconscious, shall be promptly examined

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by paramedics or other qualified medical personnel and should be monitored until examined by paramedics or other appropriate medical personnel.

- (b) Any officer attempting or applying the shoulder pin restraint shall promptly notify a supervisor of the use or attempted use of such hold.
- (c) The use or attempted use of the shoulder pin restraint shall be thoroughly documented by the officer in any related reports.
- (d) The use or attempted use of the shoulder pin restraint shall be investigated in a manner consistent with any deadly force application.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department other than Command Presence, Verbal Direction, or Force as described in section 300.1.1 of this policy when a person allows him/herself to be searched, escorted, handcuffed or restrained, shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

[See attachment: Response to Resistance Form 2020.pdf](#)

300.5.1 NOTIFICATION TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the EMDT device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or

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continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe (720 ILCS 5/7-15).

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available.

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately interview the individual upon whom force was applied. This interview may take place in booking, or on scene. If deemed necessary by the supervisor, the interview can be conducted in an interview room. If conducted in an interview room, then the interview will be recorded.

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- (d) If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:
 - 1. The content of the interview should not be summarized or included in any related criminal charges.
 - 2. The fact that a recorded interview was conducted should be documented in a report.
 - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired
- (e) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.
- (f) Identify any witnesses not already included in related reports.
- (g) Review and approve all related reports.
- (h) Determine if there is any indication that the individual may pursue civil litigation.
 - If there is an indication of potential civil litigation, the supervisor should notify the Deputy Chief of Patrol.
- (i) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 COMMAND STAFF RESPONSIBILITY

The Command Staff shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding. The Defensive Tactics training program and the Firearms training program will be responsible for this periodic training.

Subject to available resources, officers should receive periodic training on:

- (a) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.
- (b) De-escalation tactics, including alternatives to force.

Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Woodridge Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

301.2 POLICY

The Woodridge Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

301.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

The Chief of Police may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Deputy Chief of Support Services will convene the Use of Force Review Board as necessary. It will be the responsibility of the Watch Commander or supervisor of the involved employee to notify the Deputy Chief of Support Services of any incidents requiring board review. The involved employee's Watch Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The five members of the Use of Force Review Board shall consist of the following, as appropriate:

- ° ■ Deputy Chief of Support Services
- Deputy Chief of Operations
- Response to Resistance Coordinator

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- Rangemaster
- Defensive Tactics Coordinator

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The Deputy Chief of Patrol or Support Services who is not in the same division as the involved employee will serve as chairperson.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved employee to appear. The involved employee will be notified of the meeting of the board and may choose to have a representative through all phases of the review process or as defined by the current collective bargaining agreement.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the officer at the time shall neither justify nor call into question an officer's decision regarding the use of force.

Any questioning of the involved employee conducted by the board will be in accordance with department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

- (a) The employee's actions were within department policy and procedure.
- (b) The employee's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

The Chief of Police shall review the recommendation, make a final determination as to whether the employee's actions were within policy and procedure and will determine whether any additional

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actions, investigations or reviews are appropriate. The Chief of Police's final findings will be forwarded to the involved employee's Division Chief for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Woodridge Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Woodridge Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

Restraint devices used on an arrestee/detainee will at no time be used to attach them to any fixed part of a Police vehicle.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety.

Handcuffing and Restraints

No person who is in labor shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary to prevent escape or injury.

302.3.3 NOTIFICATIONS

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the Watch Commander upon arrival in booking that additional restraints were used. In the event that the subject is transported to County Jail, intake personnel should also be notified that supplements restraints were needed. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs (flex cuffs), may be used only to restrain a person's hands to ensure officer safety. Flexcuffs are not to replace the use of handcuffs, but are to be used as a back-up or an additional restraining device.

handcuffs should always be used with the subject's hands behind their back, except in extreme circumstances or when transporting prisoners using the transport belt.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. Such as:

- To restrict the movement of a person who has been placed under arrest.
- To transport a prisoner when in custody.
- To restrain a person who has become violent upon being apprehended or placed under arrest.
- To temporarily immobilize or transport a violent mentally disturbed subject.

However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

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Handcuffing and Restraints

If two prisoners are to be handcuffed together the same hand of one subject should be handcuffed to the same hand of the other. Right hand to right hand or left hand to left hand.

302.4.1 HANDCUFF TYPES

All handcuffs must be approved by the Department for use

Handcuffs shall be constructed completely of metal

- ASP handcuffs, which are partially plastic, are prohibited

Handcuffs must accept a universal handcuff key and be able to be double locked.

302.5 APPLICATION OF SPIT HOODS/MASKS/SOCKS

Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

Handcuffing and Restraints

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the department shall be used.

In determining whether to use the leg restraint, should consider:

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- (b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).
- (d) Maximization of Officer Safety.
- (e) Control possible escape risks.

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

- (a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- (c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- (d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- (e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (f) When transported by ambulance/paramedic unit, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).
- (g) When feasible, leg restraints should be double lock.

Handcuffing and Restraints

Leg restraints are not suggested for:

- (a) Subjects with injuries
- (b) Physical deformities
- (c) Disabilities which would be aggravated by their use
- (d) Any other circumstance where their use would create significant concerns.

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If an individual is arrested or detained, the use of restraints other than handcuffs shall be documented in the related report. The officer should include, as appropriate:

- The factors that led to the decision to use restraints.
- Supervisor notification and approval of restraint use.
- The types of restraint used.
- The amount of time the person was restrained.
- How the person was transported and the position of the person during transport.
- Observations of the person's behavior and any signs of physiological problems.
- Any known or suspected drug use or other medical problems

302.9 TRAINING

Subject to available resources, the Deputy Chief of Support Services, along with the Defensive Tactics Coordinator, should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.
- (b) Response to complaints of pain by restrained persons.
- (c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Woodridge Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

303.4 RESPONSIBILITIES

303.4.1 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

303.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster shall control the inventory and issuance of all extended range kinetic energy impact munition control devices and shall ensure that all damaged, inoperative, outdated or expended munitions are properly disposed of or replaced.

Every control device will be periodically inspected by the Rangemaster or the designated instructor for a particular control device.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Control Devices and Techniques

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster for disposition. Damage to Village property shall be reported and forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

303.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Watch Commander, Incident Commander or Crisis Response Unit Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

303.7.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

303.7.2 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

Control Devices and Techniques

303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

303.9 EXTENDED RANGE KINETIC ENERGY IMPACT MUNITIONS/PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Extended range kinetic energy impact munitions/projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation. Policy 311 establishes the guidelines for the utilization of Extended Range Kinetic Energy Impact Munitions.

303.9.1 DEPLOYMENT CIRCUMSTANCES

Only department-approved extended range kinetic energy impact munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.10 TRAINING FOR CONTROL DEVICES

The Training Manager who is the Deputy Chief of Support Services or his/her designee shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

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Control Devices and Techniques

- (b) All training and proficiency for control devices will be documented.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related report and reported pursuant to the Use of Force Policy.

Conducted Electrical Weapon

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of conducted electrical weapons (CEW).

304.2 POLICY

The conducted electrical weapon (CEW) is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

304.2.1 DEFINITIONS

Conducted Electrical Weapon (CEW) - A device that uses a high-voltage, low-power charge of electricity to induce involuntary muscle contractions that cause temporary incapacitation.

Air Cartridge - The module containing the barbed probes, wires and propellant needed to make contact with the target. Pulling the trigger with this module in place fires the probes towards the target and begins the electrical discharge.

Drive Stun - "Drive Stun" is the process of using the Conducted Electrical Weapon (CEW) as a pain compliance technique. This is done by activating the CEW and placing it against an individual's body. This can be done without an air cartridge in place or after an air cartridge has been deployed."

AFIDS - Anti-Felon Identification Tags. AFIDS are sprayed from a cartridge as the probes deploy. They contain the specific serial number for the cartridge, allowing law enforcement to identify the buyer of said cartridge.

304.3 ISSUANCE AND CARRYING CONDUCTED ELECTRICAL WEAPONS

Only sworn peace officers who have successfully completed department-approved training may be issued and carry the CEW.

CEW's devices are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department's inventory.

Officers shall only use the CEW and cartridges that have been issued by the Department. Officers who have been issued the CEW shall wear the device in an approved holster or holsters incorporated onto a ballistic vest carrier on their person. The CEW will not be carried unsecured in a cargo pocket or other unprotected manner.

Members carrying the CEW should perform a spark test on the unit prior to every shift.

When carried while in uniform, officers shall carry the CEW in a support-side holster on the side opposite the duty weapon.

- (a) All CEW's shall be clearly and distinctly marked with manufacturer name and model to differentiate them from the duty weapon and any other device.
- (b) Officers may carry two cartridges on their person when carrying the CEW.

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- (c) Officers shall be responsible for ensuring that their issued CEW is properly maintained and in good working order.
- (d) Officers should not hold both a firearm and the CEW at the same time.

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CEW should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances.

The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the CEW may be deployed.

If, after a verbal warning, an individual is unwilling to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, display the electrical arc (provided that a cartridge has not been loaded into the device), or the laser in a further attempt to gain compliance prior to the application of the CEW. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the CEW in the related report.

304.5 USE OF THE CONDUCTED ELECTRICAL WEAPON

The CEW has limitations and restrictions requiring consideration before its use. The CEW should only be used when its operator can safely approach the subject within the operational range of the device. Although the CEW is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

304.5.1 APPLICATION OF THE CONDUCTED ELECTRICAL WEAPON

The CEW may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

- (a) The subject is violent or is physically resisting.
- (b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the CEW to apprehend an individual.

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CEW on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

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- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles. (However, there may be exceptions for violent, larger in stature juveniles based upon the reasonableness of the situation)
- (c) Individuals who are handcuffed or otherwise restrained.
- (d) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray. Officers should be aware that electrical sparks can ignite flammable liquids or fumes.
- (e) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles, in water which could result in drowning).

The CEW shall not be used to psychologically torment, elicit statements or to punish any individual.

304.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest, anterior pelvis and groin. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the CEW probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest anterior pelvis or groin until the subject is examined by paramedics or other medical personnel.

304.5.4 DRIVE STUN

Without the air cartridge in place, or after the air cartridge has been deployed, the unit may be used in the drive stun mode. Officers using the unit in this mode should be aware this is a pain compliance device and will be less effective in incapacitating a subject, and also will be more likely to leave burns on the skin.

304.5.5 MULTIPLE APPLICATIONS OF THE CONDUCTED ELECTRICAL WEAPON

Officers should apply the CEW for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the CEW against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the CEW appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional applications of the CEW, including:

- (a) Whether the probes are making proper contact.
- (b) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (c) Whether verbal commands, other options or tactics may be more effective.

Officers should generally not intentionally apply more than one CEW at a time against a single subject.

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304.5.6 ACTIONS FOLLOWING DEPLOYMENTS

Officers shall notify a supervisor of all CEW device discharges. Expended cartridges, wires and probes, may be collected for evidentiary purposes. These items should be considered a sharps hazard and a biohazard, which will be handled carefully under universal precautions per the Bloodborne Pathogens Policy. The cartridge serial number should be noted and documented on the proper report. The probes will be inverted into the air cartridge and the cartridge disposed of unless the cartridge is specifically required to be retained as evidence. The evidence packaging should be marked "Biohazard."

Anti-Felon Identification Tags (AFIDS) may also be collected, provided they are able to be located.

304.5.7 DANGEROUS ANIMALS

The CEW may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.5.8 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department CEW's while off-duty.

Officers shall ensure that CEW's are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

304.5.9 POLICE CANINE

The CEW device shall not be used when a police canine is actively engaged in the apprehension of a subject.

304.6 DOCUMENTATION

Officers shall document all CEW discharges, with the exception of an intentional spark test, in the related arrest/crime report. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Pointing the device at a person, laser activation and arcing the device will also be documented in the arrest/crime report. Accidental discharges not striking a person will be documented in a departmental memo to the attention of the Watch Commander. The user's Watch Commander will review the incident and will submit a memo to the Deputy Chief of the officer's unit with the result of that review.

After being applied to an offender, the unit will be taken out of service and submitted to the Support Services Deputy Chief. The Support Services Deputy Chief will download the information stored in the unit on the time and duration of the pulses delivered.

304.6.1 CONDUCTED ELECTRICAL WEAPON REPORTING

Items that shall be included in the CEW report are:

- (a) The type and brand of CEW and cartridge and cartridge serial number.
- (b) Date, time and location of the incident.

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- (c) Whether any display, laser or arc deterred a subject and gained compliance.
- (d) The number of CEW activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
- (e) The approximate range at which the CEW was used.
- (f) The type of mode used (probe or drive-stun).
- (g) Location of any probe impact.
- (h) Location of contact in drive-stun mode.
- (i) Whether medical care was provided to the subject.
- (j) Whether the subject sustained any injuries.
- (k) Whether any officers sustained any injuries.

The Deputy Chief of Support Services should periodically analyze these reports to identify trends, including deterrence and effectiveness. The Deputy Chief of Support Services should also conduct audits of data downloads and reconcile CEW reports with recorded activations.

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, CEW probes may be removed from a person's body if they have not been struck in a sensitive area. Used CEW probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CEW probes in a sensitive area such as the face, neck, head, female breast or groin, shall be transported to a medical facility for probe removal and assessment prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person is suspected of being under the influence of controlled substances or highly intoxicated.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The CEW probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related

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reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CEW.

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CEW may be used. A supervisor should respond to all incidents where the CEW was activated.

A supervisor should review each incident where a person has been exposed to an activation of the CEW. After being used, the unit will be taken out of service and the device's onboard memory will be downloaded through the data port by the Deputy Chief of Support Services and data saved with the related use of force report. Photographs of probe sites should be taken and witnesses interviewed.

304.9 TRAINING

Personnel who are authorized to carry the CEW shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the CEW as a part of their assignment for a period of one year or more shall be re-certified by a department-approved CEW instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEW's should occur every year. A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the officer's Supervisor. All training and proficiency for CEW's will be documented in the officer's training file.

Command staff, supervisors and investigators should receive CEW training as appropriate for the investigations they conduct and review.

Officers who do not carry CEW's should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Deputy Chief of Support Services or their designee is responsible for ensuring that all members who carry CEW's have received initial and annual proficiency training. Periodic audits should be used for verification.

Received exposure of CEW's during training could result in injury to personnel and should not be mandatory for certification.

The Deputy Chief of Support Services or their designee should ensure that all training includes:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.

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- (c) Performing support-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations per Axon Enterprise Inc., to include techniques or options to reduce the unintentional application of probes near the head, neck, chest, anterior pelvis and groin.
- (e) Handcuffing a subject during the application of the CEW and transitioning to other force options.
- (f) De-escalation techniques.
- (g) Restraint techniques that do not impair respiration following the application of the CEW.

Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of an officer (50 ILCS 727/1-10; 50 ILCS 727/1-30; 730 ILCS 210/3-1).

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

305.1.1 DEFINITIONS

Definitions related to this policy include:

Officer-involved death - Any death of an individual that results directly from an action or directly from an intentional omission, including unreasonable delay involving a person in custody or intentional failure to seek medical attention when the need for treatment is apparent, of a law enforcement officer while the officer is on-duty, or otherwise acting within the scope of his/her employment, or while the officer is off-duty, but performing activities that are within the scope of his/her law enforcement duties. It also includes any death resulting from a motor vehicle crash, if the law enforcement officer was engaged in law enforcement activity involving the individual or the individual's vehicle in the process of apprehension or an attempt to apprehend (50 ILCS 727/1-5).

305.2 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

305.3 CONTROL OF INVESTIGATIONS

Generally, the Illinois State Police Public Integrity Task Force or the DuPage County Major Crimes Task Force will take the lead on any investigations involving officer involved shootings or death.

As circumstances dictate, investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

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305.3.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, the Woodridge Police Department would control the investigation if the suspect's crime occurred in Woodridge.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

305.3.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will generally be handled by the DuPage MERIT Public Integrity Team or the Illinois State Police Public Integrity Task Force.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

305.3.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

An officer-involved death of an individual in custody that may have been caused by the officer's use of force shall be investigated and reported pursuant to the Reporting of Deaths in Custody Act (730 ILCS 210/3-5).

305.4 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

305.4.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved WPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

- (a) Secure the scene and identify and eliminate hazards for all those involved.
- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.
- (c) Request additional resources from the Department or other agencies.
- (d) Coordinate a perimeter or pursuit of suspects.
- (e) Check for injured persons and evacuate as needed.
- (f) Brief the supervisor upon arrival.

305.4.2 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

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Command Staff

Department PIO

Detective Unit Supervisor

ISP Public Integrity Task Force or DuPage County Major Crimes Task Force

ISP or DuPage FIU evidence collection team

Appropriate Coroner's Office

Appropriate State's Attorney's Office

305.4.3 INVOLVED OFFICERS

The following shall be considered for the involved officer:

- (a) Any request for legal or union representation will be accommodated.
 1. Involved WPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report. However, involved Officers will be permitted to meet individually with an attorney or representative privately.
 2. Requests from involved non-WPD officers should be referred to their employing agencies.
- (b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
- (c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.
- (d) A licensed psychotherapist shall be provided by the Department to each involved WPD officer. A licensed psychotherapist may also be provided to any other affected WPD members, upon request.
 1. Interviews with a licensed psychotherapist will be considered privileged.
 2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
 3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
- (e) Communications with peer counselors are confidential and may only be disclosed in accordance with 5 ILCS 840/20.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

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Each involved WPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Watch Commander to make schedule adjustments to accommodate such leave.

305.4.4 SUPERVISOR RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Shift Supervisor shall be responsible for coordinating all aspects of the incident until relieved by the Chief of Police or Deputy Chief.

All outside inquiries about the incident shall be directed to the Chief of Police or the Department PIO.

- (a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
 - 1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
- (b) If necessary, the supervisor may administratively order any WPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.
 - 1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.
 - 2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.
- (c) Provide all available information to the Watch Commander and DuComm. If feasible, sensitive information should be communicated over secure networks or phone.
- (d) Take command of and secure the incident scene with additional WPD members, or mutual aid, until properly relieved by another supervisor or other assigned personnel or investigator.
- (e) Remove the involved officer or officers from the scene as soon as feasible.
 - 1. The officer involved shall be transported as soon as feasible to the hospital for evaluation. Assign a supportive peer officer to accompany and remain with the officer and provide assistance. The support officer will secure all equipment of the involved officer. The equipment shall remain in the identical condition as when secured. No weapon will be unloaded or changed in condition.
 - (a) When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.
 - (b) Each involved WPD officer should be given an administrative order not to discuss the incident with other involved officers or WPD members pending further direction from a supervisor.

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2. Arrange to have the involved officer contact family, clergy, and / or legal counsel. Under no circumstances will an officer involved either directly or as a witness be placed in the rear seat of a squad car. No officer will be held or isolated in any area without a peer support officer.
3. The Chief of Police or their designee shall, where feasible, personally go to the home of the officer involved to make notification to family members and provide transportation to the hospital or other location as required. If the officer involved is injured, every reasonable effort will be made to make in-person notification. If it is not feasible to make in-person contact, only then shall telephone contact be initiated. Every effort will be made to assist the family member (s) with transportation and a support person(s).
4. After medical evaluation and treatment (if required), the assigned support officer shall transport the officer to his or her home. Under no circumstances will the officer involved be permitted to drive him or herself home. No investigative examination or interview of the officer will take place until the Chief of Police or their designee authorizes such.
5. Should the incident take place outside the jurisdictional boundaries of the Village of Woodridge, the first responding Woodridge officer or supervisor will immediately take charge and control of the involved officer and remain with him or her at all times. The involved officer and the responding /supporting Woodridge officers should take into consideration the direction and assistance of the local agencies officers. However, where the directions or orders of another agency are contrary to the policies or operating procedure of the Woodridge Police Department, the officer involved or responding / support officers of the Village of Woodridge shall not be required to follow any directive of another police agency or take commands of any officer of another agency without the express authorization of the Chief of Police of Woodridge or his designee.

305.4.5 ADDITIONAL CONSIDERATIONS

After securing the scene and witnesses, focus should be moved to the involved officer / officers.

The department recognizes that officers involved in shooting situations or other high level uses of force are likely to experience one or more of the following physiological reactions:

- (a) A sense of slow motion, cause by accelerated thought process.
- (b) A sense of detachment, including auditory blocking.
- (c) Tunnel vision.
- (d) A skewed sense of time and space relations.
- (e) Nausea or Vomiting.
- (f) An increase in blood pressure
- (g) Rapid heart beat
- (h) Involuntary urination / defecation
- (i) Speech impairment

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- (j) Uncontrollable crying
- (k) Shock
- (l) Guilt
- (m) Anger
- (n) Disbelief

The department's goal is to minimize the negative effects and potential threat to health of any of the above reactions.

305.4.6 COMMUNICATION WITH FAMILY AND NEXT-OF-KIN

When a death has resulted from an officer's use of force or while in the custody of the Department or a department officer, notification to next-of-kin, family, or another emergency contact shall be made as soon as practicable. The information provided should include the facts surrounding the incident that are reasonably known to the member at that time and that are appropriate to provide under the circumstances given any pending investigations and in accordance with state and federal law (730 ILCS 210/3-5).

The Chief of Police shall designate an officer as the Family Liaison Officer to handle ongoing communication with the decedent's family or next-of-kin. Responsibilities of this position include but are not limited to communicating investigation developments, practical support, and, if requested, arranging for a chaplain or suitable staff member to address matters related to faith (730 ILCS 210/3-5).

305.5 CRIMINAL INVESTIGATION

The State's Attorney's Office is responsible for the criminal investigation into the circumstances of any officer-involved shooting that does not result in death. Officer-involved deaths shall be investigated by outside agency investigators as provided in the applicable intergovernmental agreements.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the State's Attorney's Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, at the appropriate time, as determined by the Chief of Police, or their designee, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

- (a) WPD supervisors and Command Staff personnel should not participate directly in any voluntary interview of WPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
- (b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's

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statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

- (c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.
- (d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.5.1 REPORTS BY INVOLVED WPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved WPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved WPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved WPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.5.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

- (a) Identification of all persons present at the scene and in the immediate area.
 - 1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
 - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose

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of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.
 - 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
- (c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

305.5.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Detective Unit supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from outside investigatory agencies and may be assigned to separately handle the investigation of any related crimes not being investigated by outside investigatory agencies.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Detective Unit supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Deputy Chief .

305.5.4 OFFICER-INVOLVED DEATH INVESTIGATIONS

The Chief of Police should ensure that the Woodridge Police Department enters into appropriate intergovernmental agreements to investigate officer-involved deaths involving members of the WPD by appropriately trained outside investigators, Generally the ISP Public Integrity Task Force or the DuPage County Major Crimes Task Force, as required by the Police and Community Relations Improvement Act (50 ILCS 727/1-1 et seq.). The agreement should establish any compensation arrangement for participation in investigations and establish responsibilities for expeditiously providing a complete report to the State's Attorney and a public report if no charge or indictment is brought against the officer.

305.6 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved WPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Command Staff and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws (see the Personnel Complaints Policy) (50 ILCS 725/1 et seq.).

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Officer-Involved Shootings and Deaths

- (a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.
 - (a) A sample shall be compelled in the case of a shooting that caused injury or death of a person as soon as practicable but no later than the end of the officer's shift or tour of duty (50 ILCS 727/1-25).
- (b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
 - 1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas, with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.
- (c) In the event that an involved officer has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.
 - 1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
 - 2. The interview shall take place at the facility to which the administrative investigator is assigned or the police facility that has jurisdiction over the place where the incident occurred. The interview shall also be conducted at a reasonable time of day and during the time when the officer is on-duty as operational requirements and the nature of the incident permit. The interview shall be of reasonable duration and allow for reasonable periods of rest and personal necessities of the officer (50 ILCS 725/3.1; 50 ILCS 725/3.3; 50 ILCS 725/3.5).
 - 3. The officer shall not be subject to professional or personal abuse, including offensive language (50 ILCS 725/3.6).
 - 4. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview and shall inform the WPD of any person who will be present on his/her behalf (50 ILCS 725/3.4; 50 ILCS 725/3.9). The officer shall have the right to be represented by counsel and may request counsel at any time before or during the interview and shall have a reasonable time and opportunity to obtain counsel (50 ILCS 725/3.9). However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
 - 5. A complete record of the administrative interview shall be made and a complete transcript or copy shall be made available to the officer without charge and

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without undue delay. Such record may be electronically recorded (50 ILCS 725/3.7). The officer may also record the interview.

6. The officer shall be informed in writing of the nature of the investigation and the name, rank and unit/command of the assigned administrative investigator, the interviewers and all persons who will be present on behalf of the WPD (50 ILCS 725/3.2; 50 ILCS 725/3.4). If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights in writing and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally (50 ILCS 725/3.8).
 7. The command staff shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
 8. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
 9. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.
- (d) Investigators should take reasonable steps to avoid interfering with the outside criminal investigation conducted under the requirements of 50 ILCS 727/1-10 (50 ILCS 727/1-15).

305.7 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV) or other video or audio recordings, but not body-worn camera footage, prior to providing a recorded statement or completing reports (see the Portable Audio/Video Recorders Policy) (50 ILCS 706/10-20).

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with approval of assigned investigators or a supervisor.

Any MAV, body-worn, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or Village Attorney's Office, as appropriate.

305.8 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

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All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.9 DEBRIEFING

Following an officer-involved shooting or death, the Woodridge Police Department should conduct both a critical incident/stress debriefing and a tactical debriefing.

305.9.1 CRITICAL INCIDENT/STRESS DEBRIEFING

A critical incident/stress debriefing should occur as soon as practicable. The Deputy Chief of Support Services, or their designee, is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., Dispatchers, CSO's, other non-sworn). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisors.

Involved Officers are also permitted to seek additional assistance through the Village's EAP, or various not-for-profit support groups.

305.9.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police or the authorized designee should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

305.10 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to the Watch Commander, Detective Unit Supervisor, and Public Information Officer in the event of inquiries from the media.

No member of the Woodridge Police Department shall make any comment to the media unless he/she is authorized by the Chief of Police or a Deputy Chief .

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

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305.11 REPORTING

The Deputy Chief of Support Services will ensure that the Records Supervisor is provided with enough information to meet the reporting requirements for any officer-involved shooting or death that qualifies to be reported to the Department of State Police (50 ILCS 709/5-12).

The Records Supervisor shall submit a written report to the Illinois Criminal Justice Information Authority whenever an officer's use of force results in a death. There shall be a good faith effort to include all known relevant facts and circumstances in the report, and the report shall be submitted within 30 days on the required standardized form (730 ILCS 210/3-5).

Extended Range Kinetic Energy Impact Weapons

306.1 PURPOSE

The purpose of this general order is to establish guidelines for the utilization of Extended Range Kinetic Energy Impact Munitions and to include the training and certification of officers who will be authorized to deploy and utilize these munitions.

306.2 POLICY

It is the policy of the Woodridge Police Department to recognize that combative and/or violent subjects who are armed with non-traditional weapons create handling and control problems that require special training and equipment. It shall be the policy of the Woodridge Police Department to equip, train and certify officers in the utilization of Extended Range Kinetic Energy Impact Munitions, in order to assist the officer in the resolution of these potentially violent confrontations.

306.3 DEFINITIONS

Extended Range Kinetic Energy Impact Munitions: Munitions which can be propelled for the purpose of encouraging compliance, overcoming resistance, or preventing more serious injury without posing a significant potential of causing death (commonly referred to as less-lethal ammunitions.)

Beanbag Rounds: Flexible, heavy cloth bags containing lead shot that have the potential to conform to the shape of the target.

BDO: Beanbag Deployment Officer. Officers who have successfully completed the department approved training course and are certified and authorized to deploy beanbag rounds.

Subject: The person who is at the focus of the police operation.

Deadly force: Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

306.4 PROCEDURE

The utilization of Extended Range Kinetic Energy Impact Munitions can assist in achieving the protection of life, property, or the restoration of order. Their use should be considered whenever their deployment would assist in enabling an arrest, restoring order, protecting a subject from self-inflicted injury, or reducing the risk of more serious injury. When deployed, the probability of causing serious physical injury or death is low, however the level of energy necessary to cause incapacitation does create the potential for injury or death. Because of the potential of injury or death occurring to the subject, only officers who have successfully completed the approved training course, which was conducted by designated range instructors, shall be authorized to deploy these munitions.

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Extended Range Kinetic Energy Impact Weapons

306.4.1 AUTHORIZED MUNITIONS AND DELIVERY SYSTEMS

Specifically designated and marked Department-issued 12-gauge shotguns are the only authorized delivery system.

Department issued 12-gauge beanbag rounds are the only Extended Range Kinetic Energy Impact Munitions authorized for use by trained department personnel.

306.4.2 TRAINING

To become certified for the deployment of Extended Range Kinetic Energy Impact Munitions, officers must complete the following:

- (a) The Department approved three-hour training course.
- (b) Review of the current version of this policy.
- (c) Review of the Use of Force Policy with regards to less-lethal munitions.
- (d) Review of protocol with respect to the Department issued shotgun.
- (e) Pass a department issued written examination with a minimum score of 90%.
- (f) Shoot five beanbag rounds for familiarization purposes. Pass a three-round qualification course.

In order to maintain one's certification, officers must complete an annual one-hour recertification course. This course shall consist of a written examination, which must be passed with a minimum score of 90%, and a five round recertification qualification course.

306.4.3 DEPLOYMENT AREAS

The Extended Range Kinetic Energy Impact Munitions will be delivered to the department established target areas based upon the circumstances and the reasonableness of force utilized.

The Department designated target areas have been divided into two categories:

1. **Green Areas:** These areas will be considered when incapacitation is necessary and a minimal potential for injury is the appropriate response. See Attachment.
2. **Red Areas:** These areas will be considered only when an escalation of force, up to and including the use of **deadly force**, is necessary and appropriate, as defined by our Use of Force policy, acknowledging that there is a significant increase in the potential for serious injury or death to occur to the subject (720 ILCS 5/7-5). See Attachment.

[See attachment: Policy 306 Targeting Diagram.pdf](#)

306.4.4 STORAGE AND INSPECTION REQUIREMENTS

The designated beanbag shotguns will be visually identifiable by looking at the front portion of the weapon's stock and forearm. The barrel shall have one orange, one-inch stripe around the fore stock, in addition to one orange, one-inch stripe on the pistol-grip portion of the butt stock.

The designated beanbag shotguns shall be stored in the following manner:

- (a) The shotguns will be secured inside the squad car, mounted in a secured rack and shall be checked each shift. The chamber will be empty and the magazine tube will

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be unloaded. The safety will be engaged and the hammer will be dropped. The officer shall ensure that the weapon is clear of any obstructions in the barrel. The officer will also ensure that six (6) beanbag rounds are attached to the receiver through the use of the side saddle carrier.

If a situation occurs which dictates the deployment of the beanbag shotgun, only an officer certified as a BDO will deploy the shotgun. The shotgun will be visually and physically inspected by the officer who is deploying it to ensure that the chamber and the magazine are empty. The officer will then visually inspect each round as it is loaded into the shotgun to ensure that it is in fact a beanbag round. The weapon will be loaded with five beanbag rounds in its magazine and by placing one round in its chamber. Once the situation for which the beanbag shotgun was originally deployed is secure and the beanbag shotgun is no longer needed, it must be unloaded and secured into the car mounted rack.

At any time a Woodridge Police Department squad car is going to be taken anywhere for any type of mechanical service or other reason, other than that work performed by a village mechanic at the municipal complex, or the vehicle is going to be driven by personnel other than employees of the Woodridge Police Department or a village mechanic, the beanbag shotgun as well as any other weapons shall be removed from the vehicle and properly secured in designated weapons storage within the Woodridge Police Station.

At no time will lethal shotgun ammunition of any type be stored with, or loaded into a beanbag shotgun or placed into its protective case.

306.4.5 DEPLOYMENT REQUIREMENTS AND TECHNIQUES

The beanbag shotgun may be deployed when a situation dictates that the potential for the use of the beanbag munitions exists, or when directed to do so by a supervisor.

When deploying the beanbag shotgun, the BDO shall consider the level of force that he/she is confronting, in addition to the proximity/access of the subject(s) to the officer. There should always be a second officer to act as lethal cover for the BDO. When utilizing a second officer as lethal cover, the BDO must verbally direct and/or confirm that the cover officer knows that he/she is the lethal cover officer by verbally communicating, "You are my lethal cover."

The BDO should announce via radio and/or verbally the following: "I have beanbags." This will ensure that other officers on the scene are aware that the beanbag shotgun has been deployed, and that a custody team should be established to control the subject after the discharge of the beanbag rounds.

If there is time, and the tactical situation permits, the decision to utilize beanbags against a subject will be announced over the repeater, via use of Channel 1 South. The BDO or his cover officer will announce that the beanbags will be utilized at the next available opportunity.

When engaging a subject, the BDO should evaluate the effectiveness of each round discharged at the subject. Compliance and/or incapacitation are the desired goal. If a discharged round strikes the subject and is not effective, alternative target areas and responses should be considered by the BDO. Alternative target areas and response considerations will be based upon the circumstances

Extended Range Kinetic Energy Impact Weapons

the officer is encountering and the level of force the situation dictates is needed. Remember, the situation and circumstances shall dictate the actions taken by the BDO and not the manufacturer's specifications. At no time shall kinetic impact projectiles be discharged indiscriminately into a crowd.

When you are engaging a subject, the BDO will establish voice contact with the subject and give verbal commands and instructions.

306.4.6 THE HANDLING OF PERSONS STRUCK BY EXTENDED RANGE KINETIC ENERGY IMPACT PROJECTILES

Persons who have been successfully engaged and subsequently struck by a beanbag projectile will be transported to a hospital emergency room for an examination by a physician. The BDO, or another officer as directed by the supervisor, will report to the hospital and provide hospital staff with a spent beanbag round if one is available to help aid in and expedite the treatment of the subject. If it is possible, the officer or a designee will brief hospital staff on the approximate distance of the engagement, in addition to the number of impacts and the location of the impact.

306.5 REPORTING

The deployment of Extended Range Kinetic Energy Impact Munitions against a subject constitutes a use of force and shall be documented in the narrative section of the appropriate case report being filed on the incident. The BDO, if not the officer writing the original case report, shall document his actions in a supplemental case. In either circumstance, a response to resistance report shall also be completed.

The Watch Commander, if he/she is not the BDO, will conduct an initial investigation into any situation which resulted in a beanbag round being fired at a subject. The depth of the investigation will be decided by the extent of the subject's injuries. Should the Watch Commander be the BDO, then the second sergeant on duty or the Deputy Chief of Patrol will conduct the initial investigation.

Each impact area should be photographed, if possible. Photographs must include a full body shot and close-up of each impact point. Photographs should be entered into evidence.

The spent beanbags and shells shall be gathered and collected as evidence unless otherwise directed by a supervisor.

If not already on scene, the Chief of Police, or their designee, will be notified whenever beanbag rounds are deployed and used against a subject.

Firearms

307.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of a firearm that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

[See attachment: 304.0 Firearms Attachment.pdf](#)

307.2 POLICY

The Woodridge Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

307.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Firearms shall not be carried by non-sworn members while on-duty or while in any Village-owned vehicle. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the Deputy Chief of Support Services. This exclusion does not apply to the carrying of a knife that is not otherwise prohibited by law and/or listed on the departments approved equipment purchase list.

307.3.1 HANDGUNS

The authorized department issued handgun is the 1911 Government model, .45 caliber semi-automatic pistol, which will be carried with the hammer full back, safety engaged, a cartridge in the chamber, and a full magazine in the weapon.

All government model .45 caliber semi-automatic weapons will meet department specifications listed in the "Pistol Specifications", attached.

The handgun carried on-duty by plain clothes officers, shall also consist of a variation of the 1911 Government model, .45 caliber semi-automatic pistol, commonly referred to as an, "Officer's", or, "Compact" model.

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Exceptions:

The Chief of Police may authorize an officer assigned to a special assignment to use an approved, non-issued, firearm, as long as the officer has successfully passed a qualification course.

307.3.2 SHOTGUNS

The authorized department issued shotgun is the Mossberg, model 500/550, chambered in 12 gauge, which will be restricted for the use of extended range kinetic impact munitions ONLY (Bean Bag Rounds). AT NO TIME will lethal shotgun ammunition, of any type, be stored with, or loaded into a bea bag shotgun.

When not deployed, the shotgun shall be properly secured in a locking weapons rack in the patrol vehicle, with the magazine unloaded, the action closed on an empty chamber, the trigger pulled to release the hammer, and the safety in the "safe" position.

If the vehicle is not equipped with a weapons rack, the shotgun will be secured, consistent with Department training, inside a case within the vehicle.

307.3.3 PATROL RIFLES

The authorized department issued patrol rifle is the AR-15 style rifle, as authorized by the Rangemaster and approved by the Chief of Police.

- (a) All officers shall demonstrate satisfactorily their ability to load, unload, and properly store the rifle in the patrol vehicle.
- (b) A rifle in the vehicle is to be kept in proper working condition and carried in a locked rack, if available, in the vehicle. It is the responsibility of each officer assigned to a patrol vehicle to make sure the rifle is stored in a safe and proper manner prior to, and after, the assigned use of the vehicle by that officer. The rifle will be stored in the patrol vehicle with a determined number of rounds in each magazine and without a round chambered. An orange colored "chamber safe" will be inserted into the chamber of the rifle which will indicate to the officer that the weapon is safe. If the "chamber safe" is removed from the rifle during the officer's tour of duty it MUST be replaced at the completion of the officer's tour of duty. This will ensure that the next officer will see that the rifle is a safe weapon.
- (c) Rifle ammunition: Two magazines will be supplied with the rifle. The magazine with red tape will be inserted into the magazine well. The red magazine will contain tactical ammunition for maximum barrier penetration. The magazine with green tape will be inserted into the "ready mag" magazine holder. The green magazine indicates that it is loaded with soft point ammunition which has less penetration ability. The officer should choose his ammunition as the situation dictates.
- (d) The department assigned armorer will be responsible for periodic maintenance of rifles stored in the patrol vehicles as needed or required by the range master.
- (e) Officers may be instructed in the use of any special weapons provided by the department and must qualify on a course as designated in this directive by maintaining a qualifying score. Only officers who qualify will be authorized to use that weapon.

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- (f) Except for general maintenance or training, officers will not draw their weapons unless circumstances dictate an officer safety situation or to dispose of an animal.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.

307.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized, but personally owned, handgun or rifle must received written permission from the Chief of Police and Rangemaster (see "Personal Duty Weapon Authorization").

Once approved, personally owner firearms are subject to the following restrictions:

- (a) The firearm shall be in good working order.
- (b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Officers shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.
- (e) Officers who choose to carry their personally owned duty weapon must know that the possibility exists that the weapon will be taken into evidence if it is used in a deadly force situation or other shooting situation. Officers who choose to use a personally owned duty weapon must sign the "Personal Duty Weapon Authorization" form (see Attachment)

307.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

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- (a) The handgun shall be in good working order and of no caliber less than .380.
- (b) Only one secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (e) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.
- (g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

307.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

- (a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried and at least once annually.
- (f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

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- (g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry department-authorized ammunition and no weapon capacity less than 5 rounds will be permitted.
- (i) When armed, officers shall carry their badges and Woodridge Police Department identification cards under circumstances requiring possession of such identification.
- (j) Police Officers of this department are not mandated to carry a firearm while off duty. Officers who choose not to carry a firearm while off-duty shall not be subjected to any disciplinary action for failure to take police action on an occasion where a firearm would have been required to affect police powers.
- (k) Off-duty police officers, while in the jurisdictional boundaries of the Village of Woodridge are encouraged to be armed with an approved firearm.
- (l) Off-duty police officers, while operating or riding in a departmental vehicle, shall be armed with an approved firearm, unless specifically authorized by the Chief of Police

307.3.7 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member's annual firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

307.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

307.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in writing, in advance by the Rangemaster.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

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307.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

307.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster.

Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

The approved tactical lights for the 1911 Government model .45 caliber weapon will be the Streamlight TLR-1

307.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

307.4.5 HEARING PROTECTION

All personnel on the range shall wear the provided earmuff hearing protection when firing any pistol.

All personnel on the range shall supplement the earmuffs with the provided earplugs on the shoulder stock ear, in the event the earmuff slips off the ear while firing any rifle or carbine.

The same rules shall apply to personnel attending any firearms related training, outside of the mandatory department shoots.

All personnel are encouraged to wear adequate hearing protection when shooting recreationally.

307.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or recklessly handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall follow all established range safety rules listed in the "Range Rules" attachment.
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels/buckets are present.

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- (d) Less lethal shotguns or rifles removed from vehicles or the equipment storage room/locker shall be loaded and unloaded using due care in accordance with established procedures.
- (e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.
- (f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
- (g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster/armorer approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

307.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and magazines loaded with approved ammunition in rifles and less lethal ammunition for shotguns. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels/buckets.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage locker. Handguns may remain loaded if they are secured in an appropriate holster and locker. Shotguns and rifles shall be unloaded in a safe manner into clearing barrels/buckets and stored in the appropriate equipment storage locker.

307.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition not under their direct control are locked and secured while in their homes, vehicles and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (720 ILCS 5/24-9(a)).

307.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage that would tend to adversely affect the member's senses or judgement, or

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taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

307.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on duty are required to comply with the Peace Officer and Probation Officer Firearm Training Act (50 ILCS 710).

Please refer to "Combat Range Shooting Program" attachment which outlines the department's requirements.

Members will qualify with off-duty and secondary firearms at least once annually, normally in conjunction with the members duty firearm qualification. Training and qualifications are outlined in the "Combat Range Shooting Program" attachment.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

307.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or fail to qualify on their first shooting attempt shall be provided remedial training and may be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
 1. Unauthorized range make-up
 2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action after all documentation is forwarded to the Chief of Police by the Rangemaster.

307.7 FIREARM DISCHARGE

Except during training, recreational use, hunting, or sporting events any member who discharges a firearm intentionally or unintentionally, on-duty or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

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The Shift Supervisor may take the weapon involved and secure it as evidence. Except for unusual circumstances, the Shift Supervisor will give his weapon to the officer to be replaced. A replacement weapon can be issued.

In all other cases, written reports shall be made as follows:

- (a) If on-duty at the time of the incident, the member shall file a written report with his/her Supervisor which will be forwarded to the Chief of Police or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

307.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER® device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

307.7.2 WARNING AND OTHER SHOTS

No member of this department shall fire a warning shot under any circumstances.

307.7.3 INJURED ANIMALS

With the approval of a Shift Supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical. Discharge of a firearm in this manner is subject to completing an animal incident report with a separate memorandum to the Chief of Police.

307.8 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster or approved Range Training Officer. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Deputy Chief of Support Services after each range date. Failure of any member to sign in and out with the Rangemaster may result in non-participation or non-qualification.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty weapons carried by members of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until inspected and approved by the Rangemaster.

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The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry. This can be achieved by an annual weapons inspection and qualification.

The Rangemaster shall complete and submit to the Deputy Chief of Support Services documentation and lesson plans of the training courses provided. Documentation shall include each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list/roster of each member who completes the training. The Rangemaster shall keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Deputy Chief of Support Services. See the "Combat Range Shooting Program" attachment.

307.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their Woodridge Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).
- (c) The Woodridge Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Woodridge Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

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- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

307.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry his/her Woodridge Police Department identification card whenever carrying such firearm.
- (b) The officer is not the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

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308.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related collisions. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where Department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicular pursuit situations are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers' conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An unreasonable individual's desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

308.1.1 VEHICLE PURSUIT DEFINED

An event involving one or more on-duty officers operating a Police vehicle utilizing the vehicle's emergency equipment in an attempt to apprehend an actual or suspected offender in a fleeing vehicle who, having been given a visual and audible signal, by a Police Officer, directing the driver to bring his vehicle to a stop, fails or refuses to obey such direction, or otherwise flees or attempts to elude the officer.

308.2 OFFICER RESPONSIBILITIES

It shall be the policy of this department that a vehicle pursuit shall be conducted only with emergency lights and siren. The driver of an authorized emergency vehicle may proceed past a red or stop signal or stop sign, exceed the maximum speed limits, and disregard regulations governing direction of movement or turning in specified directions provided the driver reduce the vehicle's speed and if necessary come to a complete stop as may be required and necessary for safe operation and does not endanger life or property (625 ILCS 5/11-205).

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

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To reduce the likelihood of a pursuit occurring, an officer intending to stop a vehicle for any violation of the law, except a traffic law, should, whenever possible and without creating a threat to public safety or officers, close the distance between the two vehicles. In situations where appropriate and prudent, awaiting the arrival of assisting officers, prior to activating emergency lights, an audible device, or otherwise signaling the suspect to stop may be warranted.

Upon approaching an intersection controlled by traffic signals or signs, or any other location at which there is an increased likelihood of a collision, the driver of any pursuit vehicle shall reduce the vehicle's speed and if necessary come to a complete stop, so as to avoid a collision with another vehicle or pedestrian.

Officers should make every reasonable effort to ensure that the way is clear before proceeding through an intersection or otherwise increasing speed. Pursuing officers are expected to maintain complete control of their vehicles at all times. Throughout the course of a pursuit, pursuing officers should not attempt to overtake, pull alongside, or pass the suspect's moving vehicle without the specific authorization of a supervisor, if feasible. Officers will not pass other units involved in a pursuit unless the passing officer receives specific permission from the Primary Unit, or Supervisor, or one of the units becomes disabled.

308.2.1 WHEN TO INITIATE A PURSUIT

Only sworn full-time officers shall engage in a pursuit. Sworn officers shall not engage in a vehicular pursuit unless the officer has an articulable reason to believe that the vehicle being pursued is occupied by an individual who has clearly committed a forcible felony which involved the infliction or threatened infliction of great bodily harm. As a general rule, fleeing alone resulting from any traffic violation(s), e.g. driving under the influence (DUI) and/or property crimes (whether misdemeanor or felony) does not constitute an arguable reason for initiating a pursuit. Drivers that merely fail to stop immediately when signaled to do so and continue to drive at posted or below posted speed limits, and continue to obey other traffic control devices are not considered to be a pursuit within the guidelines of this policy. An officer involved in a pursuit must be able to justify the reasons for pursuit and the need for immediate apprehension. Officers who do engage in or continue a pursuit should consider such matters as the following elements:

- (a) Seriousness of the known or reasonably suspected crime and its relationship to community safety.
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.
- (c) Apparent nature of the fleeing suspect(s) (e.g., whether the suspect(s) represent a serious threat to public safety).
- (d) The identity of the suspect(s) has been verified and there is comparatively minimal risk in allowing the suspect(s) to be apprehended at a later time.

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- (e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic and the speed of the pursuit relative to these factors.
- (f) Pursuing officer(s) familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the telecommunicator/supervisor and the driving capabilities of the pursuing officers under the conditions of the pursuit.
- (g) Weather, traffic and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.
- (h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
- (i) Vehicle speeds.
- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- (k) Availability of other resources such as helicopter assistance.
- (l) The police unit is carrying passengers other than police officers. Pursuits should not be undertaken with a prisoner(s) in the police vehicle.

308.2.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect(s)' escape.

The factors listed in Policy Manual § 308.2.1 are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle(s).

A pursuit is considered terminated when the primary and secondary units have reduced their speed to within the applicable speed limits and then disengaged all emergency equipment as safety dictates.

In addition to the factors listed in Policy Manual § 308.2.1 the following factors should also be considered in deciding whether to terminate a pursuit:

- (a) Distance between the pursuing officers and the fleeing vehicle(s) is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
- (b) Pursued vehicle's location is no longer definitely known.

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- (c) Officer's pursuit vehicle sustains any type of damage that renders it unsafe to drive.
- (d) Hazards to uninvolved bystanders or motorists.
- (e) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.
- (f) Directed by a supervisor

After termination of an officer's participation in a vehicular pursuit, the pursuit officer shall relay all relevant information to the communication center of the appropriate ISPERN control point personnel to assist in the apprehension of the fleeing suspect(s).

- (a) When an officer terminates a pursuit or is directed to terminate a pursuit, the supervisor should request a radio roll call from DuComm. If an officer fails to respond, the supervisor will take the appropriate action to locate the officer.

308.2.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the officer.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

308.3 PURSUIT UNITS

Pursuit units should be limited to two vehicles; however, the number of units involved will vary with the circumstances. An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspect(s). All other officers should stay out of the pursuit, but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

308.3.1 MOTORCYCLE OFFICERS

A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police motorcycle as primary and/or secondary pursuit unit as soon as practical.

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308.3.2 SEMI-MARKED AND UNMARKED VEHICLES

Semi-marked and unmarked units may initiate a pursuit and may only continue in the pursuit with the permission of the monitoring supervisor. The semi-mark or unmarked unit will relinquish Primary Unit status immediately upon the participation of a marked police car. Upon relinquishing Primary Unit status, semi-marked units shall terminate active involvement in a pursuit unless they are needed to fulfill Secondary Unit responsibilities or are otherwise directed by a supervisor. A semi-marked or unmarked police vehicle is not identifiably marked by a distinctive color scheme; red and/or blue lights may be mounted within the vehicle, equipped with siren, and could have partial police marking.

Other departmental vehicles may not initiate a pursuit or participate without the authorization of a supervisor unless there is an imminent threat to life or great bodily harm represented by the continued freedom of the suspect. This includes:

- (a) Police officers operating ATV's
- (b) Personal or privately owned vehicles
- (c) Police officers operating SUV's that are not pursuit rated shall not engage in an active pursuit except in the specific case of a clear, immediate and active threat of life. An officer operating this type of vehicle under these specific conditions should be mindful of the limitations of the vehicle and will immediately relinquish their active involvement in the pursuit upon the arrival of a properly rated police vehicle.

308.3.3 PRIMARY UNIT RESPONSIBILITIES

The decision to initiate and/or continue a pursuit requires weighing the public safety need to immediately apprehend the suspect against the degree of risk to which peace officers and others are exposed as the result of a pursuit. Officers are reminded that they are under no legal obligation to initiate a pursuit, and that in many circumstances the safety of the public will dictate that no pursuit be initiated, and/or it be discontinued.

Upon the initiation of a pursuit, the pursuing officer shall immediately activate the vehicle's emergency warning lights, audible device, and headlights if not already activated.

The Primary Unit will assure that the supervisor is made aware of the pursuit by advising DuComm as soon as practical provide information including, but not limited to:

- (a) Reason for the pursuit.
- (b) Speed of the fleeing vehicle.
- (c) Location and direction of travel.
- (d) Description of the fleeing vehicle and license number, if known (including: make, model, color).
- (e) Number of known occupants and their descriptions
- (f) The identity or description of the known occupants.
- (g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

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After the initial information is given to DuComm, all pursuits will be handled by ISPERN, if feasible.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer will relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

Additional responsibilities:

- (a) Accurately report, via radio, the pursuing police unit speed as denoted by the vehicle's speedometer and/or in-car radar device at intervals throughout the pursuit and/or when the roadway conditions change. (controlled access highway versus local/rural routes).
- (b) Maintain a safe distance behind the pursued vehicle.
- (c) Be prepared to apply the brakes and/or stop at intersections. Proceeding only when it is safe to do so.
- (d) Terminate pursuit if the conditions dictate or if ordered by a supervisor. If within a reasonable period of time the primary officer does not have a secondary unit (back-up), either from their own jurisdiction or from another agency, the officer shall terminate the pursuit.
- (e) Complete a Pursuit Driving Report Form, and generate a case report in RMS

308.3.4 SECONDARY UNIT(S) RESPONSIBILITIES

The second officer in the pursuit is responsible for the following

- (a) The officer in the secondary unit should immediately notify the telecommunicator and supervisor, if feasible, of entry into the pursuit. Until such time that a supervisor assumes responsibility, only one Secondary Unit shall become involved in an ongoing pursuit.
- (b) Remain a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit.
- (c) The secondary officer should be responsible for broadcasting the progress of the pursuit to DuComm or ISPERN, unless the situation indicates otherwise.
- (d) Upon joining the pursuit or being assigned Secondary Unit responsibilities, the vehicle's emergency warning lights, audible device, and headlights shall be activated.
- (e) If so requested by the Primary Unit or if directed by a supervisor to do so, the Secondary Unit may assume Primary Unit responsibilities. Otherwise, the Secondary Unit may not attempt to overtake or pull alongside the Primary Unit.
- (f) Secondary Unit personnel are responsible for serving as a backup to the Primary Unit. As such, they will respond to directions from the Primary Unit personnel unless otherwise directed by a supervisor or circumstances do not allow.

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- (g) If the pursued vehicle stops and the occupant(s) flee the vehicle, the secondary unit will notify telecommunications of the location of the foot pursuit, remove the keys and secure both the suspect's vehicle and the police vehicle, and assist in the foot pursuit.

308.3.5 PURSUIT DRIVING TACTICS

The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

- (a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles so they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Because intersections can present increased risks, the following tactics should be considered:
 1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
 2. Pursuing units should exercise due caution when proceeding through controlled intersections, including bringing their vehicle to a complete stop if necessary before proceeding.
- (c) Police officers involved in a pursuit shall not proceed in a direction opposite to the flow of traffic on a divided highway without the specific authorization of a supervisor, if feasible. In the event the pursued vehicle does so, the following tactics should be considered:
 1. Requesting assistance from an air unit.
 2. Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
 3. Requesting other units to observe exits available to the suspect(s).
- (d) Notifying the Illinois State Police and/or other agency if it appears that the pursuit may enter their jurisdiction.
- (e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit.

308.3.6 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

If directed by a supervisor, units may parallel the pursuit route. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

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Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road, unless otherwise directed by a supervisor, or if units on scene are actively requesting emergency assistance.

The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

- Police units not directly involved in the pursuit shall monitor radio transmissions and may position themselves so as to be of possible assistance to the primary unit.

308.3.7 PURSUIT TRAILING

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspect(s).

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

308.3.8 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit has the authority to terminate the pursuit.

308.4 SUPERVISORY CONTROL AND RESPONSIBILITY

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The supervisor monitoring the pursuit shall not be actively involved in the pursuit. If the supervisor is either the initiating or the secondary/back-up unit, they will immediately advise communications that the control of the pursuit will be the responsibility of the next ranking officer, making them the designated officer in charge of the pursuit. Designation of this officer will follow existing guidelines for succession.

The supervisor, or designated officer in charge will have complete authority over the pursuit and will have the power to terminate said pursuit regardless of the rank(s) of the persons involved.

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The supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- (a) Upon notification that a pursuit is in progress, the supervisor shall assume responsibility for the monitoring and have complete control of the pursuit as it progresses.
- (b) The supervisor shall immediately determine whether the pursuit was initiated in accordance with the provisions of this guideline and shall permit the pursuit to be continued only if said guideline has been fully complied with to the best of the supervisor's knowledge.
- (c) Upon being notified of a pursuit, the supervisor shall verify the following:
 1. That no more than the required or necessary number of units are involved in the pursuit.
 2. That the proper radio frequency is being used.
 3. That other agencies are notified as necessary and appropriate.
- (d) The supervisor shall continuously review the incoming information, and ask questions if necessary, to determine whether the pursuit should be continued or terminated.
- (e) The supervisor shall order a pursuit terminated after concluding danger to the pursuing peace officers or the public outweighs the need for the immediate apprehension of the suspect.
- (f) The supervisor may order a pursuit terminated if the suspect's identity is established to the point where later apprehension is likely and there is no immediate threat to public safety.
- (g) The supervisor should order a pursuit terminated whenever the weather, road, or traffic conditions substantially increase the danger to the public posed by the pursuit beyond the need for immediate apprehension.
- (h) The supervisor should order a pursuit terminated whenever the distance between the pursuing and fleeing vehicles is so great that further pursuit is futile.
- (i) In controlling the pursuit, the supervisor shall be responsible for the coordination of the pursuit as follows:
 1. Directing pursuit or support units into or out of the pursuit.
 2. The assignment of a Secondary Unit to the pursuit.
 3. The re-designation of Primary, Secondary, or other support units as necessary.
 4. The approval, disapproval, and coordination of pursuit tactics.
 5. The approval or disapproval to cross jurisdictional boundaries in the continuation of the pursuit.
 6. Ensure compliance with inter-jurisdictional pursuit agreements.
- (j) The supervisor may approve and assign additional backup or support units to assist the Primary and Secondary Units based upon their analysis of:

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1. The nature of the offense for which the pursuit was initiated.
 2. The number of suspects and any known propensity for violence.
 3. The number of peace officers in the pursuit vehicles.
 4. Any damage or injuries to the assigned Primary or Secondary Units or peace officers.
 5. The number of peace officers necessary to safely make an arrest at the conclusion of the pursuit.
 6. Any other clear and articulable facts that would justify the increased hazards caused by adding more than the Primary and Secondary Units to a pursuit.
 7. Assuring that sufficient patrol strength is maintained with the Village for handling calls for service.
- (k) When the pursuit is terminated, the supervisor shall require that all participating agencies are notified, and identify an on scene supervisor or designee to monitor the arrest and transportation procedures.
- (l) Where possible, a supervisor shall respond to the location where a vehicle has been stopped following a pursuit.
- (m) The supervisor shall require throughout the duration of the pursuit that this guideline is followed by all peace officers.
- (n) The supervisor shall review any/all in-car video camera footage from all units involved, if available. Make a DVD recording of any/all in-car video footage for evidence and a copy for the Deputy Chief of patrol.
- (o) The supervisor shall complete the Supervisor's Pursuit Driving Form. [See attachment: Pursuit Driving Supervisor Form 2019.pdf](#)

308.5 COMMUNICATIONS

Telecommunication Responsibilities (As established by DuComm policies and procedures – DuComm Written Directives 22.02.00 as outlined below):

When an officer advises he is in a pursuit, the DuComm Telecommunicator will copy the information given by the unit, including the officer's unit number, the street on which he is traveling or location of occurrence and direction of travel.

The DuComm Telecommunicator will immediately hit alert tone (1) and state the following: "All 1 South units hold all non-emergency traffic. (Unit #) is in pursuit, (direction of travel) on (street)".

The DuComm Telecommunicator will advise the shift commander as well as the supervisor of any town that potentially lies in the path of the pursuit.

The DuComm Telecommunicator will immediately go back to the pursuing unit and ask for his updated location, description of the offender and what the subject is wanted for.

The DuComm Telecommunicator will immediately rebroadcast that information to the other units.

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The DuComm Telecommunicator will continue to check the pursuing officer's location and rebroadcast the information.

If it appears that the chase will take the unit out of his/her jurisdiction or out of radio range, the DuComm Telecommunicator will advise the unit to switch to ISPERN.

The DuComm Telecommunicator will monitor ISPERN and continue relaying the information from ISPERN to the local channel.

At the termination of the pursuit the DuComm Telecommunicator will broadcast the location of the termination and inquire whether additional assistance is needed at the scene. This information will be repeated to the local channel.

When the pursuing officer advises that the channel can be opened, the DuComm Telecommunicator will open the channel and, if applicable, notify surrounding towns of termination.

308.5.1 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspect(s). The primary unit, along with the supervisor, will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

308.6 INTER-JURISDICTIONAL PURSUITS

Officers involved in inter-jurisdictional pursuits are required to comply with their department's guidelines and inter-jurisdictional agreements. Only pursuit tactics permitted by this policy may be utilized by Woodridge Police Department officers, irrespective of what is requested by the other agency.

When a pursuit enters another agency's jurisdiction:

- (a) The primary unit will advise the Communications Center that the pursuit is leaving this jurisdiction.
- (b) The controlling supervisor will decide whether to continue the pursuit based upon the totality of circumstances known.
- (c) As soon as practicable the Communications Center will notify the involved jurisdiction.
- (d) If two units from the other agency are actively involved in the pursuit, the officers will not engage in the pursuit unless directed to do so by a supervisor.

308.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Woodridge Police Department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

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The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies and ISP units, a request for ISP assistance will mean that they will assume responsibilities for the pursuit. For the same reasons, a request for assistance from the ISP should include confirmation that the ISP will relinquish control.

308.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Woodridge Police Department vehicle operators will not become actively involved in the pursuit unless the offender has clearly committed a forcible felony which involved the infliction or threatened infliction of great bodily harm and prior approval is obtained from the supervisor. Woodridge Police Department officers will not continue a pursuit initially engaged by another agency or jurisdiction when the other agency terminates the pursuit, unless specifically directed by an on-duty supervisor.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

- (a) Ability to maintain the pursuit.
- (b) Circumstances of the pursuit meet our criteria for initiating a vehicle pursuit, as outlined in section 308.2.1
- (c) Adequate staffing to continue the pursuit.
- (d) The public's safety within this jurisdiction.
- (e) Safety of the pursuing peace officers.

As soon as practical, a supervisor should review a request for assistance from another agency. The supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency's pursuit.

Assistance to a pursuing allied agency by officers of this department will terminate at the Village limits provided that the pursuing peace officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to peace officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

This department's pursuit policy and procedures shall govern the conduct of any officers engaged in, assisting with, or considering engaging into pursuit, regardless of where the pursuit begins or travels through.

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If the pursuit does not meet the criteria for initiating a pursuit, as outlined in section 314.2.1, Woodridge Police Department units will limit their involvement to:

- (a) Station themselves at major cross streets to protect the public from the pursuit.
- (b) Take any action that may minimize the danger of injury.
- (c) Provide geographical or other pertinent information.
- (d) Provide assistance once the fleeing vehicle is stopped.

308.7 PURSUIT INTERVENTION

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, tire deflation devices, or roadblock procedures. Under no circumstances is an officer authorized to attempt blocking, boxing, PIT (Police Immobilization Technique), ramming, heading off, or moving roadblocks as a means to terminate the pursuit.

308.7.1 WHEN USE AUTHORIZED

Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the officer at the time of the decision.

It is imperative that officers act within the bounds of legality, good judgment and accepted practices.

308.7.2 DEFINITIONS

Boxing-in - The surrounding of a suspect's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the suspect's vehicle. Boxing in is mobile stop techniques.

Heading Off - An attempt to terminate a pursuit by pulling ahead of, behind or toward a suspect's moving vehicle to force it to the side of the road or to otherwise come to a stop. Heading off is a forcible stop technique.

Stationary Roadblocks - A restriction or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a suspect. This includes placement of vehicles as well as use of devices to disable a vehicle. A roadblock is a stationary stop technique.

Moving Roadblock- The use of a vehicle(s) to force the suspect vehicle to slow down, stop or leave the roadway by impeding the suspect vehicles movement. Moving Roadblock is a mobile stop technique.

Ramming- The deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop. Ramming is a forcible stop technique.

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Tire Deflation Devices - A device that extends across the roadway or is manually placed underneath a tire, designed to puncture the tires of the pursued vehicle or a stationary vehicle that may potentially flee. Tire Deflation Devices are a stationary stop technique.

Vehicle Contact Action (Ramming, Police Immobilization Technique (PIT)) - Any action undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle. Vehicle contact actions are forcible stop techniques.

308.7.3 USE OF FIREARMS/VEHICLE CONTACT ACTION

Officers involved in a pursuit shall not discharge any firearm from or at a moving vehicle, nor engage in any vehicle contact action except as a last resort in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before discharging a weapon from or at a moving vehicle.

308.7.4 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to peace officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force, as outlined in the Department's Use of Force policy, and subject to the requirements for such use. Officers who have not received certified departmental training in the application and use of any intervention tactic or equipment shall consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed.

Those tactics which reasonably may be construed to be a use of deadly force should be employed only as a last resort in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before applying any tactic which may be reasonably foreseen to be a use of deadly force.

Intervention tactic application circumstances include:

- (a) (a) Officers may use stationary stop techniques (Tire Deflation Devices, Stationary Roadblocks) to terminate any pursuit so long as the technique is employed in a fashion that is not reasonably calculated to cause death or great bodily harm to persons in the pursued vehicle or others in the vicinity (e.g. the pursued vehicle has sufficient time and distance to stop before reaching the roadblock or the technology employed is designed to disable the vehicle without the loss of control). Where feasible, an officer should obtain authorization from a supervisor before implementing stationary stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.
- (b) Officers are **EXPRESSLY PROHIBITED** from using mobile stop techniques. This includes, but is not limited to: Boxing in and Moving Roadblocks

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- (c) Officers are **EXPRESSLY PROHIBITED** from using forcible stop techniques. This includes, but is not limited to: Heading Off, Ramming, and any Vehicle Contact Action.officers

If a roadblock is used, the following must be taken into consideration:

- (a) An exit lane must be provided at all times.
- (b) Civilian vehicles are not to be used.
- (c) Innocent persons are not to be placed in a position where there is a likelihood of danger or injury.
- (d) Officers should select, whenever possible, a flat straight road surface when positioning a roadblock.
- (e) Advance notice in the form of flashing lights, flares, etc. must be visible $\frac{1}{4}$ to $\frac{1}{2}$ mile in front of the roadblock.
- (f) The roadblock must be well lighted by means of flashing lights, spotlights or flares.
- (g) Officers establishing roadblocks will use the ISPERN radio frequency to give timely notice of the roadblock location to the pursuing police unit(s).
- (h) Once a fixed roadblock has been established and a police unit(s) has been stationed as part of the roadblock, no one shall remain in the vehicle.

Use of Tire Deflation Devices:

Tire deflation devices should be deployed when it is reasonably apparent that only the pursued vehicle will be affected by their use. Officers should carefully consider the limitations of such devices as well as the potential risks to officers, the public, and occupants of the pursued vehicle.

- (a) The use of any tire deflation device must be authorized by a supervisor.
- (b) Circumstances must allow adequate warning to pursuing officers of the use of a tire deflation devices.
- (c) Tire deflation devices will only be used on vehicles with four or more wheels. They shall not to be used for motorcycles, motor-drive cycles or other two or three wheeled vehicles, unless the use of deadly force is legally justified
- (d) Tire deflation devices may only be used in an area that would allow the fleeing suspect the opportunity to safely decelerate, after the fleeing suspect's tires have been punctured.
- (e) Tire deflation devices may only be deployed if it is likely that only the fleeing suspect's vehicle tires will be damaged.
- (f) It is the responsibility of the officers involved to adhere to Department Policy 703 on usage of Tire Deflation Devices, including the reporting requirements after the fact.

308.7.5 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force,

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which reasonably appears necessary under the circumstances, to properly perform their lawful duties.

Unless relieved by a supervisor the primary officer should coordinate efforts to apprehend the suspect(s) following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

308.8 REPORTING REQUIREMENTS

Officers shall complete an appropriate report of the pursuit incident and assign a case report number to each pursuit incident. If involved in inter-jurisdictional pursuit, obtain an Illinois State Police Emergency Radio Network (ISPERN) number in addition to their own case reporting number.

- (a) Pursuit incidents will be investigated thoroughly. The acquisition of statements, photographs, drawings, preliminary medical reports and any other evidentiary items that are or could be relevant to the conduct of the pursuit incident should be completed.
- (b) The case report should minimally contain the following information:
 - 1. Date and time of pursuit.
 - 2. Length of pursuit.
 - 3. Involved units and officers.
 - 4. Initial reason for pursuit.
 - 5. Starting and termination points.
 - 6. Disposition: arrest, citation, etc. Arrestee information should be provided if applicable.
 - 7. Injuries and/or property damage.
 - 8. Medical treatment.
 - 9. Name of supervisor at scene.
 - 10. A preliminary determination that the pursuit appears to be in compliance with this policy or additional review and/or follow up is warranted.
- (c) The Pursuit Driving Form shall be completed. The Pursuit Driving Form should be submitted through the chain of command for internal evaluation and review to determine:
 - 1. Guideline compliance.
 - 2. Operational needs.
 - 3. Future training needs.
- (d) The Pursuit Driving Form will be submitted to the Illinois Law Enforcement Training Standards Board, 4500 6th Street Street, Room 173, Springfield, Illinois 62703, by each agency involved in a pursuit.

[See attachment: Pursuit Driving Form 2019.pdf](#)

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308.8.1 REGULAR AND PERIODIC PURSUIT TRAINING

All sworn members of this department will participate no less than annually in regular and periodic department training addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others. All sworn members will also be required to take, and pass a written examination to insure that they understand the policy. All documentation will be retained by the Deputy Chief of Support Services.

308.8.2 POLICY REVIEW

Each sworn member of this department shall certify in writing that they have received, read and understand this policy initially and upon any amendments.

The Department Pursuit Review Board, consisting of the Chief of Police, the Deputy Chief of Patrol, the Deputy Chief of Support Services and the Management Analyst will review and analyze the actions of all officers involved in the pursuit and develop training and educational recommendations.

Unless authorized by the Chief of Police, the supervisor of the affected shift involved in a pursuit shall conduct a review of said pursuit during next scheduled work day. The supervisor will review the circumstances surrounding the vehicular pursuit with all officers involved in the pursuit. The supervisor shall ensure that the provisions of this policy are complied with and that a review of tactical issues is completed. This review and the involved officer's report will be submitted to the Chief of Police and Deputy Chief of Patrol within a week of review.

This review will focus on improving the tactics used in vehicular pursuit to assist in the training process and to recommend any future policy revisions.

Supervisors will also be responsible for recommending changes to the policy and presenting them in a written format at staff meetings to the Chief of Police and the Deputy Chief of Patrol.

The Command Staff will also make suggestions for revision of this policy in the event that a situation is not appropriately addressed.

Any officer or Supervisor found in violation of this policy or any policy referred to within this general order will be disciplined as well as be subject to any recommendations indicated by this review.

308.9 APPLICATION OF VEHICLE PURSUIT POLICY

This policy has been created with input from the Illinois Law Enforcement Training Standards Board; Police Pursuit Guidelines (revised March, 2004), in accordance with 50 ILCS 705/7.5.

Emergency/Routine Response to Calls

309.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated. It is the policy of the Woodridge Police Department that all personnel shall exercise due care when operating emergency vehicles in order to ensure a safe and rapid response to emergency calls. Department vehicles shall be driven in a manner that is in full compliance with all traffic laws, thus ensuring the safety of the community. Every employee of the Woodridge Police Department must set an example of good driving behavior when operating a Village owned vehicle, this includes the use of safety restraining devices at ALL times.

309.2 OFFICER RESPONSIBILITY

Officers dispatched using emergency lights and siren shall consider the call an emergency response and proceed immediately. Officers responding using emergency lights and siren shall continuously operate emergency lighting equipment, and shall sound the siren as reasonably necessary.

The driver of an authorized emergency vehicle may (625 ILCS 5/11-205):

- (a) Park or stand, irrespective of the provisions of the Illinois Vehicle Code (625 ILCS).
- (b) Proceed past a red or stop signal or stop sign, but only after slowing down, or if necessary, coming to a complete stop, as may be required and necessary for safe operation.
- (c) Exceed the maximum speed limits so long as he/she does not endanger life or property.
- (d) Disregard regulations governing direction of movement or turning in specified directions, only when there is not a clear and present danger to life, and then only with extreme caution.

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

Officers should only respond using emergency lights and siren when so dispatched or when circumstances reasonably indicate an emergency response is required. Officers not authorized to respond using emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

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309.3 TYPE OF RESPONSE

Calls for service may generally be classified into three categories: routine, urgent and emergency calls. The level of response may differ with each level but the safety of the public and of the officers is of paramount importance. Officers will follow this directive when operating a Department vehicle and abide by all other directives and laws concerning the operation of an emergency vehicle.

Supervisors are responsible for making certain that the correct level of response is used by their personnel.

When a call for service is dispatched, officers should receive all of the information necessary to determine if a call is routine, urgent or of an emergency nature.

- (a) Routine calls require officers to proceed directly to the call. Officers will apply normal driving techniques and obey all applicable traffic laws. Calls are to be responded to as quickly as possible with due regard to traffic, speed limits and road conditions without causing undue abuse of department vehicles and equipment.
- (b) Urgent calls require officers to proceed immediately to the call utilizing normal driving techniques while obeying all applicable traffic laws. Officers may utilize the squad's emergency lights in order to expedite their response to the call dependent upon the information known at the time of the call. This information includes, but is not limited to, the traffic and roadway conditions, weather conditions, time of day, and their geographic location within the community.
- (c) Emergency calls require the highest level of response driving and require the operation of emergency lights and/or siren. Only life-threatening situations would indicate a high-speed response. The urgency of the call and the officer's ability to maintain control over the vehicle must always be considered. Driving at high speeds and carelessly will not save any time nor justify the risk to the officer or the general public. Arriving quickly without causing undue abuse of the vehicle or making unnecessary or excessive noise is of the utmost concern.
 - Upon approaching a controlled intersection or other hazardous location, the officer must remain in control of his vehicle, which is accomplished through lower speeds and continued visual and/or audible warnings. When faced with a red light or stop sign the officer must approach the intersection at reduced speed, stopping if necessary, to insure the way is clear before proceeding into and through the intersection. This is especially true when the use of a siren is discontinued due to the nature of the call and/or proximity to the location of the call, etc.
 - There is NO CALL important enough to justify the RECKLESS OPERATION of a Police vehicle and to risk subsequent injury or death upon any roadway.

309.3.1 ROUTINE RESPONSE

Officers should respond in routine response mode, obeying all traffic laws but in a timely manner, to the following type of calls:

- (a) Any reported crime, not in progress, of a non-emergency nature
- (b) Vehicle accident without injuries that is not creating a traffic hazard
- (c) Disabled vehicle

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- (d) Suspicious person/vehicle/activity with no aggravating circumstances
- (e) Reckless driving
- (f) Any call for service of a non-urgent nature

309.3.2 EMERGENCY RESPONSE

Officers should respond in emergency mode, utilizing emergency lights and siren, when tactically prudent, to the following types of calls:

- (a) Personal crimes in progress
- (b) Serious property crimes in progress
- (c) Officer needs emergency assistance
- (d) Domestic fights in progress
- (e) Fights in progress
- (f) Vehicle accidents with injury or entrapment
- (g) Vehicle accidents creating a traffic hazard
- (h) Medical emergencies
- (i) Suicide attempts/psychiatric emergencies
- (j) Hold-up/panic/duress/burglar alarms
- (k) Foot pursuits
- (l) Working fires

The response mode lists are meant to be guidelines. Due to the diverse nature of police work, no list can cover all situations. Officers must use discretion and professional judgment each time they respond to a call. Above all, officers shall always first consider the safety of all people when in any response mode. Factors which may lessen the degree of response include, but are not limited to, the following: nature and seriousness of the call; closeness to the geographic location of the call; vehicle and equipment capabilities; suspects being alerted to the approach of the unit (i.e., crimes in progress). Consideration should also be given to road and/or weather conditions.

Unless officers are responding to an emergency or urgent situation or pursuing an actual suspected violator of the law, all police vehicles will be operated in accordance with all traffic regulations.

When responding to an urgent or emergency call or when pursuing an actual or suspected violator, (refer to Vehicle Pursuits General Order) officers shall activate the police vehicle's flashing lights and, if necessary, the siren.

The use of flashing emergency lights and siren does not guarantee the safe use of the right-of-way. The siren should be reserved for emergency operations where speed is utilized, and where the element of surprise must be sacrificed for expediency. The indiscriminate use of sirens in residential areas during the night hours is disturbing and should be kept to a minimum.

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Unmarked police vehicles will not operate as emergency vehicles unless emergency lights and/or siren are in operation. Officers utilizing unmarked police vehicles activate all emergency equipment when responding to a call that requires an emergency response. These officers should exercise due care since their vehicles may not be as likely to be seen by the public due to the covert lighting being more subdued than fully marked patrol vehicles.

Self-preservation and consideration for the safety of others are the most important factors to consider in any emergency driving. Officers will not escort other emergency vehicles. Officers will not follow ambulances, fire apparatus or other emergency vehicles so closely as to constitute a hazard.

Officers will not use emergency lights and/or siren to escort non-emergency vehicles. This is an **extremely dangerous practice** which could expose the officer and the department to civil liability if an accident should result. A driver en route to a hospital will not be escorted. If a passenger is seriously injured or sick, an ambulance will be requested.

If it is necessary to escort funeral processions or slow moving vehicles with oversize loads, emergency lights may be used. Extreme caution should be exercised while the escort is in progress.

309.4 SAFETY CONSIDERATIONS

Factors for safety and survival during emergency driving situations:

Condition of equipment: Officers should be aware of the following regarding operation of the patrol vehicle. Vehicles not meeting the following standards are to be reported and/or put out of service if necessary:

- (a) Lights and emergency equipment
- (b) Brakes and steering
- (c) Tire conditions/wear and tear
- (d) Overall mechanical operation

Guidelines for accident avoidance:

- (a) Aim high in steering by giving frequent glances well ahead at the center of the driving path.
- (b) Get the overall picture. Do not allow the upcoming area to contain any surprises and avoid blind spots: front, back and side.
- (c) Keep eyes moving by looking to the right and left and checking all mirrors constantly. Be alert for inattentive drivers, occupied parked cars that may suddenly pull into traffic and children who may be playing on the curb.
- (d) Leave a way out by maintaining a cushion of space, front, back and both sides. This leaves a space to maneuver in an emergency.

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- (e) On the approach to any controlled intersection or whenever a special hazard exists, remove the right foot from the accelerator and position it over the brake pedal, slowing down or nearly stopping as may be necessary until it is clear that the way is open.
- (f) Reduce speed as necessary to maintain proper traction and braking. Use only enough braking force on a turn so traction is not broken.
- (g) Know how the vehicle handles under all conditions.
- (h) Never assume the vehicle can be seen and heard. Take no chances on what the other car will do.
- (i) Attempt to pass vehicles on the left side instead of the right whenever possible. Generally, drivers will automatically turn to the right upon seeing an emergency vehicle.

309.4.1 SAFETY BELTS

ALL department employees, when operating a department vehicle and any passenger riding in a department vehicle will use the safety restraining devices at ALL times.

309.5 ESCORTING VEHICLES

Emergency escorts of civilian vehicles **WILL NOT** be permitted.

Requests for non-emergency escorts will be referred to the Chief of Police or his designee. When time constraints exist, the on-duty Sergeant or Shift Supervisor may approve non-emergency escorts.

Approval of escorts will depend on the circumstances and available manpower at the time the request is made.

Non-emergency escorts may include but not be limited to:

- (a) Funeral escorts
- (b) Bank escorts
- (c) Hazardous or unusual cargo
- (d) Heavy equipment or oversized vehicles
- (e) Public dignitaries

309.6 TRAINING

All sworn personnel and Community Service Officers must participate in a minimum of 24 hours of specialized driver's training during their probationary training. Subsequent training will be provided by the department dependent upon the availability of classes.

Canines

310.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services to the community including, but not limited to, locating individuals and contraband and apprehending criminal offenders.

310.2 POLICY

It is the policy of the Woodridge Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

310.2.1 DEFINITIONS

BITE: For the purposes of this order the term bite shall mean a gripping of the subject by the canine's teeth, and where there is a visible bruising, tearing or puncturing of the skin.

CRIME BITE: Any bite occurring in the investigation of a crime or apprehension of a subject.

NON-CRIME BITE: A bite occurring other than at a crime investigation or apprehension of a suspect when the animal is absent from his/her designated handler, when the handler is not in immediate control of his/her canine, or when the canine behaves in an inappropriate manner when on command

CANINE: A trained police dog utilized by the Woodridge Police Department and assigned to a handler as part of a canine team.

HANDLER: A sworn police officer assigned to work with a canine as part of a canine team.

USE OF FORCE: It is possible that in the course of using the canine team to affect apprehensions, injury to the suspect may be incurred. Members of this department must keep in mind that the use of a police canine in the making or maintaining an arrest constitutes a use of force, or an implication of a possible use of force, making it imperative that an officer requesting the assistance and the canine officer, be reasonably cognizant of all available facts or circumstances before making the final decision on utilization of the canine team.

310.3 ASSIGNMENT

The Canine Unit shall be assigned to the Patrol Operations of the Department, and serve a shift manpower during regular patrol hours.

310.4 CANINE COORDINATOR

The Deputy Chief of Patrol Operations shall assume the role of canine coordinator.

- (a) The responsibilities of the coordinator include, but are not limited to:
- (b) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.

Canines

- (c) Maintaining liaison with FIAT Canine Response Unit (CRU).
- (d) Maintaining accurate records to document canine activities.
- (e) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.
 - (a) Ensure all department vehicles used to transport canines are equipped with a heat sensor monitoring device that meets the requirements of 510 ILCS 83/15.
- (f) Scheduling all canine-related activities.
- (g) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

310.5 REQUESTS FOR CANINE TEAMS

All units of the Woodridge Police Department are encouraged to request the use of a canine. The decision to use a police canine should remain with the canine handler who will review the circumstances of each situation and make a determination whether a police canine should be utilized. However, when the decision to use the canine team against the advice of the handler is made, that Shift Supervisor or Watch Commander alone assumes full responsibilities for the canine team's actions

When an officer of this Department wishes to request the assistance of the Woodridge Police Department Canine Unit, and there is not a canine on duty at the time, that officer or agency shall be directed to the Watch Commander with the request. The Watch Commander will then evaluate the request, and determine if the unit will be deployed. If the Canine Unit will be provided, the canine handler will be contacted with a brief summary of the situation and the location of the call.

310.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Watch Commander and are subject to the following, but not limited to:

- (a) Canine teams shall not be used for any assignment that is not consistent with this policy.
- (b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
- (c) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- (d) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

If the request is being made by an outside agency, the information in 318.5 will be supplied along with the call back phone number to the on-scene supervisor contact person.

In the event the canine handler is contacted directly for deployment (e.g. FIAT C.R.U), then the canine handler shall inform the on-duty Watch Commander of their activation and where they are being deployed.

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310.5.2 PUBLIC DEMONSTRATIONS

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

310.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has either committed, is committing or threatening to commit any serious offense and if any of the following conditions exist:

- (a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer or the handler.
- (b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
- (c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing or threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Watch Commander. Absent a change in circumstances that present an imminent threat to officers, the canine or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

310.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include, but is not limited to:

- (a) The nature and seriousness of the suspected offense.

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- (b) Whether violence or weapons were used or are anticipated.
- (c) The degree of resistance or threatened resistance, if any, the suspect has shown.
- (d) The suspect's known or perceived age.
- (e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
- (f) Any potential danger to the public and/or other officers at the scene if the canine is released.
- (g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

310.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of a bite, the handler shall document in any related report the reasons why no advanced warning was given.

310.6.3 REPORTING DEPLOYMENTS, BITES AND INJURIES

Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in a canine use report. The injured person shall be promptly treated by emergency medical services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

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If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Canines used by law enforcement agencies are generally exempt from impoundment and reporting requirements (510 ILCS 5/13(b)). The canine shall be under observation for 10 days following any bite. The observation shall consist of the canine performing its official duties in a law enforcement vehicle or remaining under the constant supervision of its handler.

310.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. Parents or legal guardians of the person being sought must be aware that if the canine is utilized, there does exist the possibility of physical contact between the canine and the person being located. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply.

- (a) Absent a change in circumstances that present an immediate threat to Officers , the canine or the public, such applications should be conducted on-lead or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.
- (b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.
- (c) Throughout the deployment the handler should consider giving periodic verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.
- (d) Once the individual has been located, the canine should be secured as soon as it becomes reasonably practicable.

310.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

310.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

- (a) The search of vehicles, buildings, bags and other articles.
- (b) Assisting in the search for narcotics during a search warrant service.

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- (c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

310.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

- (a) An officer who is currently off probation, with at least three (3) continuous years of service with the Department
- (b) Residing in an adequately fenced, single-family residence (minimum 5-foot high fence with locking gates).
- (c) Living within 30 minutes travel time from the Woodridge Village limits.

Agreeing to be assigned to the position until the canine is no longer deemed effective or fit for continued duty, or at the discretion of the Chief of Police.

310.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection and living conditions.

The canine handler will be responsible for the following:

- (a) The canine handler shall remain current with all applicable case laws and court decisions regarding the use their canine.
- (b) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
- (c) The handler has the responsibility of maintaining their canine at an acceptable level of proficiency. If at any time the proficiency falls below acceptable levels, the handler will immediately notify their supervisor so that corrective action can be taken.
- (d) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
- (e) Handlers will not leave their canines in any vehicle or other enclosure for an undue period of time that might cause discomfort to the canine.
- (f) Handlers shall permit the canine coordinator to conduct planned on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.
- (g) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.
- (h) Handlers must secure their canine during the period of time the canine is not on duty. If said enclosure is open to the public (outside kennel), that device will be secured

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with a lock to prevent unauthorized access to the canine. The canine will be housed at the handler's home and the yard will have at least two signs posted on each side of the fence facing outward.

- (i) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator.
- (j) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Watch Commander.
- (k) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.
- (l) Handlers will be held accountable for the actions of their assigned canine unless relieved of this responsibility by a supervisor.
- (m) All medical needs will be provided by an appropriate veterinary service.
- (n) A standard training and performance record shall be kept on every canine.
- (o) Any training which a handler conducts outside of regularly scheduled bi-weekly training must be authorized by their supervisor or canine coordinator
- (p) The handler shall ensure the canine receives an annual medical examination by a licensed veterinarian (510 ILCS 83/10).

310.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

- (a) A canine shall not be left unattended in any area to which the public may have access.
- (b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

310.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the memorandum of understanding (29 USC § 207), or any provisions of their collective bargaining agreements.

310.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Watch Commander as soon as practicable and appropriately documented.

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All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

310.12 TRAINING

Before assignment in the field, each narcotic detection canine team shall be trained and certified to meet current requirements established by the Illinois Law Enforcement Training and Standards Board (ILETSB) (50 ILCS 705/10.12). Cross-trained canine teams or those canine teams trained exclusively for the detection of explosives also should be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines.

All canine training should be conducted while on-duty unless otherwise approved by the canine coordinator or Watch Commander.

310.12.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

- (a) Canine teams should receive training as defined by industry standards to be at no less than 16 hours monthly.
- (b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.
- (c) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by this department.

310.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

310.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler's and the canine's training file.

310.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must

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comply with federal and state requirements regarding the same. Alternatively, the Woodridge Police Department may work with outside trainers with the applicable licenses or permits.

310.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (720 ILCS 570/302(c); 21 USC § 823(f)).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Woodridge Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

310.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

- (a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
- (b) The weight and test results shall be recorded and maintained by this department.
- (c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
- (d) All controlled substance training samples will be inspected, weighed and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.
- (e) All controlled substance training samples will be stored in locked, airtight and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
- (f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
- (g) Any unusable controlled substance training samples shall be returned to the Property and Evidence Unit or to the dispensing agency.
- (h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

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310.13 OWNERSHIP OF CANINE

The canine assigned to the canine team is the property of the Woodridge Police Department and shall not be used for purposes other than official police canine duties and shall not be used for stud purposes unless approval is granted by the Chief of Police.

- (a) Should the canine officer retire or be reassigned for any reason the subsequent disposition of the canine is at the discretion of the Chief of Police. If the canine is to be retired the handler shall have first option to purchase the canine.
- (b) Any abuse of Department Policy involving the canine may result in removal of the canine handler from the program.

310.14 LINE OF DUTY DEATH OR INJURY OF CANINE HANDLER

In the event that the canine handler becomes incapacitated and is unable to maintain control of their canine, the on duty Watch Commander will be notified immediately.

- (a) It will be the Watch Commander's responsibility to determine the best method of removing the canine. If possible request assistance from a secondary handler.
- (b) Any attempt to remove the canine that may result in the animal harmed or killed should be considered ONLY AS A LAST RESORT.
- (c) The safety of the handler, other officers and the public is the prime consideration in the method and timeliness of removing the canine.

310.15 CANINE RETIREMENT

When the Operations Division Chief determines a canine is no longer fit for duty it shall be offered to the handler assigned to the animal during its service. If the handler does not wish to keep the dog, the Operations Division Chief should offer the canine to another employee of the Woodridge Police Department, or to a nonprofit organization or no-kill shelter that may facilitate the dog's adoption (510 ILCS 82/5).

Domestic Violence

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

311.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Domestic Violence - An act of physical abuse or harassment, intimidation of a dependent, interference with personal liberty or willful deprivation. Abuse does not include reasonable direction of a minor child by a parent or person in loco parentis.

Family or Household Members - As defined by state law; including 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, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, and persons with disabilities and their personal assistants. For purposes of this order, neither a casual acquaintanceship nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship.

Order of Protection - An emergency order, interim order or plenary order, granted pursuant to the Illinois Domestic Violence Act.

311.2 POLICY

The Woodridge Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

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The response by officers to complaints of domestic violence will be made in a safe and expeditious manner. All such calls should be regarded as potentially high risk calls.

If the address has been flagged with officer safety information or other on duty employees have information important to the safety of the responding officers that shall be communicated to the responders.

311.4 INVESTIGATIONS

Calls of reported, threatened, imminent, or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

Whenever an officer receives an allegation of any act of domestic violence as defined by this policy committed between family or household members, a Case Report must be prepared, whether or not an arrest is made. The written report should include the following:

- (a) Disposition of the investigation.
- (b) Victim statements as to frequency and severity of prior incidents by the same family member.
- (c) Presence of children in the home. Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
- (d) The number of prior requests for police assistance.
- (e) Effects of alcohol or drugs on the parties involved.
- (f) Existence of any order of protection.
- (g) Presence of firearms.
- (h) Documentation that the DuPage County Domestic Violence Program pamphlet was given to the victim and that Family Shelter was contacted.
- (i) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred(725 ILCS 5/112A-30). No officer shall decline to arrest an offender because of certain factors, including, but not limited to:
 - (j) Marital status of suspect and victim.
 - (k) Whether the suspect lives on the premises with the victim.
 - (l) Claims by the suspect that the victim provoked or perpetuated the violence.
 - (m) The potential financial or child custody consequences of arrest.
 - (n) The physical or emotional state of either party.
 - (o) Use of drugs or alcohol by either party.
 - (p) Denial that the abuse occurred where evidence indicates otherwise.
 - (q) A request by the victim not to arrest the suspect.

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- (r) Location of the incident (public/private).
- (s) Speculation that the complainant may not follow through with the prosecution.
- (t) Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
- (u) The social status, community status, or professional position of the victim or suspect.
- (v)

The high frequency of domestic violence victims declining to cooperate with prosecution makes it vitally important for investigating officers to gather all available evidence.

- (a) The officer shall include in a written report his observations, conclusions and all other circumstances and facts pertinent to the incident.
- (b) The officer should, if possible, interview the parties separately so that the victim can speak freely without being intimidated by the presence of the offender.
- (c) The officer shall attempt to take a written statement from the victim or have the victim sign a transcribed statement.
- (d) The officer shall attempt to take a written statement from the offender.
 - 1. If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.
- (e) The officer shall attempt to interview any witnesses who saw or heard relevant information.
- (f) When practicable and legally permitted, video or audio record all significant statements and observations.
- (g) The officer should photograph any visible personal injuries or property damage sustained by the victim. The officer may also arrange for follow-up photographs, as visible injuries may not appear until days later. If the victim is hospitalized, Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
- (h) The officer should seize any evidence which can be used to verify the violent act, or take photographs of such articles.
- (i) Officer shall seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence (725 ILCS 5/112A-30).
- (j) The officer shall preserve any 911 recordings of evidentiary value.
- (k) Officers shall inquire of victims whether they have knowledge of any other evidence related to the offense, such as letters, photographs, answering machine tapes, voicemails, e-mails, text-messages, instant messages, and computer communications.

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- (l) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.
- (m) Factors that should not be used as sole justification for declining to take enforcement action include:

311.4.1 IF A SUSPECT IS ARRESTED

If probable cause exists and an arrest is mandated, the officer shall sign the complaint if the victim is unwilling or reluctant to do so.

In all other cases, it is within the officer's discretion to effect an arrest where probable cause exists.

As in mandatory arrest situations, the officer may sign the complaint if the victim is unwilling or reluctant to do so.

Arrest of the abuser:

Arrest without warrant generally may be made if the officer has probable cause that a crime was or is being committed, even if the crime was not committed in his presence. However, note that a nonconsensual, warrantless entry into the home of an individual for purposes of arrest requires exigent circumstances in addition to probable cause.

When probable cause exists, an officer shall make an arrest in cases involving domestic violence under the following circumstances:

- (a) The victim has visible signs of injury or when any weapon has been used to inflict injury or to intimidate or threaten the victim.
- (b) The abuser has threatened verbally or in writing to cause further harm.
- (c) When an offense is committed in the presence of the officer.
- (d) When an officer has confirmed that a valid order of protection is in effect and the officer has probable cause to believe that a police enforceable condition of the order has been violated by the respondent/offender.

If a suspect is arrested, officers should:

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.
- (c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

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The investigating officer will prepare a DuPage County Domestic Violence Supplemental Report (Attachment A). This report will be available electronically on a shared network drive.

- (a) The officer will fill in the blanks and check boxes of the template.
- (b) A short narrative outlining the facts of the case should be written to support any checked boxes.
- (c) The report will be printed out and attached to the State's Attorney's copy of the complaint prior to transporting the suspect to DuPage County Jail or bond court.

311.4.2 IF NO ARREST IS MADE

If no arrest is made, the Officer should:

- (a) Advise the victim of his or her right to request the filing of a criminal complaint at a later date and where such a complaint may be filed.
- (b) Advise the victim of the importance of preserving evidence.
- (c) Use Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim services)
- (d) Document the resolution in a report.

311.4.3 ELECTRONIC SURVEILLANCE ALERTS

Certain individuals released after a violation of an order of protection may be subject to electronic surveillance by GPS as a condition of release, probation, or conditional discharge (725 ILCS 5/110-5; 730 ILCS 5/5-8A-7).

Upon being dispatched in response to an electronic surveillance alert, officers should make a reasonable attempt to locate the domestic violence victim who is being protected and assist in providing for the victim's safety. A reasonable attempt to locate the offender should also be made.

If the offender is located within a prohibited location of the victim, an officer should consider whether an arrest for a violation of the conditional discharge, bail, supervision, or order of protection is appropriate.

Each response to an electronic surveillance alert shall be documented in an incident or arrest report.

311.5 VICTIM ASSISTANCE

If an officer has reason to believe that a person has been abused by a family or household member, the officer will immediately take all reasonable steps to prevent further abuse, including, but not limited to, the following:

- (a) Recognize that a victim's behavior and actions may be affected and they may be traumatized or confused..
- (b) Provide the victim with the DuPage County Domestic Violence Program pamphlet. The investigating officer will contact Family Shelter Service immediately if victim advocacy services are needed at the scene. Otherwise, the victim advocacy service should be called before the end of the officer's tour of duty.

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- (c) Provide the victim with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.
- (d) Furnishing the victim with immediate information, which advises the victim of his or her rights under the Illinois Domestic Violence Act of 1986.
- (e) Accompanying the victim to the residence to remove necessary personal items. When the victim 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.
- (f) Providing or arranging for transportation for the victim, and at the victim's request, any minors or dependents in the victim's care, to a medical facility for treatment.
- (g) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- (h) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (i) 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 judge so the victim may file a petition for an order of protection. Family Shelter Service, Inc. will be contacted for assistance in this instance for help in obtaining emergency orders of protection.
- (j) Seek or assist the victim in obtaining an emergency order if appropriate.
- (k) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.

311.6 DISPATCH ASSISTANCE

Per DuComm Procedures and Policies. All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

311.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

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311.8 VERIFICATION OF COURT ORDERS

In determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.
- (b) Check available records or databases that may show the status or conditions of the order.
- (c) Contact the issuing court to verify the validity of the order.

Officers should document in the report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

311.9 LEGAL MANDATES AND RELEVANT LAWS

Illinois law provides for the following:

The Illinois Domestic Violence Act of 1986 limits the liability of officers and agencies. Any act of any law enforcement officer, acting in good faith and rendering emergency assistance, or otherwise enforcing the 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.

311.9.1 STANDARDS FOR ARRESTS

- (a) Whenever an officer has reason to believe that a person has been the victim of domestic abuse, the officer shall immediately use all reasonable means to prevent further abuse including arresting the abusing, neglecting and exploiting party, where appropriate (725 ILCS 5/112A-30).
- (b) Officers investigating reports of domestic violence should consider the appropriate charges, including Domestic Battery, Aggravated Domestic Battery and Interfering with the Reporting of Domestic Violence (720 ILCS 5/12-3.2; 720 ILCS 5/12-3.3; 720 ILCS 5/12-3.5).
- (c) Officers investigating a domestic violence incident, who encounter an individual on bail or bond for a domestic violence arrest, should attempt to determine if there are reasonable grounds to believe that the individual is violating a condition or bond or bail by making contact or communicating with the victim, or by entering or remaining at the victim's residence within 72 hours following the defendant's release (725 ILCS 5/110-10(d)).

311.9.2 REPORTS AND RECORDS

The Woodridge Police Department is required to record, compile and report to the Illinois State Police information regarding domestic crimes.

- (a) Officers shall include in their reports the victim's statements as to the frequency and severity of prior incidents of domestic violence by the person and the number of prior

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calls for law enforcement assistance to prevent domestic violence (750 ILCS 60/303; 725 ILCS 5/112A-29).).

- (b) Reports must also include information regarding the victim, suspect, date and time of the incident, any injury inflicted, any weapons involved, and the relationship between the victim and the suspect so that the Records Supervisor is provided with enough information to meet the reporting requirements of 50 ILCS 709/5-12.

311.9.3 SPECIFIC VICTIM ISSUES

Officers should:

- (a) Provide or arrange for accessible transportation for the victim (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 (750 ILCS 60/304).
- (b) Provide the victim with one referral to an accessible service agency (750 ILCS 60/304).

311.9.4 COURT ORDER RELATED TO PEACE OFFICERS

If the respondent in an Order of Protection is a peace officer, the investigating officer shall determine if the order prohibits the peace officer from possessing any firearms or a FOID card during the duration of the order (725 ILCS 5/112A-14(b)(14.5)).

If the respondent officer is employed by the Woodridge Police Department, the investigating officer shall take any necessary enforcement actions, and promptly notify the Watch Commander. The Officer will then submit the appropriate report and notify the Chief of Police of the incident through the chain of command. The Watch Commander will then notify the Chief of Police, or their designee, via Command page or the incident.

If the respondent officer is not a member of the Woodridge Police Department, the investigating officer shall promptly notify his/her supervisor. The supervisor shall ensure prompt notification to the respondent officer's department. The Officer will then forward a copy of the report through the chain of command.

311.9.5 SERVICE OF COURT ORDERS

A summons, along with the petition for protective order, supporting affidavits, if any, and any ex parte protective order that has been issued, shall be served at the earliest time possible and take precedence over service of other summonses, except those of a similar emergency nature (725 ILCS 5/112A-5.5; 725 ILCS 5/112A-17.5).

Before serving an order of protection, the serving officer should conduct an inquiry to determine whether the respondent has been issued a concealed carry license (CCL) or a Firearm Owner's Identification (FOID) card. If the respondent is found to be in possession of a CCL, the officer shall seize the CCL and forward the notification of the order and license to the Illinois State Police within seven days of the date the order was served (430 ILCS 66/70). If the respondent is found to be in possession of a FOID card, then the officer should instruct the respondent if the order of protection requires compliance with section 9.5 of the FOID Card Act (725 ILCS 5/112A-14; 430 ILCS 65/9.5).

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If the Woodridge Police Department receives a copy of an ex parte protective order issued to a person who is in custody, an officer shall make reasonable efforts to serve the protective order or a short form notification on the person before the person is released from custody (725 ILCS 5/112A-22).

311.10 DUPAGE COUNTY BAIL BOND ENFORCEMENT PROTOCOL

Upon the arrest of a suspect for a domestic violence offense, responding officers should:

- (a) Attempt to determine the presence of firearms in the home, or the existence of a FOID card in the defendant's name.
- (b) If practical, seize all firearms, ammunition and FOID cards belonging to the arrestee prior to leaving the scene.
- (c) During booking at the police department, any FOID card possessed by the arrestee will be seized and submitted to the Evidence Recovered Property Unit (ERPU).
Additionally, the arresting officers will attempt to determine from the arrestee if firearms are held at the home, or if the offender has used weapons in prior incidents or arrests. This will be documented in the case report.
- (d) If practical, permission to remove firearms possessed by the offender but not secured at the time of arrest should be obtained at this time and weapons seized and placed with the evidence unit for safekeeping.
- (e) A Property Inventory Report listing firearms seized for safekeeping will be provided to the arrestee.
- (f) If the owner requests the return of the weapons at a later time, the property officer will confirm that no surrender order has been issued by the court by consulting the State's Attorney's office and the clerk of the court. If no order exists, the items seized will be returned on confirmation of a valid FOID card.

Surrender of weapons after the arrest.

- (a) At the time of being released on bond, the State's Attorney's office will notify the defendant to surrender all weapons to the Department which arrested the defendant.
- (b) When inquiries about weapons surrender are made to the Woodridge Police Department from a domestic violence defendant arrested in another jurisdiction, that defendant will be directed to that jurisdiction for surrender instructions.
- (c) If police contact is made at the residence during the 72 hour "no contact" period, officers should attempt to secure permission from a competent adult to allow removal of the weapons.

Surrender of weapons at the Woodridge Police Department.

- (a) If a defendant contacts DuComm for instructions on the surrender of weapons, DuComm will notify the subject to either transport the weapons to the Woodridge Police Department or have an officer respond to the defendant's address, if subject resides in Woodridge.

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- (b) Officers who have occasion to stop a vehicle transporting weapons into the police station in compliance of court order may either follow the subject into the police facility, or take another action to secure the weapons for officer safety.
- (c) WHEN POSSIBLE, ALL PERSONS WILL BE INSTRUCTED NOT TO BRING WEAPONS INTO THE POLICE FACILITY.
- (d) When a subject comes into the police facility to surrender a firearm:
 - DuComm will call an officer in to take custody of the items.
 - The officer will accompany the subject to his vehicle and recover the weapon(s) or take custody of the weapons(s) if subject brought them into the station. Officers will ensure the weapon(s) is safe and unloaded.
 - A receipt will be given to the subject listing all items taken into custody utilizing the Property Inventory Report.
 - The weapons will be placed into evidence/property in compliance with all guidelines for proper handling.
 - Under special circumstances, the Department may take custody of weapons of Woodridge residents arrested elsewhere. In this event, an incident report will be completed.

Failure to comply with the surrender order by domestic violence defendants.

- (a) In domestic violence cases where the existence of firearms in the residence is established and contact is made with the defendant, the subject should be asked to submit to a consent search of the residence to remove them.
- (b) On refusal to allow this search, the defendant should be warned that failure to do so may result in revocation of bond, and the refusal and warning should be documented in the case report.
- (c) All documentation of the refusal to comply will be forwarded to the State's Attorney's office for possible action regarding revocation of bond and contempt proceedings.

GPS Monitoring of Domestic Violence Offenders

312.1 PURPOSE

The purpose of this policy is to provide the framework for full cooperation with the DuPage County agencies charged with the monitoring of Domestic Violence offenders and to give guidelines on the Woodridge Police response to violations of exclusion zones detected by electronic GPS monitoring.

It is the policy of the Woodridge Police Department to respond swiftly and appropriately to violations of domestic violence law, to reduce the repeat incidents of domestic violence, and to cooperate with all DuPage County agencies.

312.2 DEFINITIONS

Bischoff Law (725 ILCS 185/34): Illinois legislation which enables electronic monitoring of certain subjects involved in domestic violence incidents with GPS based equipment.

Global Positioning Satellite (GPS) Technology: Electronic use of low earth satellites to determine real-time positions.

Exclusion Zone: A specified geographic area around a domestic violence victim. Entry into that area by a person monitored under court order triggers a response. These zones may be fixed, such as a residence, or mobile, if the victim requests to be tracked when out of the fixed location.

312.3 PROCEDURE

The electronic monitoring program will be generally administered by DuPage County Probation and Court Services, which will see that the program meets Bischoff Law statutory requirements.

All sworn officers should be aware of the limitations of the GPS locator system.

- (a) The best accuracy will be out of doors, where the device worn may be detected by a combination of both GPS and cell tower technology.
- (b) When the monitored person is indoors, accuracy may be reduced depending on the type of building. Detection of the device may also be interrupted at that time, but the last known location will be captured and recorded.

Eligibility for GPS monitoring will be determined by DuPage County Department of Probation and Court Services.

- (a) Anyone charged with Violation of Order of Protection (VOOP) shall be ordered to undergo risk assessment evaluation.
- (b) Electronic surveillance (GPS) may be required as condition of bail while an offender is awaiting trial for VOOP.
- (c) Anyone paroled for VOOP must be placed on electronic surveillance.
- (d) If sentenced to Probation or Conditional Discharge, a defendant may be ordered to electronic surveillance.

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When defendants who are residents of the Village of Woodridge are placed on electronic surveillance by DuPage County, the Woodridge Police Department will be notified by fax of this fact.

- (a) A log of GPS monitored residents will be kept in the Records Unit with a copy submitted to Roll Call.
- (b) Static exclusion zone addresses will be flagged at DuComm for the duration of the monitoring time. Offender's identifiers and vehicle information should be included if available.

DuPage County Department of Probation and Court Services will contract with a vendor for tracking and exclusion zone alerts, and will make notifications, via the DuPage County Sheriff's Office, as below. The vendor will also notify the appropriate probation officer.

- (a) Static exclusion zone alerts will trigger a telephone call to the victim and to the DuPage County Sheriff's Office. If the offense occurred in the Village of Woodridge, DuPage will transfer the call to DuComm to begin response. DuPage County Sheriff's will remain on the line for any questions.
- (b) Mobile exclusion zone alerts will trigger notification to the victim only, giving the last known location and direction of travel of the offender. No automatic notification will be made to the Woodridge Police Department; this will be done only by, and at the discretion of, the protected party.
- (c) The contracted vendor will not notify Woodridge Police Department for equipment issues such as low battery or bracelet tampering.

On receipt of a static exclusion zone notification, the Woodridge Police Department shall promptly respond by:

- (a) DuComm will dispatch unit(s) to the protected address. If the protected party is present, contact will be made and a check on their well being will be done.
- (b) If there is no protected party present, a perimeter check of the business or residence will be made, similar to the standard response for a burglar alarm call, paying attention to possible points of entry. Any suspicious circumstances or signs of obvious crimes will be investigated and documented.
- (c) A check of the area should also be made for the presence of the monitored person. If located, they should be advised of the violation and investigation should be made as to the party's business in that area.
- (d) Responding units may request a current position of the offender through the contracted vendor.
- (e) If the investigating officer determines, an arrest may be made on probable cause for any violations of state law or Village ordinance.

If a protected party notifies the Woodridge Police Department of a suspected violation of a mobile zone violation, an officer will be dispatched to meet with the party and check on their well being, and will provide assistance as needed.

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All exclusion zone violations reported to the Woodridge Police Department will be documented.

- (a) Exclusion zone notifications will be documented by the responding officer(s) either by case report or within the dispatch call notes.
- (b) Any criminal violation, regardless if an arrest is made, will be documented in a case report for the appropriate violation.

Search and Seizure

313.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Woodridge Police Department personnel to consider when dealing with search and seizure issues.

313.2 POLICY

It is the policy of the Woodridge Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to Officers, in accordance with the Illinois LETSB, as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

313.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be permissible. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, observations of activities and property located on open public areas, and vehicle inventories pursuant to tows.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with the subject's clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

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313.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
 1. Another officer or a supervisor should witness the search.
 2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

313.5 DOCUMENTATION

When a case report is generated, the reporting Officer is responsible to document their search and to ensure that at a minimum, the following is documented:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

Temporary Custody of Juveniles

314.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Woodridge Police Department (42 USC § 5633).

314.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

Juvenile offender - A juvenile under 18 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or a juvenile who has violated 720 ILCS 5/24-3.1 by possessing a handgun (28 CFR 31.303; 705 ILCS 405/5-105).

Non-secure custody - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.
- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when an unsecure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
- (g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

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Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession or tobacco, curfew violation, or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

314.2 POLICY

The Woodridge Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Woodridge Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

314.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Woodridge Police Department:

- (a) Unconsciousness
- (b) Seriously injured
- (c) A known suicide risk or obviously severely emotionally disturbed
- (d) Significantly intoxicated
- (e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention, or mental health assistance, and notify a supervisor of the situation.

These juveniles should not be held at the Woodridge Police Department unless they have been evaluated by a qualified medical and/or mental health professional.

If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release, or a transfer is completed.

314.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Woodridge Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Woodridge Police Department without authorization of the arresting officer's supervisor or the Watch Commander.

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as

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practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Woodridge Police Department (34 USC § 11133; 20 Ill. Adm. Code 720.30)

Arresting Officers shall contact a Juvenile Officer if one is available.

314.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy will generally be held at the Woodridge Police Department under close supervision. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133; 705 ILCS 405/5-410(1); 705 ILCS 405/2-6(b)).

A juvenile taken into protective custody for prostitution should be reported to the Illinois Department of Children and Family Services (720 ILCS 5/11-14).

314.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Officers may exercise discretion with regards to the arrest and processing of status offenders, or releasing them without custody. Officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

314.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Woodridge Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when (705 ILCS 405/5-401):

- (a) Probable cause exists to believe he/she has violated, or attempted to violate, a law or ordinance.
- (b) The juvenile has been adjudged a ward of the court and has escaped from any commitment ordered by the court.
- (c) An officer reasonably believes the juvenile has violated court ordered conditions of probation or supervision.

The officer shall promptly take the juvenile to the nearest juvenile police officer (705 ILCS 405/2-6; 705 ILCS 405/3-8).

The officer shall submit a completed report to the Watch Commander.

314.4.4 VILLAGE ORDINANCE CURFEW VIOLATIONS

It is the policy of the Woodridge Police Department to enforce curfew violations. The officer shall be allowed to exercise discretion while keeping the best interest of the minor as the determining factor of the enforcement action to be taken.

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Definitions:

- (a) **Minor:** A person under 17 years of age.
- (b) **Curfew:** A minor present in a public assembly, building, place, street, or highway within the corporate limits of the Village at any of the following times without the exception listed in the Village Ordinance (see Attachment A) between one minute after twelve o'clock (12:01) A.M. and six o'clock (6:00) A.M. on Saturday; and between one minute after twelve o'clock (12:01) A.M. and six o'clock (6:00) A.M. on Sunday; and between eleven o'clock (11:00) P.M. on Sunday, Monday, Tuesday, Wednesday, or Thursday and six o'clock (6:00) A.M. the following day.
- (c) **Parent/Legal Guardian:** Minor's mother/father or appointed guardian.
- (d) **Responsible Companion:** A person 21 years of age or older approved by the Parent/Legal Guardian.

Handling a Curfew Violator:

- (a) Officer will determine if the person is a minor.
- (b) If the person is a minor, the Officer will inquire the reason for being in a public place during curfew hours.
- (c) Officer may use discretion in what type of enforcement action is taken, i.e., return minor to the parent/guardian or responsible companion, issue parking citation, arrest.
- (d) If no charges or if parking citation is issued, the minor violating the curfew ordinance may be given a non-custodial transport to their parent/guardian or other responsible companion residence if the minor lives within a short distance and approved by Watch Commander or the minor may be transported to the police station.
- (e) If the minor is arrested for curfew violation, the Officer will complete a long form Village Ordinance complaint, fingerprints, photograph, booking fee, and bail bond form.
- (f) An Officer having contact with any minor for violation of curfew will make every attempt to notify a parent/guardian or responsible companion at the time of contact. The minor shall not be held at the police station for more than 6 hours.
- (g) The Officer will complete a case report and Youth Contact Report (YCR) documenting all curfew violations.

314.5 ADVISEMENTS

An officer who takes a juvenile into custody without a warrant shall immediately make a reasonable attempt to notify the parent, guardian or the person with whom the juvenile resides that the juvenile has been taken into custody and where the juvenile is being held (705 ILCS 405/2-6).

314.6 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133; 705 ILCS 405/5-410). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

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In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Woodridge Police Department shall maintain a constant, immediate presence with the juvenile, or the adult to minimize any contact. If inadvertent, or accidental contact does occur, reasonable efforts shall be taken to end the contact.

314.7 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Woodridge Police Department shall ensure the following:

- (a) The Watch Commander should be notified if it is anticipated that a juvenile may need to remain at the Woodridge Police Department for more than four (4) hours. This will enable the Watch Commander to ensure no juvenile is held at the Woodridge Police Department more than six hours.
- (b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (c) Personal visual checks and significant incidents/activities shall be noted on the Prisoner Incarceration Log, every 15 minutes.
- (d) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore, an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times, unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.
- (e) Juveniles shall have reasonable access to toilets and wash basins.
- (f) Food should be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
- (g) Juveniles shall have reasonable access to a drinking fountain or water.
- (h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.
- (i) Juveniles should have privacy during family, guardian and/or lawyer visits.
- (j) Juveniles should be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (k) Blankets should be provided as reasonably necessary.
- (l) Adequate shelter, heat, light and ventilation should be provided without compromising security or enabling escape.
- (m) Juveniles shall have adequate furnishings, including suitable chairs or benches.
- (n) Juveniles shall have the right to the same number of telephone calls as an adult in custody.

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- (o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

314.8 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Woodridge Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative, threatening, suicidal, pose a threat to themselves, or pose any other officer safety concern.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

314.9 PERSONAL PROPERTY

The officer taking custody of a juvenile offender or status offender at the Woodridge Police Department shall ensure a thorough search of the juvenile's property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried on a Prisoner Personal Property report in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Woodridge Police Department.

314.10 SECURE CUSTODY

Only juvenile offenders 10 years of age or older may be placed in secure custody (705 ILCS 405/5-410). Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody, rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object.

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Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

314.10.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

- (a) Juveniles shall have constant auditory access to department members.
- (b) Initial placement into and removal from a locked enclosure shall be logged on a Prisoner Incarceration Log.
- (c) Random personal visual checks of the juvenile by a staff member, no less than every 15 minutes, shall occur.
 - 1. All checks shall be logged.
 - 2. The check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
 - 3. Requests or concerns of the juvenile should be logged.
- (d) Males and females shall not be placed in the same locked room.
- (e) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
- (f) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

314.11 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY

The Watch Commander will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Woodridge Police Department. The procedures will address:

- (a) Immediate notification of the on-duty supervisor, Chief of Police, and Detective Unit supervisor.
- (b) Notification of the parent, guardian, or person standing in loco parentis of the juvenile (see the Officer-Involved Shootings and Deaths Policy for additional requirements regarding a death related to a use of force).
- (c) Notification of the appropriate prosecutor.
- (d) Notification of the Village Attorney.
- (e) Evidence preservation.
- (f) Reporting to the Office of Jail and Detention Standards (20 Ill. Adm. Code 720.130).

Temporary Custody of Juveniles

314.12 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

A juvenile under 15 years of age at the time of the commission of any of the offenses listed in 705 ILCS 405/5-170 (e.g., homicide, criminal sexual assault, criminal sexual abuse) must be represented by legal counsel during the entire custodial interrogation of the juvenile.

Oral, written or sign-language statements of a juvenile under the age of 18 who is subject to custodial interrogation while in custody at a police station or other custodial location are governed by the Investigation and Prosecution Policy (705 ILCS 405/5-401.5).

A juvenile who was under the age of 18 at the time of the commission of the offense should be read the simplified *Miranda* warning and asked the following questions as set forth in 705 ILCS 405/5-401.5 and 725 ILCS 5/103-2.1:

- (a) Do you want to have a lawyer?
- (b) Do you want to talk to me?

[See attachment: Juvenile Notice of Rights_Miranda.pdf](#)

314.12.1 INVESTIGATIONS ON SCHOOL PROPERTY

Before detaining and questioning a juvenile student during regular hours on school grounds, an officer should make a reasonable effort to notify and have the juvenile's parent or guardian present during questioning unless the officer reasonably believes that urgent and immediate action is necessary to do any of the following (105 ILCS 5/22-85):

- (a) Prevent bodily harm or injury to a person
- (b) Apprehend an armed or fleeing suspect
- (c) Prevent the destruction of evidence
- (d) Address an emergency or other dangerous situation

The officer should document the time and manner by which the attempted notification or notification of the juvenile's parent or guardian was made.

If the juvenile's parent or guardian is not in attendance during questioning, the officer should have a guidance counselor, nurse, social worker, and/or mental health professional of the school present. If practicable, an officer trained or certified in juvenile investigations should be present or conduct the questioning of the juvenile (105 ILCS 5/22-85).

314.13 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

Juveniles over the age of 10 will be fingerprinted and photographed on all offenses that would be a felony if committed by an adult and serious traffic-related offenses as described in 20 ILCS 2630/5. Fingerprints and photographs may be obtained from juveniles for all other offenses (705 ILCS 405/1-7(B)).

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For all other acts defined as crimes, juveniles may be booked, fingerprinted, or photographed upon approval of the Watch Commander or Detective Unit Supervisor, giving due consideration to:

- (a) The gravity of the offense.
- (b) The past record of the offender.
- (c) The age of the offender.

Fingerprints, photographs, and other required information of juveniles will be transmitted to the Department of State Police as described in 705 ILCS 405/1-7(B) and 20 ILCS 2630/5.

No student booking station shall be established or maintained on the grounds of any school (105 ILCS 5/10–20.64; 105 ILCS 5/34–18.57).

314.14 REPORTING

Any time a juvenile is an offender, witness, or victim, to a crime, or when a member has taken a juvenile into protective custody, a case report will be generated. In addition to the case report, a Juvenile Data Sheet will also be completed (attached), for offenders/arrestees.

[See attachment: Juvenile Data Sheet.pdf](#)

314.15 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor, or juvenile officer for clarification.

Adult Abuse

315.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Woodridge Police Department members as required by law.

315.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency.

315.2 POLICY

The Woodridge Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

315.3 MANDATORY NOTIFICATION

- (a) Within 24 hours members of the Woodridge Police Department (Investigating Officer or assigned Detective) shall notify DuPage County Adult Protective Services (630-407-6500) when:
 - 1. There is reason to believe that an eligible adult, who because of a disability or other condition or impairment, is unable to seek assistance for him/herself, and;
 - 2. Has, within the previous 12 months, been subjected to abuse, neglect or financial exploitation (320 ILCS 20/4).
- (b) For purpose of this notification, an eligible adult means either:
 - 1. An adult whose disability impairs his/her ability to seek or to obtain protection from abuse, neglect or exploitation, and is 18 through 59 years old.
 - 2. A person 60 years of age or older who resides in a domestic living situation.
- (c) Incidents of alleged abuse shall continue to be reported pursuant to the Illinois Domestic Violence Act (320 ILCS 20/4).
- (d) The Woodridge Police Department (Investigating Officer or assigned Detective) shall also notify DuPage County Adult Protective Services whenever it determines a death of an eligible adult was caused by abuse or neglect by a caregiver (320 ILCS 20/3).

315.3.1 RECORDS SECTION RESPONSIBILITY

The Records Section is responsible for the following:

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- (a) Provide a copy of the elder/dependent abuse report to DuPage County Adult Protective Services upon request. This requirement is applicable even if the initial call was received from DuPage County Adult Protective Services.
- (b) Retain the original elder/dependent abuse report with the initial case file.

315.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse, if necessary. These investigators should:

- (a) Conduct interviews in appropriate interview facilities.
- (b) Present all cases of alleged adult abuse to the prosecutor for review.
- (c) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
- (d) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
- (e) Participate in or coordinate with multidisciplinary investigative teams as applicable (320 ILCS 20/3).

315.4.1 INITIAL RESPONSE

Officers may be called upon to effect a forced entry as the first responder to the scene of a suspected elder abuse. Entry should be immediate when it appears reasonably necessary to protect life. When the need for an emergency entry is not evident, Officers should seek supervisory approval. Officers must be prepared to provide emergency care pending the arrival of medical personnel, if not already present.

315.4.2 STABILIZE THE SITUATION

Officers must quickly assess the situation in an effort to ensure the immediate safety of all persons. Officers shall also consider the following:

- (a) Attempt to identify the victim, suspect and witnesses as well as the roles and relationships of all parties. Parties should be interviewed separately when possible. Frequently it is wrongfully assumed that elderly persons are incapable of accurately reporting the incident. Do not automatically discount the statement of an elderly person.
- (b) Preserve the crime scene where evidence may be present. All persons should be removed from the scene until it has been photographed and processed. Any evidence such as injuries that may change in appearance should be photographed immediately.
- (c) Assess and define the nature of the problem. Officers should assess the available information to determine the type(s) of abuse that may have taken place or the potential for abuse in the future that may be eliminated by our intervention.

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- (d) Make on-scene arrests when appropriate. Immediate arrest of an abuser (especially when the abuser is a family member or caretaker) may leave the elderly victim without necessary support and could result in institutionalization. The effect of an arrest on the victim should be considered and weighed against the assessed risk and the competent victim's desires. The present and future safety of the victim is of utmost importance.

315.4.3 SUPPORT PERSONNEL

The following person(s) should be considered if it appears an in-depth investigation is appropriate:

- Patrol Supervisor
- Detective personnel
- Evidence collection personnel
- Department on Aging's Elder Abuse and Neglect Program personnel
- If the abuse is in a long-term care facility, the officer should contact DuPage County Long Term Care Ombudsman Program (800-942-9412).

315.4.4 EMERGENCY PROTECTIVE ORDERS

In any situation which an officer reasonably believes that an elder or dependant adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the officer may seek an emergency protective order against the person alleged to have committed or threatened such abuse.

An officer shall assist adults with disabilities in obtaining a warrant or injunctive order to protect them from abuse. An adult with disabilities, for this purpose, is (20 ILCS 2435/1 et seq.):

- (a) A person age 18 through 59.
- (b) Who resides in a domestic living situation.
- (c) Whose physical or mental disability impairs his/her ability to seek or obtain protection from abuse, neglect or exploitation.

315.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and documented in a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
- (b) Any relevant statements the victim may have made and to whom he/she made the statements.

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- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision,
- (d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member(s) as the alleged perpetrator(s), and a list of the names of any other potential victims or witnesses who may reside in the residence.
- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (i) Whether a protective order petition should be filed on behalf of the victim when there is a reasonable belief that the victim is incapable of filing a petition for him/herself (750 ILCS 60/201).
- (j) Notification of DuPage County Adult Protective Services.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

315.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact the Illinois Department on Aging or other designated social services agency.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure the adult is transported to the nearest hospital.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

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315.7 INTERVIEWS

315.7.1 PRELIMINARY INTERVIEWS

Officers should attempt to gather all the information necessary to begin an investigation. The Detective Unit should be advised if any follow-up investigation is necessary.

315.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - 1. A reasonable belief that medical issues of the adult need to be addressed immediately.
 - 2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
 - 3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
- (b) A court order or warrant has been issued.

315.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

315.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

315.9.1 SUPERVISOR RESPONSIBILITIES

The Detective Unit supervisor should:

Work with professionals from the appropriate agencies, including DuPage County Adult Protective Services, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are adult abuse

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victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

Activate any available interagency response when an officer notifies the Detective Unit supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives there.

315.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives there should:

- (a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate.
- (b) Notify the Detective Unit supervisor so an interagency response can begin.

315.10 STATE MANDATES AND OTHER RELEVANT LAWS

315.10.1 RECORDS SECTION RESPONSIBILITIES

The Records Section is responsible for:

- (a) Providing a copy of the adult abuse report to the Department on Aging or the designated social services agency as required by law.
- (b) Retaining the original adult abuse report with the initial case file.

315.10.2 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Management and Release Policy (320 ILCS 20/8).

315.10.3 SUMMARY REPORTS OF DEATH INVESTIGATIONS

This department will provide, upon request, a summary of actions taken in response to a reported death of an eligible adult to a public or nonprofit agency that has been approved by the Department on Aging to receive and assess such reports (320 ILCS 20/3).

315.11 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification.

Discriminatory Harassment

316.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

316.2 POLICY

The Woodridge Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

All matters concerning harassment and discrimination are governed by the Village of Woodridge Employee Handbook.

The non-discrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

316.3 RESPONSIBILITIES

This policy applies to all Police department personnel. All members shall follow the intent of the guidelines set forth in the Village of Woodridge Employee handbook, namely sections 3.1 "Anti-Harassment and Non-Discrimination Policy, section 3.2 "Workplace Anti-Bullying Policy"

316.3.1 SUPERVISOR RESPONSIBILITY

Every supervisor shall follow the guidelines set for in the Village of Woodridge Employee Handbook.

316.4 INVESTIGATION OF COMPLAINTS

All complaints shall be investigated in a manner consistent with Department Policies and the Village of Woodridge Employee Handbook.

316.5 TRAINING

All new members shall be provided with a copy of this policy as part of their new hire orientation. The policy shall be reviewed with each new employee. The employee shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term of employment.

All members shall receive annual training on the requirements of this policy, conducted by the Human Resources Department, and shall certify by signing the prescribed form that they have

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reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

316.5.1 QUESTIONS REGARDING DISCRIMINATION OR SEXUAL HARASSMENT

Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, manager, the Chief of Police, Human Resources Director, or the Assistant Village Administrator, or they may contact the Illinois Department of Human Rights at (312) 814-6200, or visit its website at <http://www.state.il.us/dhr/index.htm>.

316.5.2 NOTICE

A notice of employee rights under the Illinois Human Rights Act summarizing the requirements of the Act and information pertaining to the filing of a charge, including the right to be free from unlawful discrimination and the right to certain reasonable accommodations, shall be posted in a conspicuous location at the Woodridge Police Department or in an employee handbook (775 ILCS 5/2-102(K)(1)).

316.5.3 STATE-REQUIRED TRAINING

All members should also participate annually in harassment and discrimination prevention training (5 ILCS 430/5-10.5).

The Human Resources Department should develop a training program that meets the requirements for harassment and discrimination training in 5 ILCS 430/5-10.5 and which includes sexual harassment prevention training consistent with the model sexual harassment prevention program created by the Illinois Department of Human Rights (775 ILCS 5/2-109).

Child Abuse

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Woodridge Police Department members are required to notify the Illinois Department of Children and Family Services (DCFS) and the DuPage County Children's Center of suspected child abuse.

317.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency (325 ILCS 5/3).

317.2 POLICY

The Woodridge Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DCFS is notified as required by law.

317.3 MANDATORY NOTIFICATION

Members of the Woodridge Police Department shall notify DCFS when they have reasonable cause to believe a child known to them in their official capacity was abused by a parent, immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child or a paramour of the child's parent. Members must also report any case of a neglected child (325 ILCS 5/4; 325 ILCS 5/3).

Pursuant to the terms of the Intergovernmental Agreement and to the Illinois Abuse & Neglect Child Reporting Act (325 ILCS 5/1), DuPage County Children's Center has assumed responsibility for specific incident based reports of Child Sexual Abuse and Severe Physical Abuse occurring in DuPage County.

For purposes of notification, abuse includes physical injuries, risk of physical injuries, sex offenses, torture, excessive corporal punishment, female genital mutilation, etc. Neglect includes failure to provide necessary nourishment or medical care or blatant disregard of parent or caretaker responsibilities. Full definitions of abuse and neglect are provided in 325 ILCS 5/3.

317.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (325 ILCS 5/7):

- (a) All notifications of suspected child abuse or neglect shall be made immediately, either to DCFS on the statewide, toll-free telephone number (1-800-25-ABUSE), in person or by telephone through the nearest DCFS office (325 ILCS 5/7.6; 89 Ill. Adm. Code

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300.30). Within 48 hours of the telephone/initial report, the investigating Officer shall complete DCFS form CANTS 5 (attached), and then mail it to:

1. DCFS Field Office, Attn: Child Protective Service, 800 West Roosevelt Rd., Bldg. D, Ste. 10, Glen Ellyn, 60137.
 2. A copy shall be included in the case report.
- (b) Notification, when possible, shall include:
1. The name and address of the child and his/her parents or other persons having custody.
 2. The child's age, the nature of the child's condition, including any evidence of previous injuries or disabilities.
 3. Any other information that the person filing the report believes might be helpful in establishing the cause of abuse or neglect and the identity of the person believed to have caused such abuse or neglect.
- (c) A member who suspects that a child has died as a result of child abuse or neglect shall also immediately report his/her suspicion to the appropriate Coroner (325 ILCS 5/4.1).

The Children's Center is accessible 24 hours a day by calling (630) 407-2750. For an after hours emergency, call the DuPage County Sheriff's Department at (630) 407-2400. The DuPage County Sheriff's Department will page the on-call investigator immediately. A report made to the DuPage County Children's Center does not substitute for mandated reporting to the DCFS Child Abuse Hotline.

[See attachment: DCFS Cants 5 Form.pdf](#)

317.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

- (a) (a) Conduct interviews in child appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to child abuse investigations.
- (c) Present all cases of alleged child abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable

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The DuPage County Children's Center shall have joint investigative responsibility with the primary law enforcement with jurisdiction for any incident described below:

- (a) All cases of sexual abuse or assault to a child under 13 years of age.
- (b) Cases of sexual abuse/assault to children under 18 years of age by a family member, caretaker, or person in a position of authority. (sexual penetration, sexual molestation, sexual exploitation and sexually transmitted disease present in underage children)
- (c) Cases of sexual abuse/assault to children between the ages of 13 and 16 by non-family members where there is an element of force or there is more than a 5 year age difference between the victim and the accused.
- (d) All cases of severe physical abuse/assault to children under 18 years of age committed by a family member, caretaker, or person in a position of authority.
 - 1. Allegations of severe physical abuse include: death, brain damage/skull fracture, subdural hematoma/hemorrhage, fractured bones, internal injuries, 3rd degree or intentional burns, poison/noxious substances, gunshot or stabbing injury, torture, other injuries on a case by case basis

317.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.
- (c) Any relevant statements the child may have made and to whom he/she made the statements.
- (d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.
- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.

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- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (k) Other investigative steps taken in compliance with any applicable county Child Advocacy Advisory Board protocol the Woodridge Police Department follows (55 ILCS 80/3).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

In cases that involve DuPage County Children's Center, local law enforcement should obtain all information possible for the Center referral from sources other than the victim and the alleged offender. **DO NOT INTERVIEW THE VICTIM.** In instances where it is absolutely necessary for a police officer to have contact with a child victim, such contact shall be coordinated through the Children's Center.

As the local law enforcement agency retains jurisdiction, a detective should be assigned to the case as a liaison to the Children's Center.

317.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DCFS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DCFS.

The officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (325 ILCS 5/5):

- (a) A court has ordered the removal of the child.
- (b) A court has not ordered the removal of the child but there is reason to believe the child cannot be cared for at home or in the custody of the person responsible for the child's welfare without endangering the child's health or safety, and there is no time to apply for a court order for temporary custody of the child.

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317.6.1 PROCEDURE

A department member taking a child into temporary protective custody shall immediately (325 ILCS 5/5):

- (a) Make every reasonable effort to notify the person responsible for the child's welfare.
- (b) Notify DCFS.

See the Abandoned Newborn Infant Protection Policy for guidance regarding the Abandoned Newborn Infant Protection Act (325 ILCS 2/10 et seq.).

317.7 INTERVIEWS

317.7.1 PRELIMINARY INTERVIEWS

Officers should avoid multiple interviews with a child victim and should attempt to gather the information necessary to begin an investigation. When deemed necessary, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

The DuPage County Children's Center will provide forensic victim sensitive interviewing and case management services to children who are reported to have been a witness or present at the time of a domestic violence incident or any other violent crime.

317.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 1. A reasonable belief that medical issues of the child need to be addressed immediately.
 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
 3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
- (b) A court order or warrant has been issued.

317.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

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In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers shall notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor, or Detective Unit Supervisor should consider obtaining a court order for such an examination.

An expert medical examination by a physician trained in the area of child abuse and trauma shall be arranged for any victim of abuse alleging sexual penetration, sexually transmitted disease or physical injury.

317.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

317.9.1 SUPERVISOR RESPONSIBILITIES

The Detective Unit Supervisor should:

- Notify DCFS, when there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- Request EMS for children whomay have been exposed to methamphetamine labs or when other circumstances exist that may have compromised the health of the child.
- Activate any available interagency response when an officer notifies the Detective Unit Supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

317.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate.
- (b) Notify the Detective Unit Supervisor or Tactical Unit Supervisor so an interagency response can begin.

317.10 STATE MANDATES AND OTHER RELEVANT LAWS

Illinois requires or permits the following:

317.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Release and Security Policy (325 ILCS 5/11).

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317.10.2 CHILD ADVOCACY ADVISORY BOARD PROTOCOL

This department has adopted the Illinois Child Advocacy Advisory Board's protocol governing the investigation of child maltreatment including sexual abuse, physical abuse, exploitation and neglect of a child.

All investigations and interviews conducted by this department shall comply with this protocol, with the procedures to be used in investigating and prosecuting cases arising from alleged child maltreatment and in coordinating treatment referrals for the child and his/her family (55 ILCS 80/3).

317.10.3 ACKNOWLEDGEMENT OF REPORTING RESPONSIBILITY

The Chief of Police, or their designee, shall ensure that members of this department who are directly involved in the enforcement of the law sign statements acknowledging that they are mandated to notify DCFS of suspected child abuse and neglect. The statement shall be on a form prescribed by DCFS. It shall be signed before beginning employment and shall be retained by this agency as a permanent part of the personnel record (325 ILCS 5/4).

[See attachment: DCFS Mandatory Reporter Acknowledgement.pdf](#)

317.10.4 ASSISTANCE TO CHILD PROTECTIVE SERVICES INVESTIGATORS

Upon receiving a request for assistance from a child protective services investigator involving an investigation of a high-risk report of child abuse or neglect officers should determine the reason for the request. If the protective services investigator reasonably believes that the persons being investigated has a potential for violence, officers should accompany him/her. However, if resources are limited or unavailable, officers should notify the Watch Commander to arrange for the assistance to occur at a mutually agreeable time (325 ILCS 5/7.2).

317.10.5 SEXUAL ABUSE INVOLVING SCHOOL PERSONNEL

In all reported incidents of sexual abuse of a child involving school personnel, including vendors or volunteers, the Detective Unit supervisor or authorized designee shall notify the relevant school when the investigation has been suspended or completed, as well as the outcome of the investigation (105 ILCS 5/22-85).

317.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.

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- (f) Availability of victim advocate or guardian ad litem support.

317.11.1 TRAINING RECORDS

In addition to providing copies of completed mandated reporter training records to the Deputy Chief of Support Services office as required in the Personnel Records Policy, members should maintain records of their completed training and forward copies to their licensing or certification board (325 ILCS 5/4).

Missing Persons

318.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations. It is the policy of the Woodridge Police Department to be in compliance with the Intergovernmental Missing Child Recovery Act of 1984. This act requires the police department to take immediate steps to locate lost or missing children (defined as persons less than 21 years of age.) Moral obligation requires the same care for adults who may be incapacitated or unable to care for themselves. The families of missing persons need assurance that the Woodridge Police Department is making every reasonable attempt to prevent possible harm, criminal acts, or other harm to the welfare of the missing person. Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or easily resolved. However, there are many instances in which persons disappear for unexplained reasons and under circumstances where they are at risk. The roles of the call taker and the initial Woodridge Police Officer are critical in identifying the circumstances surrounding missing persons and in identifying those persons at risk.

See [attachment: AMBERfax2014.pdf](#)

See [attachment: MISSING PERSON FORM 2022.pdf](#)

318.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk missing person - A person whose whereabouts are not currently known and whose circumstances indicate that the person may be at risk of injury or death. The circumstances that indicate that a person is a high-risk missing person include, but are not limited to, any of the following (50 ILCS 722/10(a)(1)):

- (a) The person is missing as a result of a stranger abduction.
- (b) The person is missing under suspicious circumstances.
- (c) The person is missing under unknown circumstances.
- (d) The person is missing under known dangerous circumstances.
- (e) The person has demonstrated the potential for suicide.
- (f) The person is missing more than 30 days.
- (g) The person has already been designated as a high-risk missing person by another law enforcement agency.
- (h) There is evidence that the person is at risk because:
 1. The person is in need of medical attention or prescription medication including persons with dementia-like symptoms,.

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2. The person does not have a pattern of running away or disappearing.
 3. The person may have been abducted by a non-custodial parent.
 4. The person is mentally impaired or is developmentally or intellectually disabled..
 5. The person is under the age of 21.
 6. The person has been the subject of past threats or acts of violence.
 7. The person has eloped from a nursing home.
 8. The person is a veteran, active duty, or reserve member of the United States Armed Forces or National Guard, and is believed to have a physical or mental health condition related to his/her service.
- (i) Any other factor that may, in the judgment of the law enforcement official, indicate that the missing person may be at risk.

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown. This includes a person under the age of 18, reported to the Department as abducted, lost or a runaway, whose identity is entered into the Law Enforcement Agencies Data System (LEADS) (325 ILCS 55/1(c)).

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC) and LEADS.

Intergovernmental Missing Child Recovery Act of 1984 (325 ILCS 40/1): Requires all law enforcement agencies to enter reports of missing persons into LEADS as soon as minimum information is available, to dispatch officers immediately upon report of a missing child, and to "disseminate the information relating to the missing child to all sworn personnel employed by the agency who work or are assigned to other shifts or time periods."

National Child Search Act (Public Law 101-642): Requires the immediate entry of a reported missing person into the state and NCIC databases, and a sixty day verification of update of records.

Criminal Identification Act (20 ILCS 2630/10): Requires that the originating law enforcement agency make reasonable efforts to obtain the dental records of any person missing for 30 or more days.

Child: A person who has not yet reached the age of 21 years of age.

Emancipated Minor: A person 18 years of age or older who has been declared emancipated by the courts of his state of residence.

Exceptional Circumstances: Conditions or events surrounding the disappearance of a person that would suggest the person or others are in danger. Reports of persons missing under the following circumstances require special handling.

- (a) Kidnapping or suspected involuntary disappearance of a subject.
- (b) The person missing is under 18 years of age.

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- (c) Physical or mental disability of the subject.
- (d) In the absence of prescribed medication or treatment, the subject poses danger to self or others.
- (e) Suicidal tendencies of the subject.
- (f) Failure to promptly disseminate the information via ISPERN or area-wide broadcast could endanger the missing person, another law enforcement officer or the general public.

Involuntary Disappearance: A person who is missing under circumstances indicating that foul play or endangerment may be suspected or that the disappearance was involuntary in nature, including child abduction, as defined in 720 ILCS 5/10-5.

Kidnapping: A crime as defined in 720 ILCS 5/10-1, or the seizure and unlawful detention of any individual by another.

Primary Agency: The law enforcement agency accepting responsibility for the case.

America's Missing Broadcast Emergency Response: AMBER

Illinois State Police: ISP

Springfield Area Command of the Illinois State Police: SAC

Illinois Emergency Management Agency: IEMA

Lost Child Alert Technology Resource: LOCATER

20 Ill. Adm. Code 1291.40).

318.2 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction (50 ILCS 722/5(a))

318.2.1 REPORTS OF MISSING CHILDREN

Any member taking a report of a missing person under the age of 18 shall provide the reporting party with the following information (325 ILCS 40/7.2):

- (a) The 24-hour toll-free telephone numbers for:
 - 1. The National Center for Missing and Exploited Children® (NCMEC).
 - 2. The National Runaway Safeline.
- (b) A description of the services provided to families of missing children by NCMEC and the National Runaway Safeline.

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318.3 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions as applicable:

- (a) Respond to a dispatched call as soon as practicable.
- (b) Interview the reporting party and any witnesses to gather as much pertinent information as possible to properly classify a missing person report and initiate a proper response, including:
 - (a) Name, age, sex, physical and clothing description of the subject, and the relationship of the reporting party to the missing person.
 - (b) Time and place of the last known location and the identity of anyone accompanying the missing person. Any and all types of electronic/digital devices that the missing person may possess, has used, or has access to.
 - (c) Extent of any search already conducted for the missing subject.
 - (d) Whether the missing person has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
 - (e) Whether the missing person has been involved recently in domestic incidents, suffered emotional trauma or life crisis, demonstrated unusual, uncharacteristic, or bizarre behavior, is dependent on drugs or alcohol, or has a history of mental illness.
 - (f) Current physical condition of the missing person and whether they are currently on prescription medications(s) and how it affects their daily life.
 - (g) If the missing person is a child, inquiry should also be made to determine if the child:
 - (a) Is or may be with an adult who could cause the child harm.
 - (b) May be the subject of a parental abduction.
 - (c) Has previously run away from home, has threatened to do so, or has a history of explainable or unexplainable absences for extended periods of time.
 - (h) If the missing person is a child (especially a young child missing from the home or near the home) initial responding officers shall conduct a thorough search of the child's home including closets, crawl spaces, garage, vehicles, bushes, sheds or any other area of the premise where a child could have secluded him or herself. If possible, neighboring residences should be checked in case the child hid or fell asleep in an unknown location. The grandparents of the missing child or any other relative should be contacted if they live nearby.
- (c) Determine whether the person qualifies as a missing person and, if so, whether the person may be a high-risk missing person.
- (d) Notify a supervisor immediately if there is evidence that a missing person is either high-risk or may qualify for a public alert, or both (see the Public Alerts Policy).

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- (e) Broadcast an alert if the person is under 18 years of age or there is evidence that the missing person is high-risk. The alert should be broadcast immediately if the missing person is under 18 or as soon as practicable but in no event more than one hour after determining the missing person may be high-risk (325 ILCS 40/7).
- (f) Ensure that entries are made into the appropriate missing person networks, as follows:
 - 1. Immediately when the missing person is high-risk.
 - 2. In all other cases, as soon as practicable but not later than two hours from the time of the initial report.
- (g) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
- (h) Collect and/or review:
 - 1. A photograph and fingerprint card of the missing person, if available.
 - 2. A voluntarily provided DNA sample of the missing person, if available (e.g., toothbrush, hairbrush). Any DNA samples obtained shall immediately be forwarded to the Illinois State Police for analysis (50 ILCS 722/5(d)(3)).
 - 3. Any documents that may assist in the investigation, such as court orders regarding custody.
 - 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (i) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (j) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to a high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.
- (k) If the missing person is a child, immediately contact the State Missing Persons Clearinghouse (325 ILCS 40/7(b)). Entering the child into LEADS satisfies this requirement.
- (l) In the event that a missing child is not found during the shift in which the report was made, information regarding the missing child shall be disseminated to all sworn officers in the Department (325 ILCS 40/7(b)).
- (m) Reports of juveniles who have voluntarily left home (runaways) should be classified as such only after thorough investigation. Personal electronic devices of the missing person should be checked in order to determine investigative leads. Consideration to the "pinging" of the missing person's cell phone may provide investigative leads.
- (n) Based on the outcome of initial inquiries, a decision may be made by the initial officer in consultation with the Shift Supervisor concerning the potential danger posed to the missing person and the type of police response that is warranted.

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Preliminary Investigation: The preliminary investigation is intended to gather additional information and to take those steps that will aid in the search for and locating of the missing person including:

Officers shall complete a detailed description of the missing person as required along with a recent photograph. The following is mandatory for a LEADS/NCIC entry:

- (a) Name
- (b) Sex
- (c) Race
- (d) Height and weight
- (e) Eye color
- (f) Hair color
- (g) Date and time last seen
- (h) Complete date of birth
- (i) Date of emancipation, if applicable
- (j) Completed Missing Persons Case Report, including the affidavit signed by the reporting person authorizing the Woodridge Police Department to enter the missing person into LEADS/NCIC. (Attachment A)
- (k) In addition to the aforementioned identifiers, when taking a Missing Persons Report on an **ADULT**, obtain one or more of the following additional identifiers:
 - (a) FBI Number (if applicable)
 - (b) Social Security Number
 - (c) Driver's License number, state and date issued
 - (d) Other miscellaneous identification types and numbers
 - (e) Scars, marks, tattoos
 - (f) Complete vehicle description (if a vehicle is involved) including registration information.
 - (g) Possible destination/mode of travel and route of travel if known

Details of any physical or emotional problems.

Identify the last person(s) to have seen the missing person including places frequented or associates who were or may have been in contact with the subject prior to his or her disappearance.

The missing person's plans, habits, routines, and personal interests, including places frequented or locations of particular personal significance.

Indications of missing personal belongings, particularly money or other valuables. Cell phone information as well as any types of electronic/digital devices that may aid in the investigation.

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Any suggestions of foul play or the missing person having been involved in an accident.

In the case of missing children, officers will be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of a stranger abduction as well as:

- (a) The presence of behavioral problems
- (b) Past instances of running away
- (c) Signs of an abusive home environment or dysfunctional family situation
- (d) Whether the child is believed to be with adults who may pose a danger to the child
- (e) Name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the school
- (f) Identify friends (addresses and telephone numbers) who may have knowledge as to the subject's location or state of mind

When possible, the officer should gain permission to search a missing child's home and also school locker.

As soon as it appears that a person is missing, the assigned officer will have the responsible party sign a completed Authorization Form (Attached) authorizing the missing person into LEADS/NCIC and any other related databases.

The initial investigating officer will obtain the LEADS number assigned to the data entry on the missing person, and should provide that number, along with the case report number assigned, to the reporting party.

Illinois law MANDATES that as soon as the minimum information required for a LEADS entry is obtained, the missing person will be entered into LEADS.

DuComm personnel will use the information made available by the reporting officer to make appropriate computer database entries (LEADS/NCIC, etc.)

All reports of missing persons (still missing at the end of the reporting officers shift) will be entered into the Roll Call Data Base and copies of the report forwarded to the Detective Unit to ensure proper follow up is conducted into the whereabouts of the missing person.

318.3.1 HIGH-RISK MISSING PERSONS

HIGH RISK Missing Persons – Adult: It will be the responsibility of the Shift Supervisor to designate a missing person's status as critical. Should this designation be put in place, the Shift Supervisor will:

- (a) Direct on-call detectives be notified.
- (b) Make the appropriate notifications to the Command Staff pursuant to Command Notification Policy.
- (c) Direct that all available information regarding the missing person is broadcast to all officers on duty via radio and to surrounding communities via the patrol vehicle MDC.

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- (d) In addition to the missing person being entered into LEADS/NCIC, a type 3 message will be initiated to other law enforcement agencies regarding the missing person, and the circumstances which classify the person as missing endangered, foul play suspected, etc
- (e) If within the time limitations set forth by the Illinois State Police, an ISPERN message will be broadcast alerting surrounding jurisdictions of the missing person.
- (f) If warranted, a “reverse 911” or “City Watch” message to area residents will be initiated to the DuPage County Sheriff’s Office by Communications Center personnel. This broadcast can include not only the physical description of the missing individual, but also solicit any leads from residents if a criminal act were involved in the disappearance.
- (g) A Village "Everbridge" message may also be sent with the above information.
- (h) Prepare and disseminate electronically a Missing Persons flyer via use of the LOCATER computer system maintained at the Woodridge Police Department.
- (i) If a ground search is beneficial, request the services of a K-9 Unit
- (j) If a large open area or wooded area needs to be searched, request air support (see Obtaining Air Support Assistance Policy)
- (k) Notify a Crime Scene technician if a crime scene does in fact exist due to a bonafide abduction having occurred.
- (l) Additional manpower may be required. An ILEAS response should be considered if necessary.

HIGH RISK Missing Persons – Juvenile/Child Abduction and AMBER Alert Notifications: In addition to the steps outlined above, the Shift Supervisor, or designee, will take these additional steps when the missing person is a child under the age of 16 years, OR has a proven mental or physical disability, AND a confirmed abduction has taken place.

Upon receiving the approval of the Chief of Police or designee, an activation of the America’s Missing Broadcast Emergency Response (AMBER) Alert Notification Plan will be initiated by the Woodridge Police Department.

The minimum criteria for an AMBER alert:

- (a) Child was abducted
- (b) Child is in danger
- (c) Known information on suspect or suspect vehicle
- (d) Age requirement (17 years of age or younger)

This activation of the AMBER Alert System is accomplished by:

- (a) Preparing a flyer utilizing the LOCATER (this software program is through the Investigative Division) computer system and transmitting the flyer to ISP Springfield Area Command. If the LOCATER computer system is out of service, follow instructions below.

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- (b) Completing the pre-established facsimile packet (Attached), provided by the Illinois State Police, which is required to activate the AMBER Alert Notification Plan. This may be done by hand, or generated digitally by computer should the proper system be in place and functioning.
- (c) Once the facsimile is sent, contact will be immediately established by telephone to the Illinois State Police Springfield Area Command to confirm the Command's receipt of the fax.
- (d) If a current photograph or portrait of the child is available, forward it along with a copy of the abduction summary of details to the Illinois State Police Clearinghouse for Missing and Exploited Children. Telephone number (800)843-5763, FAX number (217)785-6793.
- (e) Notify the Federal Bureau of Investigation.
- (f) Notify the appropriate county State's Attorney's Office. Request that an Assistant State's Attorney respond to the Woodridge Police Department if circumstances dictate.

Endangered Missing Person Advisory & Silver Search Program:

Certain HIGH RISK missing person's may qualify for an endangered missing person advisory.

An Endangered Missing Person Advisory and Silver Search Program are a voluntary partnership with law enforcement, local broadcasters, and other partners to notify the public about a missing and endangered persons. Silver Search is a coordinated effort to bring awareness, education, and resources to help find and safely return people with Alzheimer's or dementia that go missing. The advisories are initiated by the local law enforcement agencies.

The criteria for this program are:

- The person is missing under unexplained or suspicious circumstances
- The person is believed to be in danger because of age, health, mental or physical disability, environment, weather conditions, or in the company of a potentially dangerous person or some other factor that may expose the person to possible harm or injury.
- Public information is available that could assist in the safe recovery of the person
- The circumstances DO NOT fit the criteria of an AMBER Alert

Procedure:

- (a) Immediately enter the missing person information into the Law Enforcement Agencies Database System (LEADS) and the National Crime Information Center (NCIC). Be sure to cross-reference others involved, as well as vehicle information, if available.
- (b) After verifying the criteria, complete the "Endangered Missing Person Advisory" form, attached, and email to Illinois State Police (Springfield Communication Center) isp.scc@illinois.gov for distribution to the media and other approved public outlets wishing to receive notification. Please follow any additional requirements on the form.

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- (c) If appropriate, an ISPERN message should be coordinated through the ISP District of occurrence. Additionally, information should be disseminated to other law enforcement agencies via a LEADS/NLETS broadcast message by the requesting agency.

For additional information: <https://www.silversearchillinois.org/law-enforcement.html>

These programs are intended to assist in locating missing persons and do not alleviate any additional investigative or reporting measures required by this policy.

See attachment: [Endangered Missing Person Advisory Forms.pdf](#)

318.4 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review. For cases involving missing juveniles, the reporting officer should obtain contact information for the parents and/or legal guardian(s) of the missing person, including their name, date of birth, address, and telephone number. Contact shall be made with at least one parent and/or legal guardian advising them of the missing report as well as instructing them to contact the WPD if the juvenile is located. Additionally, if the juvenile has a probation officer, their name and telephone number should be obtained. All of this information should be documented in the case report.

318.4.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.
 - 1. The reports should be promptly sent to the Records Section.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing person networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
 - 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

318.5 DETECTIVE UNIT FOLLOW-UP/ON-GOING INVESTIGATION

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
 - 1. The notice shall be in writing and should also include a photograph.

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2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.
 - (c) ,In cases involving a person missing for more than 30 days but less than 60 days, may generate a report of the missing person within the National Missing and Unidentified Persons System (NamUs) if not previously received, obtain the following (50 ILCS 722/5(d)):
 1. DNA samples from family members or from the missing person along with any needed documentation, or both, including any consent forms, required for the use of state or federal DNA databases, including, but not limited to, the Local DNA Index System (LDIS), State DNA Index System (SDIS) and National DNA Index System (NDIS) and NamUs partner laboratories.
 2. An authorization to release dental or skeletal X-rays of the missing person.
 3. Any additional photographs of the missing person that may aid with the investigation or an identification and enter the photograph into applicable missing person networks (34 USC § 41308). No written authorization to publicly release any photograph that would aid in the investigation or identification of the missing person is required.
 - (a) If the missing person is under 18 years of age, the photographs should be forwarded to the Illinois State Police and LEADS.
 4. Dental information and X-rays.
 5. Fingerprints.
 - (d) Should consider contacting other agencies involved in the case to determine if any additional information is available.
 - (e) Shall verify and update LEADS, the NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
 - (f) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
 - (g) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children® (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
 - (h) Should make appropriate inquiry with the coroner and local hospitals.
 - (i) Should obtain and forward medical and dental records.
 - (j) Should consider making appropriate entries and searches in (NamUs).

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1. If a DNA sample is obtained, it should be submitted to a NamUs partner laboratory or other local, state, or national DNA system resource within 60 days (50 ILCS 722/5).
- (k) Shall immediately begin an investigation and notify the Illinois State Police if information is received that a request for the birth certificate, school record or any other information concerning a missing child has been made (325 ILCS 55/6).
- (l) In the case of a high-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

Additional consideration:

- (a) Thoroughly check the location where the missing person was last seen and conduct interviews with persons who were with the individual or who may work in or frequent the area.
- (b) Conduct interviews with any additional family, friends, work associates, schoolmates, teachers, school counselors, and social workers to explore the potential for foul play, voluntary flight, or in the case of juveniles, parental kidnapping or running away.
- (c) Provide updates, including identification and related information to all divisions within the Woodridge Police Department, the Illinois State Police Springfield Area Command, surrounding law enforcement agencies, and if a parental or stranger abduction is suspected, the FBI.
- (d) Any decision on further information provided to the local media to help locate missing persons will be made with the approval of the Chief of Police, and only after consulting with the missing person's family.
- (e) The lead detective will maintain routine ongoing contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals will be informed that they must notify the lead detective as soon as any contact is made with the missing person.

318.5.1 NOTIFICATION TO REPORTING PERSON

The investigator shall notify the person making the report, a family member or other person in a position to assist the Department in its efforts to locate the missing person of the following (50 ILCS 722/5(d)(1)):

- (a) General information about the handling of the missing person case or about intended efforts in the case to the extent that the disclosure would not adversely affect the ability to locate or protect the missing person or to apprehend or prosecute any person criminally involved in the disappearance.
- (b) That the person should promptly contact the Woodridge Police Department if the missing person remains missing in order to provide additional information and materials that will aid in locating the missing person such as the missing person's credit cards, debit cards, banking information and cellular telephone records.

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- (c) That any DNA samples provided for the missing person case are provided on a voluntary basis and will be used solely to help locate or identify the missing person and will not be used for any other purpose.
- (d) That, dependent upon the missing person's age, NCMEC and NamUs may be contacted.

318.6 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the beat Officer or assigned investigator shall document the location of the missing person in the appropriate supplemental report, notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.

The Detective Unit Supervisor shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) Notification is made to the Illinois State Police.
- (b) A missing child's school is notified.
- (c) Entries are made in the applicable missing person networks.
- (d) When a missing person is high-risk, the fact that the person has been found shall be reported within 24 hours to the Illinois State Police.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

Additional consideration:

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

- (a) Advise them that they are the subject of a missing person investigation.
- (b) Ask if they desire the reporting party or next of kin to be notified of their whereabouts.
- (c) Make provisions to transmit this information to the reporting party or next of kin, if permitted by the missing person. If at all possible, communication should be established directly between the missing person and the reporting party or next of kin.

In all cases, reporting parties will be informed of the well-being of located missing persons.

Unless criminal matters necessitate other action, the desire of a missing person not to reveal his whereabouts will be honored.

Missing persons will be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.

In cases involving juveniles, officers will ensure that:

- (a) The juvenile receives medical attention if it is necessary, and receive it in a timely manner.

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- (b) The initial questioning of the youth identifies the circumstances surrounding their disappearance, any individuals who may be criminally responsible, and/or whether an abusive or negligent home environment was a contributing factor.
- (c) Parents, guardians, and/or the person reporting the missing youth are notified in a timely manner.

Upon locating a missing person, all agencies and databases previously contacted will be notified.

All LEADS/NCIC entries will be cancelled. Additionally, if an AMBER Alert was initiated, it shall be cancelled with the appropriate cancellation forms being electronically transmitted to the ISP Springfield as soon as possible.

Where it is indicated as needed, follow-up action will include the filing of an abuse and neglect report with the Illinois Department of Children and Family Services.

A supplementary report to the original Missing Persons Case Report will be completed, along with a Youth Contact Report if the case involves a juvenile. The case report will include the whereabouts, actions, and activities of children who had been missing.

318.6.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Use available resources, such as those related to missing persons, to identify the person.
- (c) The purpose of the automated NCIC unidentified person file is to aid in the identification of unidentified living persons who may be amnesia victims, or persons of any age who are unable to ascertain their own identity. The file includes descriptive data such as blood type, dental characteristics, corrective visual description, etc.
- (d) The entry of all possible physical descriptors is crucial to the timely and positive identification of an unidentified person. Fingerprint classification and dental characteristics are vital in these records.
- (e) Entry into the NCIC unidentified person file may be made under the following circumstances:
 - 1. The information on unidentified living persons should be entered only if the person gives consent or he/she is physically or mentally unable to give consent.
 - 2. Unidentified deceased persons may be entered into the NCIC unidentified persons file.

318.7 CASE CLOSURE

The Detective Unit supervisor may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

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- (b) If the missing person is a resident of Woodridge or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

318.8 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification.

Subject to available resources, the Detective Unit Supervisor should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

The initial investigation:

- (a)
 1. Assessments and interviews
 2. Use of current resources, such as in-car video, body camera video, surveillance video,
 3. Confirming missing status and custody status of minors
 4. Evaluating the need for a heightened response
 5. Identifying the zone of safety based on chronological age and developmental stage

Briefing of department members at the scene.

Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

Verifying the accuracy of all descriptive information.

Initiating a neighborhood investigation.

Investigating any relevant recent family dynamics.

Addressing conflicting information.

Key investigative and coordination steps.

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Managing a missing person case.

Additional resources and specialized services.

Update procedures for case information and descriptions.

Preserving scenes.

Internet and technology issues (e.g., Internet use, cell phone use).

Media relations.

Public Alerts

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

319.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations, other groups, social media, reverse 911, or the use of the Village's electronic notification system to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

319.3 RESPONSIBILITIES

319.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Woodridge Police Department should notify their supervisor, Watch Commander or Detective Unit Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

319.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Deputy Chief and the Public Information Officer before any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed

319.4 REVERSE 911

All requests for usage of the Reverse 911 system must be approved by one of the following persons: The Chief of Police, Deputy Chief of Police, Sergeant or Officer in Charge.

- (a) Compose the message to be sent. The message should be on department letter head. The message should not be lengthy and kept to approximately 30-45 seconds. The message should include type of message being sent, contact person, person authorizing notification and call back phone number.

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- (b) Supply map, outlining geographical area affected with clear boundary lines. Maps can be obtained from the Woodridge Police Department Map Program or GIS.
- (c) Notify the DuPage County Sheriff's Office of the request. Fax message and map to (630) 407-2380.
- (d) A copy of the message shall be placed in roll call. Person authorizing notification shall send a command page and notify the Communication Supervisor via e-mail for follow up reports.

319.5 AMBER ALERTS

The AMBER Alert Notification Plan is a tool for law enforcement to promptly notify the media of a confirmed abduction so the information can be broadcast to the public for assistance in locating the child and/or abductor.

319.5.1 CRITERIA

An AMBER Alert should only be implemented when all of the following criteria are met (20 Ill. Adm. Code 1292.30):

- (a) A confirmed abduction.
- (b) The child must be under the age of 16 or have a proven mental or physical disability.
- (c) The agency has a belief the child is in danger of serious bodily harm or death.
- (d) There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help.

Prior to the issuance of any public alert, the Deputy Chief of Support Services shall be notified and appraised of the circumstances and the facts surrounding the incident.

319.5.2 PROCEDURE

In the event a confirmed child abduction meeting the Illinois AMBER Alert criteria has occurred the following procedures designed to alert the media shall be followed:

- (a) Notify the nearest ISP district or call the Illinois State Police Communication Center (SCC) (217) 786-6677, or fax the AMBER Fax Packet (217) 786-7191.
- (b) Include detailed information which could be helpful to the public in identifying the child.
- (c) Designate a department contact for the ISP SCC (include a name and telephone number).
- (d) Designate a secondary number (PIO) for media contacts.
- (e) Follow department policy regarding the actual investigation process involving any abducted/kidnapped child incident which takes place within this department's jurisdiction.
- (f) Disseminate necessary abduction information via a LEADS/NLETS message (sent ISPERN messages shall be coordinated through the ISP district of occurrence).

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- (g) If a current portrait of the child is available, forward it electronically along with a copy of all abduction details/summaries to the ISP Clearinghouse for Missing and Exploited Children Manager (missing@isp.state.il.us).
- (h) The individual responsible for making notifications shall also consider the following resources as the circumstances dictate:
 - 1. Federal Bureau of Investigation (FBI Local Office).
 - 2. Prompt entry of information into the Missing Person System (LEADS/NCIC).
 - 3. National Center for Missing and Exploited Children (800) 843-5678.
- (i) The Detective Unit Supervisor or other individual responsible for making notifications shall prepare and fax to the previously described locations, follow-up press releases with updates regarding the search and investigation, or immediately upon locating the abducted child.
- (j) The Detective Unit Supervisor or other individual responsible for making notifications shall, immediately upon locating the abducted child, ensure that updated releases to all previous distributions are sent notifying of the recovery and cancellation of the missing alerts.

319.6 ENDANGERED MISSING PERSON ADVISORY

The Endangered Missing Persons Advisory is a voluntary partnership between law enforcement and local media to notify the public about a missing and endangered person.

319.6.1 CRITERIA

The advisory is initiated by the department utilizing the criteria established in the definitions section of the Missing Persons Policy (50 ILCS 722/10).

Prior to the issuance of any public alert, the Deputy Chief of Support Services shall be notified and apprised of the circumstances and the facts surrounding the incident.

319.6.2 PROCEDURE

Upon receipt of a missing person report and using the above criteria, the Detective Unit investigator or other individual assigned to the investigation shall promptly determine if there is a basis to classify the missing person as high-risk and endangered and, following approval by a supervisor:

- (a) Immediately enter the missing person information, including any vehicle information, into the LEADS and the NCIC databases.
- (b) Complete the Endangered Missing Person Advisory available on the Amber Alert Task Force website (www.amberillinois.com) and fax the completed form to the Illinois State Police district of occurrence.

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- (c) If appropriate, coordinate an ISPERN message through the Illinois State Police District of occurrence.
- (d) Notify department employees to be on the lookout for the high-risk missing person and/or suspected abductor.
- (e) Follow department policy regarding missing persons reporting and documentation, required notifications, conduct of the investigation and follow up investigation.
- (f) Immediately upon locating a missing high-risk individual, ensure that updated releases to all previous distributions are sent notifying of the recovery and cancellation of the missing advisory.

319.7 CRIMES AGAINST POLICE OFFICERS ADVISORY

The Crimes Against Police Officers Advisory provides a regional system for the rapid dissemination of information regarding a person who is suspected of committing or attempting to commit certain crimes against a peace officer (20 ILCS 2605/2605-600).

319.7.1 CRITERIA

A Crimes Against Police Officers Advisory may be initiated under the following circumstances (20 ILCS 2605/2605-600):

- (a) The Department believes that a suspect has committed one or more of the following offenses against a peace officer:
 - 1. First degree murder
 - 2. Second degree murder
 - 3. Involuntary manslaughter
 - 4. Reckless homicide
 - 5. Concealment of a homicidal death
- (b) The Department believes that the suspect may be a serious threat to the public.
- (c) Sufficient information is available to disseminate to the public that could assist in locating the suspect.

Prior to the issuance of any public alert, the Deputy Chief of Support Services shall be notified and appraised of the circumstances and the facts surrounding the incident.

319.7.2 PROCEDURE

The Illinois Department of State Police will be contacted with a request to initiate a Crimes Against Police Officers Advisory (20 ILCS 2605/2605-600).

Victim and Witness Assistance

320.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

320.2 POLICY

The Woodridge Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Woodridge Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

320.3 CRIME VICTIM LIAISON

The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The liaison will generally be the Detective Unit Supervisor. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Woodridge Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

320.3.1 SPECIFIC DUTIES

The crime victim liaison or the authorized designee shall ensure the Department (725 ILCS 120/4.5; 725 ILCS 120/7):

- (a) Responds to victim requests regarding the status of investigations, as authorized.
- (b) Notifies victims when an investigation is reopened, as appropriate.
- (c) Maintains the confidentiality of victim and witness contact information.
- (d) Upon request, provides a victim with a free copy of any related report within 5 business days of the request (725 ILCS 120/4).
- (e) Provides the Illinois Attorney General's office with a police report (redacted as necessary) within 15 days of receipt of a written request needed for a crime victim's compensation application (740 ILCS 45/4.2).
- (f) Responds in a timely manner to requests from victims of sexual assault for information related to evidence testing, including information about the Illinois State Police sexual assault evidence tracking system (725 ILCS 203/35).

320.4 CRIME VICTIMS

Officers shall provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never

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guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

320.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

Officers who are not able to provide a victim with victim information handouts shall ensure that the forms are provided to the victims within 48 hours of the initial contact.

Officers shall also provide a victim with an acknowledgement form for the victim to sign and date to verify receipt of the information, as required by 725 ILCS 120/4 (attached).

- (a) The form consists of two parts. After the victim signs and dates the form, the Officer shall retain the original and provide the victim with the carbon portion. The original shall be submitted with the case report.

Pursuant to section 725 ILCS 120/3: (a) "Crime victim" and "victim" mean:

- (1) a person physically injured in this State as a result of a violent crime perpetrated or attempted against that person or
- (2) a person who suffers injury to or loss of property as a result of a violent crime perpetrated or attempted against that person or
- (3) a single representative who may be the spouse, parent, child or sibling of a person killed as a result of a violent crime perpetrated against the person killed or the spouse, parent, child or sibling of any person granted rights under this Act who is physically or mentally incapable of exercising such rights, except where the spouse, parent, child or sibling is also the defendant or prisoner or
- (4) any person against whom a violent crime has been committed or
- (5) any person who has suffered personal injury as a result of a violation of Section 11-501 of the Illinois Vehicle Code, or of a similar provision of a local ordinance, or of Section 9-3 of the Criminal Code of 1961 or the Criminal Code of 2012 or
- (6) in proceedings under the Juvenile Court Act of 1987, both parents, legal guardians, foster parents, or a single adult representative of a minor or person with a disability who is a crime victim.

[See attachment: Crime Victims Rights.pdf](#)

320.4.2 VICTIMS OF SEXUAL ASSAULT

At the time of first contact with the victim of a sexual assault, officers shall provide him/her with the appropriate victim information handouts, offer to arrange transportation to a hospital for treatment or evidence collection, and offer to arrange transportation to apply for an emergency civil no contact order or order of protection. If the sexual assault report is taken through a third-party representative, that representative shall be given the handouts and asked to deliver them to the victim (725 ILCS 203/25).

[See attachment: FORM_A_MandatoryNoticeforSurvivorsOfSexualAssault.pdf](#)

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Officers shall also provide the appropriate handout to a victim of a sexual assault who has undergone a forensic examination at a hospital but who has not yet consented to release the evidence for testing (725 ILCS 203/30).

See attachment: [FORM_C_StorageandFutureTestingofSexualAssaultEvidence.pdf](#)

320.5 VICTIM INFORMATION

The Deputy Chief of Support Services, or their designee, shall ensure that victim information handouts are available and current. These should include as appropriate:

- (a) Shelters and other community resources for victims of offenses including domestic violence and sexual assault victims.
- (b) Community resources for victims of sexual assault.
- (c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109)).
- (d) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (e) A clear explanation of relevant court orders and how they can be obtained (DuPage & Will <http://www.illinoisprotectionorder.org/>).
- (f) Information regarding available compensation for qualifying victims of crime.
- (g) VINE® information (Victim Information and Notification Everyday www.vinelink.com), including the telephone number (Illinois Statewide 866-566-8439) and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
- (h) Notice regarding U-Visa and T-Visa application processes.
- (i) Resources available for victims of identity theft.
- (j) A place for the officer's name, badge number and any applicable case or incident number.
- (k) A written statement from the Illinois Attorney General about crime victim compensation and an explanation of victim's rights as required by 725 ILCS 120/4 and 725 ILCS 120/4.5, which includes the rights afforded victims under Article I, Section 8.1(a) of the Illinois Constitution:
 1. Request notification of the date, time and location of court dates.
 2. Attend the trial.
 3. Have the assistance of an advocate at trial.
 4. Speak with the prosecution.
 5. Make a victim impact statement to the court at sentencing.

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6. Obtain information about conviction, appeal, sentence, imprisonment and release of the defendant.
 7. Have a timely disposition following the arrest of the accused.
 8. Obtain appropriate restitution.
- (l) Witnesses may request in writing a notice from the State Attorney about post-conviction review, associated hearings, notice of the defendant's discharge from custody, release on parole, probation or escape.
 - (m) Specific contact information for the Illinois Attorney General's Office regarding compensation and victim assistance resources.
 - (n) Information regarding the Illinois Automated Victim Notification (AVN) system, including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and register for automatic notification when a person is released from jail.
 - (o) Information regarding the Gang Crime Witness Protection Program Fund (725 ILCS 173/10).
 - (p) Information and state forms for sexual assault victims prepared by the Illinois Attorney General (725 ILCS 203/25) and notice for victims who may be the subject of an outstanding arrest warrant regarding waiver requests (725 ILCS 5/107-2).
 - (q) Information for those sexual assault victims who have undergone a forensic examination at a hospital but who have not yet consented to release the evidence for testing as provided by 725 ILCS 203/30.

320.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

320.7 WITNESS INFORMATION

The Deputy Chief of Support Services should ensure that witness information handouts are current and available regarding:

- (a) The Gang Crime Witness Protection Program Fund (725 ILCS 173/10).
- (b) Witness rights, which include (725 ILCS 120/5):
 1. Notification of all court dates where the witness will be required.
 2. Access to employer intercession services.
 3. Availability of a secure waiting area during trial.
 4. Availability of translation or sign language services as necessary.

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5. The right to submit a written request to receive notice of post-conviction relief sought, discharge information involving the accused, notification of any escape, parole or other supervised release.

Witnesses may request in writing a notice from the State Attorney about post-conviction review, associated hearings, notice of the defendant's discharge from custody, release on parole, probation or escape.

Hate Crimes

321.1 PURPOSE AND SCOPE

This department recognizes and places a high priority on the rights of all individuals guaranteed under the Constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this department will utilize all available resources to see that justice is served under the law. This policy provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

321.2 DEFINITIONS

Definitions related to this policy include:

Hate crime - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim. This includes creed, ancestry, citizenship, and immigration status (720 ILCS 5/12-7.1).

321.3 PREVENTING AND PREPARING FOR LIKELY HATE CRIMES

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for potential hate crimes by among other things:

- (a) Officers should make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes to form and cooperate with prevention and response networks.
- (b) Accessing assistance by community and victim groups when necessary.
- (c) Providing victim assistance and follow-up as outlined below, including community follow-up.

321.4 PROCEDURE FOR INVESTIGATING HATE CRIMES

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

- (a) Officer(s) will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate.
- (b) The Watch Commander should be notified of the circumstances as soon as practical.
- (c) Officers will take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved.
- (d) The assigned Officer(s) will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.
- (e) Depending on the situation, the assigned Officer(s) or Watch Commander may request additional assistance from the Detective or Tactical Unit to further the investigation.

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- (f) The assigned Officer(s) should provide the victim(s) of any suspected hate crime with any available literature on hate crimes. Such literature will also be available to members of the general public upon request. The assigned (s) should also make reasonable efforts to assist the victim(s) by providing available information on local assistance programs and organizations.
- (g) The assigned Officers(s) and supervisor should take reasonable steps to ensure that any such situation does not escalate further (e.g., Possible Civil No Contact Order, or Order of Protection through the State's Attorney)
- (h) Any report of a suspected Hate Crime shall be forwarded to Command Staff, along with the Department PIO.

321.4.1 INVESTIGATIVE RESPONSIBILITY

If a case is assigned to the Detective Unit, the assigned detective will be responsible for following up on the reported hate crime as follows:

- (a) Coordinate further investigation with the State's Attorney and other appropriate law enforcement agencies, as appropriate. Federal law also prohibits discrimination-based acts and may be considered in addition to or in lieu of state law, depending on the circumstances (18 USC § 245).
- (b) Maintain contact with the victim and other involved individuals as needed.
- (c) Ensure that the Records Supervisor is provided with enough information to meet the reporting requirements of 50 ILCS 709/5-12.

Standards of Conduct

322.1 PURPOSE AND SCOPE

It is the policy of the Woodridge Police Department to follow the guidelines established in the "Rules of Conduct", which is issued to every member upon hiring. These rules are consistent with the values and mission of the Woodridge Police Department and are expected of all department members. The standards contained are not intended to be an exhaustive list, but they do identify many of the important matters concerning conduct. In addition to "Rules of Conduct", members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors, and are subject to discipline for failing to comply.

322.2 POLICY

The continued employment or appointment of every member of the Woodridge Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

322.3 GENERAL STANDARDS

Members of the Woodridge Police Department are issued and responsible to abide by the conditions set forth in the "Rules of Conduct". These rules specify both required and prohibited conduct by employees and are prefaced by the Law Enforcement Code of Ethics.

Each members shall familiarize themselves with these rules, policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

322.4 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

322.4.1 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.

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- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

322.5 INVESTIGATION OF DISCIPLINARY ALLEGATIONS

Regardless of the source of an allegation of misconduct, all such matters will be investigated in accordance with Policy 1011(Discipline and Personnel Complaints) of this manual.

322.6 RULES ON CONDUCT

The following is from the Woodridge Police Department "Rules of Conduct"

The purpose of these rules of conduct is to provide a basis for the orderly and disciplined performance of duty; to develop organizational relationships; and to continuously build a mutual respect and confidence which is essential to attain the Police Department's goals and objectives.

Violation of any of these rules shall be sufficient cause for disciplinary action against any member the Police Department.

The terms "Police Department and Department" apply to the Woodridge Police Department. The term "members of the Police Department", "member" applies to all employees of the Woodridge Police Department, both sworn and non-sworn. The term "officer" applies only to sworn police officers of the Woodridge Police Department. The term "civilian members" applies only to non-sworn personnel of the Woodridge Police Department.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

Rule 101 Duty Responsibilities:

Members of the Police Department shall at all times respond to the lawful orders of superior officers and other proper authorities, as well as requests for assistance from citizens. Proper police action must be taken whenever required. The delegation of responsibility for the enforcement of certain laws and ordinances to particular units or divisions of the Police Department does not relieve members of other units or divisions from the responsibility of taking police action when the occasion so requires.

Rule 102 Conformance to Laws:

Members of the Police Department shall obey all laws of the United States and of any state or local jurisdictions in which the members are present. A conviction of the violation of any law shall be prima facie evidence of a violation of this section.

Rule 103 Ethics:

Members of the Police Department shall not conspire or knowingly engage in any activity which deprives any person of their civil rights, due process, equal opportunity for employment, advancement, job opportunities, or any constitutionally or statutory guaranteed right.

Rule 104 Immoral Conduct:

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Officers shall maintain a level of moral conduct in their personal and business affairs. Officers shall not participate in any incident involving moral turpitude, which impairs their ability to perform as law enforcement officers or causes the Department to be brought into disrepute.

Rule 105 Courtesy:

Members of the Department shall be courteous to the public. Members shall be tactful in the performance of their duties; shall control their tempers and exercise the utmost patience and discretion; and shall not engage in argumentative discussions, even in the face of extreme provocation. In the performance of their duties, members shall not use coarse, violent, profane, offensive, or insolent language or gestures and shall not express any prejudice based on actual or perceived race, color, creed, ancestry, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, disability, or any other protected class.

Rule 106 Conduct Toward Superior and Subordinate Members:

Members of the Police Department shall treat all other members with respect. They shall be civil and courteous at all times in their relationships with one another.

Rule 107 Knowledge of Laws and Regulations:

Every member of the Police Department is required to develop and maintain a thorough working knowledge of all laws and ordinances in force in the Village and the rules, policies, and orders of the Police Department. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the law, rule, policy, or order in question.

Rule 108 Abuse of Process:

Members of the Police Department shall not intentionally make false accusations of criminal, traffic, or Village Ordinance violations.

Rule 109 Requests for Assistance

When any person requests assistance or advice or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established Department procedures.

Rule 110 Medical Examinations, Photographs, and Line-Ups:

Upon the order of the Chief of Police members of the Police Department shall submit to any medical, ballistics, chemical or other tests, photographs, or line-ups. All procedures carried out under this section shall be specifically directed and narrowly related to a particular internal investigation being conducted by the Department.

Rule 111 Violation of Rules:

Members of the Police Department shall not commit any acts or omit any acts, which constitute a violation of any of the rules, regulations, directives or orders of the Department, whether stated in this rule or elsewhere.

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Rule 112 Confidentiality:

No member of the Police Department shall disseminate confidential police related information to any unauthorized person for any purpose.

DUTY RESPONSIBILITIES

Rule 113 Intervention:

Members of the Police Department shall not interfere with cases being handled by other officers of the Department or by any other governmental agency unless:

- (a) Ordered to intervene by a superior officer, or
- (b) The intervening officer believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action.

Members of the Police Department shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their superior officer, unless the urgency of the situation requires immediate police action.

Rule 114 Unsatisfactory Performance – Sworn Officers:

Officers shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Officers shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.

Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, grade, or position; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention; or absence without leave. In addition to other indicators of unsatisfactory performance, the following, will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the Department.

Rule 115 Unsatisfactory Performance – Civilian Members:

Civilian members of the Police Department shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Civilian members shall perform their duties in a manner, which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of Department policy and procedures; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the civilian member's rank or position; the failure to take appropriate action within the responsibilities of the civilian member's assignment; or absence without leave. In addition to other indicators of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the Department.

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Rule 116 Reporting for Duty:

Members of the Police Department shall report for duty at the time and place required by assignment or orders and shall be properly equipped so that they may immediately assume their duties. Judicial subpoenas, mandatory court appearances, assigned training dates, and Department approved off-duty/overtime details shall constitute an order to report for duty under this section.

Rule 117 Neglect of Duty:

Members of the Police Department shall not commit any acts expressly forbidden or omit any acts that are specifically required by the laws of this state, the ordinances of this Village, these Rules of Conduct, or any other orders, policies, procedures or directives of the Police Department.

Members shall not engage in any activity or personal business, which could cause them to neglect or be inattentive to duty.

Rule 118 Sleeping on Duty:

Members of the Police Department shall remain awake while on duty. If unable to do so, they shall so report to their superior officers, who shall determine the proper course of action.

Rule 119 Insubordination:

Insubordination will not be tolerated. Insubordination is disrespectful, insolent, or abusive language and/or acts toward a supervising officer; and failure or deliberate refusal to obey a lawful order given by a superior officer or ridiculing the orders of a superior officer whether or not in his/her presence. Any member of the Police Department acting under a duty to intercede shall not be considered insubordinate, so long as their judgment is objectively reasonable given the circumstances.

Rule 120 Conflicting or Illegal Orders:

Members of the Police Department who are given an otherwise proper order, which is in conflict with a previous order, rule, regulation, or direction shall respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order does not alter or retract the conflicting order, the last given order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior officer. Members shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued. Members of the Police Department shall not obey any order which they know or should reasonably know would require them to commit any illegal act.

Rule 121 Arrest, Search and Seizure:

Officers shall not make any arrest, search, or seizure, which they know or should reasonably know, is not in accordance with the law and Department procedures.

Rule 122 Treatment of Persons in Custody:

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Members of the Police Department shall not mistreat persons who are in their custody. Members shall handle such persons in accordance with all applicable department policies, and all applicable state and federal laws. Any member present and observing another law enforcement officer or a member mistreating a person in custody, when in a position to do so, intercede to prevent any further mistreatment.

Rule 123 Use of Force:

Members of the Police Department shall not use more force in any situation than is reasonably necessary under the circumstances. Members of the Police Department shall use force in accordance with the law and Policy 300 (Use of Force) of this manual. Any members of the Police Department present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force.

Rule 124 Processing Property and Evidence:

Property or evidence, which has been discovered, gathered, or received in connection with departmental responsibilities, will be processed in accordance with established Department procedures. Members of the Police Department shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established Department procedure.

Rule 125 Meals:

Members of the Police Department shall be permitted to suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of having meals during their tour of duty, but only for such period of time and at such time and place as established by Department procedures and/or Union contract.

Rule 126 Relief from Duty:

Members of the Police Department shall remain at their assignment and on duty until properly relieved by another member or until dismissed by competent authority.

Rule 127 Departmental Reports:

Members of the Police Department shall submit all necessary reports on time and in accordance with established Department procedures. Reports submitted by members shall be truthful and complete and no member shall knowingly enter or cause to be entered any inaccurate, false, or improper information, or alter, remove, or destroy any report once filed for the purpose of obstructing justice, misleading superior officers, or altering the natural order of information.

Rule 128 Use of Alcohol on Duty:

Members of the Police Department shall not consume intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under proper and specific orders from a superior officer. Members of the Police Department shall not appear for duty or be on duty

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while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath.

Rule 129 Alcoholic Beverages and Drugs in Police Facility:

Members of the Police Department shall not store or bring into the police facility or vehicle alcoholic beverages, controlled substances, narcotics, or hallucinogens, except alcoholic beverages, controlled substances, narcotics, or hallucinogens which are to be submitted into evidence for safekeeping, for disposal, or for training purposes.

Rule 130 Use of Tobacco:

The use of tobacco shall be governed by policy 1010- Smoking and Tobacco Use.

Rule 131 Personal Appearance:

Members of the Police Department on duty shall wear uniforms or other clothing in accordance with Policy 1024, except when acting under proper and specific orders from a superior officer. Members on duty shall maintain a neat, well-groomed appearance in accordance with Policy 1023.

Rule 132 Operating Vehicles:

Members of the Police Department shall operate official vehicles in a careful and prudent manner and shall obey all laws and all Department and Village orders pertaining to such operation. Loss or suspension of any driving license shall be reported to a superior officer immediately.

Rule 133 Identification – Sworn Officers:

Officers should carry their badges and identification cards on their persons at all times, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and badge number to any person requesting that information when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

Rule 134 Identification – Civilian Members:

Civilian members of the Police Department shall furnish their name and unit assignment to any person requesting that information when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

Rule 135 Use of Department Equipment:

Members of the Police Department shall utilize Department equipment only for its intended purpose in accordance with established departmental procedures and shall not abuse, willfully damage, or lose Department equipment. All Department equipment issued to members shall be maintained in a proper order.

FIREARMS

Rule 136 Carrying Firearms:

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Officers shall carry firearms in accordance with the law, established Department procedures, and policy 307-Firearms.

Rule 137 Use of Weapons:

Members of the Police Department shall not use or handle weapons in a careless or imprudent manner. Members of the Police Department shall use weapons in accordance with the law Department policies.

RULES AND REGULATIONS FOR ALL MEMBERS

Rule 138 Abuse of Position:

Members of the Police Department shall not use their official position, identification or badges for personal or financial gain or privilege or to avoid the consequences of illegal acts. They shall not permit the use of their names, photographs or official titles in connection with testimonials or advertisements of any product or commercial enterprise without the approval of the Chief of Police; nor shall they lend to another person their identification cards or badges, or permit them to be photographed or reproduced without authorization from the Chief of Police.

Rule 139 Unbecoming Conduct:

Members of the Police Department shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Unbecoming conduct shall include that which brings the Department into disrepute or reflects discredit upon the individual as a member of the Police Department, or that which impairs the operation or efficiency of the Department or the individual.

Rule 140 Gifts, Gratuities, Bribes or Rewards:

Members of the Police Department shall not solicit or accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment) for the benefit of the members or the Department if it may be reasonably inferred that the person, business, or organization:

- (a) Seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty, or
- (b) Has an interest that may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

Rule 141 Illness or Injury:

Members of the Police Department shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Department as to the condition of their health.

Members of the Police Department, shall follow the guideline set forth in policy 1007- Sick Leave Reporting, policy 1022-On-Duty Injuries and the Village of Woodridge Employee Handbook.

Rule 142 Possession and Use of Drugs:

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Members of the Department shall not use any controlled substances, narcotics, or hallucinogens which could affect or impair their ability to function in their job, except when prescribed in the treatment of members by a physician or dentist. Members of the Department shall not possess any controlled substance, narcotics, or hallucinogens except when prescribed in the treatment of members by a physician, dentist, or in the performance of official police duties. When any controlled substance, narcotics, or hallucinogens are prescribed, members shall notify their superior officer.

Rule 143 Use of Alcohol Off Duty:

Members of the Police Department while off duty shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits them or the Department, or renders the members unfit to report for their next regular tour of duty.

Rule 144 Telephones and Addresses:

Members of the Police Department shall have a working telephone and shall immediately report any changes in telephone numbers or addresses to the Chief of Police via the chain of command.

PUBLIC ACTIVITIES

Rule 145 Endorsements and Referrals:

Members of the Police Department shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or request assistance, members shall proceed in accordance with established Department procedures.

Rule 146 Political Activity:

Officers shall be permitted to:

- (a) Register and vote in any election.
- (b) Express opinions as individuals privately and publicly on political issues and candidates.
- (c) Attend and address political conventions, rallies, fundraisers, and similar political functions.
- (d) Assume active roles, as candidates, officers, management, organization, or financial activities of partisan, or nonpartisan, political parties.
- (e) Initiate, circulate and sign political petitions as individuals.
- (f) Solicit votes in support of, or in opposition to any partisan candidate.
- (g) Make financial contributions to political organizations.

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- (h) Serve as a delegate to a political party convention.
- (i) Endorse or oppose a candidate for public office.

Officers are prohibited from:

- (a) Engaging in any permitted political activity while on duty as a Police Officer.
- (b) Using their official capacity to influence, or interfere with or affect the results of an election, or to coerce or persuade any person to follow any course of political action.
- (c) Serving as an elected official of the Village of Woodridge.
- (d) Otherwise engaging in prohibited political activity on the federal, state, county, or municipal level.

Rule 147 Public Statement and Appearance:

Members of the Police Department shall not publicly criticize or ridicule the Department, its policies, or other members by speech, writing, or other expression where such speech, writing or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.

Members of the Police Department shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information or any matters of the Department while holding themselves out as representing the Department in such matters without approval of the Chief of Police. Members may lecture on police or other related subjects only with prior approval of the Chief of Police.

Rule 148 Associations:

Members of the Woodridge Police Department shall avoid regular or continuous associations or dealings with persons and or organizations whom they know or should reasonably know are persons under criminal investigation or indictment or who have a reputation in the community, or the Department, for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties or where unavoidable because of other personal relationships of the members.

Rule 149 Visiting Prohibited Establishments:

Members of the Police Department shall not knowingly visit or frequent a house of prostitution, gambling house or establishment wherein the laws of the United States, the State, or local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a superior officer.

Rule 150 Gambling:

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Members of the Police Department shall not engage or participate in any form of illegal gambling at any time except in the performance of duty and while acting under proper and specific orders from a superior officer.

Report Preparation

323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

323.2 POLICY

It is the policy of the Woodridge Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

323.3 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard, or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal, or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

323.3.1 HANDWRITTEN OR TYPED REPORTS

County, state, and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for department consistency.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

In general, the narrative portion of reports where an arrest is made or when there is a long narrative should be typed or dictated. Members who dictate reports shall use appropriate grammar, as the content is not the responsibility of the typist.

Members who generate reports on computers are subject to all requirements of this policy.

323.3.2 ELECTRONIC SIGNATURES

The Woodridge Police Department has established an electronic signature procedure for use by all employees of the Woodridge Police Department. The Deputy Chief of Support Services, or their designee, shall be responsible for maintaining the electronic signature system, ensuring that each employee creates a unique, confidential password for the employee's electronic signature.

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- Employees may only use electronic signatures for official reports or other official communications.
- Each employee shall be responsible for the security and use of the employee's electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

Electronic records containing electronic signatures will be retained in the format in which they were originally generated, sent, or received or in a format that can be demonstrated to represent accurately the information originally generated, sent, or received (815 ILCS 333/1 et seq.).

323.4 EXPEDITIOUS REPORTING

Incomplete reports, unorganized reports, or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

323.5 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if the member deems it necessary or as directed by a supervisor.

323.5.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Incidents to be documented in a written report include:

- (a) All arrests
- (b) All felony crimes
- (c) Non-felony incidents involving crimes against persons, threats or stalking behavior
- (d) Situations covered by separate policy (see the corresponding policies for guidance). These situations include:
 - (a) Use of Force
 - (b) Domestic Violence
 - (c) Child Abuse
 - (d) Adult Abuse
 - (e) Hate Crimes
 - (f) Suspicious Activity Reports
- (e) All misdemeanor crimes

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323.5.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

- (a) Any found property or found evidence.
- (b) All protective custody and welfare detentions.
- (c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).
- (d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (e) Suspicious incidents that may place the public or others at risk.
- (f) Any use of force against any person by a member of this department (see the Use of Force Policy).
- (g) Any firearm discharge (see the Firearms Policy).
- (h) Any time an officer points a firearm at any person.
- (i) Any traffic crashes above the minimum reporting level (see the Traffic Crash Reporting Policy).
- (j) Crisis intervention incidents (Mandatory state reporting)
 - 1. Suicidal subjects
 - (a) Attempt and/or statements only
 - (b) Voluntary or involuntary committal to treatment
 - 2. Any other incident where a person is believed to be in mental health or other type of crisis.
- (k) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

323.5.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigation Policy. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

- (a) Sudden or accidental deaths.
- (b) Suicides.
- (c) Homicide or suspected homicide.
- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

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323.5.4 VILLAGE PERSONNEL OR PROPERTY

Incidents involving Village personnel or property shall require a report when:

- An injury occurs as the result of an act of a Village employee or on Village property.
- There is damage to Village property or equipment.

323.5.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of drug overdose.
- (b) Attempted suicide.
- (c) The injury is major/serious, whereas death could result.
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.
- (e) The injury occurred on public (Village) property (e.g., sidewalk, roadway)
- (f) The injury occurred on Park District owned property
- (g) The injury occurred on School District property

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

323.5.6 STOLEN VEHICLE REPORTS

All incidents involving the theft or recovery of any stolen or converted vehicle shall be reported as soon as practicable to the Illinois State Police as provided in 625 ILCS 5/4-107.

323.6 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor shall return the report and state the reasons for rejection. The original report shall be returned to the original reporting officer for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner and resubmitted for approval. In the event that the originating officer is on an extended period of leave, the Records Supervisor shall be notified to determine the appropriate course of action. Reports approved by a supervisor will be forwarded to the Records Section for final approval and inclusion to the Records Management System (RMS). The Records Section may also reject reports back to the originating officer for corrections, stating the reason for rejection. Any reports rejected by the Records Section shall need to be re-approved by a supervisor before final approval is made.

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323.6.1 CHANGES AND ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

News Media Relations

324.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media individuals seeking information regarding scenes of disasters, criminal investigations, emergencies and other law enforcement activities. The Woodridge Police Department must have the support of the community to be successful. Establishing and maintaining an effective relationship with the news media is crucial to accomplishing this goal.

The Woodridge Police Department recognizes the public's right to have access to public records and the news media's right to report on matters of public interest. Information shall be released to the news media in an impartial, accurate and timely fashion. It shall be the responsibility of each employee to abide by this philosophy of cooperation. The Woodridge Police Department will release all information in a manner which does not jeopardize the individual's rights nor impairs the prosecution of the offender nor impede the law enforcement or judicial process.

324.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. This responsibility may be delegated to the following personnel:

1. Public Information Officer (PIO) or PIO designee: The PIO is the primary contact for the news media. The PIO is organized within the office of the Chief of Police and serves as the coordinator of information to insure proper continuity, liaison and cooperation between the department and the news media. The PIO will be available during normal business hours and will be on-call for emergencies and critical incidents at all other times.
2. Supervisors: Supervisors with the responsibility for a specific case or incident may be the secondary contact for the news media in the absence of the PIO. In the event the Chief of Police and the designated PIO are unavailable, the public information function will be the responsibility of the supervisor on duty.
3. Other Employees: The Chief of Police, PIO or Supervisor may direct other employees to respond to media inquiries as determined on a case-by-case basis. All employees are expected to cooperate with media inquiries excluding inquiries regarding specific investigations or allegations.

In situations where the Chief of Police has given prior approval, Division Chiefs, Shift Supervisors and designated PIO(s) may prepare and release information to the media in accordance with this policy and the applicable law. No member of the Woodridge Police Department shall release any information that would hamper the successful conclusion of an investigation or jeopardize the safety of any persons.

1. Agency members, when authorized by this order, may release the following information in connection with an investigation:

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- (a) Type or nature of an incident or crime;
- (b) Description of suspects;
- (c) Basic description of weapons and vehicles used;
- (d) Basic description of stolen items;
- (e) Basic description of injuries and condition of victims;
- (f) Booking photographs;
- (g) Date, time, and approximate location of the incident.

2. Agency members may release the following information following an arrest, issuance of an arrest warrant or filing of an indictment:

- (a) The name, age and address of the arrestee and the charges against him/her;
- (b) Time and place of arrest;
- (c) Amount of bond, upcoming court date and place of detention.

The Woodridge Police Department and its members shall abide by all local, state and federal laws governing the release of public records. See Attachment A for Illinois Supreme Court Rule 3.6 on the release of information and statements to the media.

324.2.1 MEDIA REQUEST

It is ultimately the responsibility of the Chief of Police to release information to the public. Any media request for information or access to a law enforcement situation shall be referred to the Public Information Officer (PIO), or if unavailable, to the first available supervisor. The Woodridge Police Department shall respond to all media inquiries in a timely and professional manner. During normal business hours, media inquiries shall be directed to the PIO. After normal business hours, the supervisor on duty will use his/her discretion on responding to media inquiries himself or calling out the PIO.

Prior to releasing any information to the media, employees shall consider the following:

- (a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor or the designated department media representative.
- (b) In situations involving multiple law enforcement agencies, the lead investigative agency is responsible for providing and coordinating the release of public information. Every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information.

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- (c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

324.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions

The media representative shall produce valid press credentials and photographic identification used by their employer that shall be prominently displayed at all times while in areas otherwise closed to the public. Anyone else shall be considered a member of the general public.

Media representatives may be prevented from interfering with emergency operations and criminal investigations. The on-scene supervisor must establish a perimeter that the media will abide by. Woodridge Police Department personnel will ensure that the media respect the established perimeter.

Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the department PIO or other designated spokesperson.

Whenever the presence of media or other aircraft poses a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for TFR should be routed through the Shift Supervisor. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

Other considerations to be made at crime scenes include:

- (a) The PIO, with approval of the on-scene supervisor, may grant closer access to news personnel and their equipment, to the degree that it does not interfere with law enforcement operations.
- (b) No member of the Woodridge Police Department can prohibit the media from news gathering practices, including photography and interviews, outside the established perimeter.
- (c) Only the PIO or designee, or on-scene supervisor shall release information to the news media at crime and critical incident scenes.
- (d) The PIO or on-scene supervisor shall establish a media briefing area as close to the scene as safety and operational requirements allow.

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- (e) Depending on the situation, the Woodridge Police Department shall work in close cooperation with the media to ensure that live broadcasts do not disclose any information that could endanger law enforcement personnel or the general public.

No member of the Woodridge Police Department shall pose any suspect or accused person in custody or make him or her available for media interviews.

A tactical operation should be handled in the same manner as a crime scene, except the news media should be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the PIO.

324.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

324.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

. The PIO will be responsible for the preparation of weekly press releases to provide routine information to local media outlets. Incidents reported shall include, but not be limited to: burglary and/or attempts, vehicle burglary, traffic accidents with injuries, DUI arrests, drug arrests, major felony arrests, arson, shootings. his log will generally contain the following information:

- (a) The date, time, location, type of crime, and names of individuals (except confidential informants and juvenile victims/offenders) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (b) The date, time, location, name, and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

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Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the shift supervisor. Such requests will generally be processed in accordance with the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.).

News releases shall be written and disseminated to the media and to agency employees on major incidents and events of community interest and concern. The PIO shall be responsible to distribute releases after receiving approval from the Chief of Police or his designee. If the PIO is unavailable, the on-duty supervisor will distribute any news releases to the media.

The PIO shall be responsible for assisting the news media by conducting interviews himself, or coordinating interviews with other qualified agency personnel. Employees contacted directly by the media shall notify the PIO of any interview requests. All conversations with members of the news media should be considered “on the record” and subject to be quoted.

Some critical incidents will result in a large media response. Such events may warrant the use of a news conference to coordinate the release of information to a large group of news media.

The PIO shall facilitate the news conference. The Chief of Police or his designee shall be the primary spokesperson at the news conference.

324.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department (5 ILCS 140).

Agency members shall not release the following information:

- (a) Names, addresses and other information that would identify the victim of a sex offense, child abuse, domestic violence or any other crime where the privacy of the victim is protected by law.
- (b) Identity of a juvenile or any information which could lead to the juvenile’s identity when the juvenile is a suspect or defendant in an investigation.
- (c) Active criminal investigative information, active criminal intelligence information and surveillance techniques.
- (d) Names of informants and information provided by them.
- (e) Grand jury testimony and proceedings.
- (f) Active internal affairs investigations.
- (g) Names of witnesses.
- (h) The identity of critically injured or deceased persons prior to notification of next-of-kin.
- (i) Personal information of law enforcement personnel including home address, telephone number and family information.

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- (j) Names or identifying information of undercover personnel.
- (k) Any information that could jeopardize the successful conclusion of an investigation or prosecution.
- (l) Results of any investigative test or exam, or a suspect's refusal or failure to submit to an investigative test or exam.
- (m) The character, credibility, reputation or criminal record of a suspect or witness.
- (n) The existence or contents of any confession, admission or statement given by a defendant or suspect or that person's failure to make a statement.
- (o) Any opinion as to the guilt or innocence of a defendant or suspect in a criminal case.

When in doubt, authorized and available legal counsel should be obtained. Examples of such restricted information include, but are not limited to:

- (a) Information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy.
- (b) Confidential peace officer personnel information (See Policy Manual § 1026).
 - 1. The identities of officers involved in shootings or other major incidents may only be released to the media pursuant to consent of the officer involved or upon a formal request filed and processed in accordance with the Illinois Freedom of Information Act.
- (c) Criminal history information.
- (d) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (e) Information pertaining to pending litigation involving this department.
- (f) Information obtained in confidence.
- (g) Any information that is otherwise privileged or restricted under state or federal law.

Court Appearances and Subpoenas

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide direction for officers attending DuPage, Will and Cook County traffic and house courts and the subsequent submission of overtime and/or compensatory time.

325.2 POLICY

It is the policy of the Woodridge Police Department to ensure that the courtroom demeanor of its officers is in accordance with the highest standards of professionalism. Officers are expected to be prepared and fully cooperate with all aspects of the judicial proceedings to expedite these matters.

The operations of the Woodridge Police Department may impose time requirements on personnel over and above their normal tour of duty by compensating non-exempt personnel. Therefore, it shall be the policy of the Woodridge Police Department to establish a minimum for call-in and court times.

325.3 PROCEDURE

Misdemeanor and Traffic Court:

Citations issued under Village ordinance will be assigned a court date by the DuPage County Circuit Clerk's Office. Cases will be heard on Fridays at the location and time designated by the Circuit Clerk's Office.

- (a) Court date for traffic offenses which include all Class C misdemeanors; driving while license suspended, reckless driving, fleeing and eluding a police officer, and any other Class A or B misdemeanor with a Circuit Clerk TR designation, will be issued court dates as assigned by the Circuit Clerk. Officers' traffic court dates will be posted in the Booking Room.
- (b) Traffic court calls will be distributed prior to the Friday court date appraising officers of the cases and tickets required for their court appearance.

When issuing State traffic charges in Will County, officers shall select a date from their "Key Date" court schedule and write it on the Will County citation. The Will County court location shall be circled in the court place box. The assigned court room along with the time shall be as designated annually by the Will County Circuit Clerk's office and issued by the Records Unit annually.

- (a) Class A and B misdemeanor traffic offenses in Will County will be assigned a court date approximately three weeks from the date of the offense to allow sufficient processing time.
- (b) Officers are NOT required to appear in court on the initial court date or pretrial court dates. Officers will be notified to appear in court for all trial dates and hearing dates.

Off-duty personnel assigned to traffic court shall receive the rate of pay as outlined in the current collective bargaining agreements.

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Wheaton Court:

DUI arrests and criminal misdemeanor arrests can be admitted to bail at the station. Cases will be set for arraignment on the court date assigned to the arresting officer. These dates are posted in the booking room as well as issued annually through the Records Unit. Officers must select a court date not less than 26 or more than 42 calendar days from the date of arrest. Courtroom assignments will be computer generated by the Circuit Clerk's Office. All cases will be scheduled for 9:00am.

Felony arrests transported to the DuPage County Jail for bond court will be issued a court date and time set by the Judge. Officers will receive court notices if their appearance is necessary.

Off-duty personnel attending house court in Wheaton Court shall receive a minimum rate of pay at the applicable straight or overtime rate of pay, as outlined in the current collective bargaining agreements.

Will and Cook County Court:

Off-duty personnel attending court in Will or Cook Counties on DUI, felony and/or criminal misdemeanor arrests, shall receive the rate of pay as outlined in the current collective bargaining agreements.

325.4 ON CALL COURT NOTICES

Officers receiving an approved Notice of Trial from the DuPage County State's Attorney's office shall register by going on-line to the website <http://www.co.dupage.il.us/statesattorney/> to indicate their availability regarding the Notice of Trial. If an officer's availability changes, the officer shall contact the assigned State's Attorney and advise them of the change.

Officers receiving approved notices for court appearance shall also contact the Records Unit at 12:30 pm on the date to check if the case is going to trial.

Officers placed on call-in status who follow the call-in procedures within the prescribed time, shall be compensated as outlined in the current collective bargaining agreements.

325.5 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

325.5.1 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by any current collective bargaining agreements or Village of Woodridge Employee Handbook.

When served with a subpoena, or other legal process document, the officer will notify their respective Deputy Chief.

The following will apply for court appearances/depositions:

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- (a) All witness fees and travel expense checks (sent to an Officer by a third party) will be endorsed over to the Village of Woodridge and submitted to the Chief's office.
- (b) Off-duty officers will submit an overtime slip for the court appearance/deposition.

325.5.2 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

325.5.3 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the Village Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the Village or one of its members, as a result of his/her official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Woodridge Police Department.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Woodridge Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

325.6 FAILURE TO APPEAR

Members will make every attempt to avoid conflict with assigned court dates and vacation or training. If this cannot be avoided, officers will do the following:

DuPage County:

Notify the State's Attorney's Officer of the conflict, by going on-line via the Internet to <http://www.co.dupage.il.us/statesattorney/> and completing requested information. The State's Attorney may submit a motion to continue the case to their next scheduled court date, when practical.

If the officer is unable to attend his traffic court date due to vacation and the date(s) is known in advance, he/she must make notification to the Records Supervisor as soon as practical (when the conflict is known) prior to the court date. Officers unable to attend traffic court dates other

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than vacations shall follow the Excused/Unexcused Absences Policy 1008, or if applicable the Restricted Duty Assignments Policy 1027.

Will County:

If an officer is unable to attend a court notice in Will County, he/she must fill out the "Will County State's Attorney Police Officer Non-Appearance for Court Notification 5-day Notice" form (Attached). This form must be faxed to the Will County State's Attorney's Office not less than 5 days from the date of the court date. The original form will be turned over to the Records Unit, for placement into the original file.

Should the officer fail to notify the State's Attorney's Office, a "Notice of Police Officer's Failure to Appear in Court" form will be sent to the department.

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency. Members unable to appear in court shall follow the guidelines specified in the "Excused/Unexcused Absence" policy 1008, or if applicable, the "Restricted Duty Assignments", policy 1027.

325.7 COURTROOM PROTOCOL

When appearing in court, members shall:

- (a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
- (b) Officers will dress in accordance with the current Uniform Regulations Policy 1024 and follow Personal Appearance Standards Policy 1023.
- (c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

325.7.1 TESTIMONY

Before the court appearance, the subpoenaed/noticed member shall review all relevant reports and become familiar with the content in order to be prepared for court.

325.8 EVIDENCE

Officers are responsible for obtaining evidence required for their court appearance from the Evidence and Recovery Property Unit. Each officer is responsible for maintaining the chain of custody for evidence under his or her control from the time it was received, through the trial, and upon its return to the evidence storage room. When possible, notification for evidence shall be made at least 24 hours in advance.

Evidence Custody Sheet:

To accurately ensure that the chain of evidence is properly maintained and, if required, disposed of correctly, officers attending court will use the Evidence Custody Report utilizing the original RD/WO number pertaining to that case. Officers are instructed to fill out these reports in their

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entirety after being issued by the Evidence Recovered Property Unit (ERPU) when evidence is taken to court.

Mutual Aid and Outside Agency Assistance

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to officers in the request of or answering the request for assistance involving another law enforcement agency under the ILEAS mutual aid agreement.

It is the policy of this department to provide assistance whenever possible, consistent with Woodridge Police Department's policies, procedures, directives, rules of conduct, state and federal laws, with regards to arrest, use of force, or any other actions required by the responding officer, when another law enforcement agency requests assistance. This department may also request an outside agency to provide assistance within the Village of Woodridge.

326.1.1 ASSISTING OUTSIDE AGENCIES

Generally, calls for assistance from other agencies are routed to the on duty Watch Commander or the Chief's Office for approval. When an authorized employee of an outside agency requests the assistance of this department in taking a person into custody, or any other Police related request, the available officers shall respond without delay, and assist in making a lawful arrest, or assisting with duties as assigned by the requesting agency. If an officer receives an immediate request in the field for assistance, that officer shall notify their immediate supervisor. Arrestees may be temporarily detained by our agency until arrangements for transportation are made by the outside agency. Only in exceptional circumstances will this department provide transportation of arrestees to other agency's facilities.

When such assistance is rendered, a case number will be issued to report action taken by Woodridge Police Department Personnel. Probation violators temporarily detained by this department will not ordinarily be booked at this department.

326.1.2 REQUESTING ASSISTANCE FROM OUTSIDE AGENCIES

If assistance is needed from another agency, the on duty Watch Commander or Supervisor will contact ILEAS with the request. The on duty Watch Commander or supervisor should direct assisting personnel to where they are needed, or the pre-determined staging area, and to whom they should report when they arrive. In emergency situations, the on duty Watch Commander or Supervisor may request an adjacent jurisdiction for assistance directly through DuComm.

The requesting officer should establish the most effective means of coordinated communication between the responding agencies as is reasonably possible given the available resources. If available, radio frequencies common to all involved agencies should be secured. Reasonable effort should be taken to provide radio equipment, if available, capable of communicating on the assigned frequency to any involved personnel who do not have compatible radios.

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Mutual Aid and Outside Agency Assistance

326.2 NOTIFICATION

In the event that Officers will be committed to an outside agency for an extended period of time, the on duty Watch Commander or Supervisor shall notify Command Staff of the circumstances, and what assets have been committed to assist.

Registered Offender Information

327.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Woodridge Police Department will address issues associated with certain offenders residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered offenders.

327.2 POLICY

It is the policy of the Woodridge Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

327.3 REGISTRATION

The Detective Unit Supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome, or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Employees assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Illinois State Police (ISP) and to the Illinois Attorney General (730 ILCS 150/3(a-10); 730 ILCS 150/8; 730 ILCS 154/45).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

327.4 CONTENTS OF REGISTRATION

The Detective Unit Supervisor shall assign a detective to reasonably accommodate registration. The assigned detective will (730 ILCS 150/3; 730 ILCS 150/8; 730 ILCS 154/45):

- (a) Obtain proof of identity and residency.
- (b) Conduct a criminal history check.
- (c) Utilize the appropriate ISP Offender Registration Form to process registration and obtain the offender's signature on the completed form.
- (d) Photograph and fingerprint the individual.
- (e) Provide the offender with a registration receipt.
- (f) Enter registration information into Law Enforcement Agencies Database System (LEADS).

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Registered Offender Information

327.4.1 FEES

The Detective assigned to accommodate registration shall be responsible for collecting the appropriate State of Illinois fee.

Sex Offenders: \$100/annually

Violent Offenders Against Youths: \$20/initially, \$10/annually

Murderers: \$20/initially, \$10/annually

In the event the registrant claims indigence, the Detective should complete the "Indigent Registration Form" in Offender Watch.

Fees may also be collected quarterly if the registrant cannot make full payment annually.

327.5 MONITORING OF REGISTERED OFFENDERS

The Detective Unit Supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

- (a) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.
- (b) Review of information on the ISP website.
- (c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the assigned Detective Unit detective.

The Detective Unit Supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Woodridge Police Department personnel, including timely updates regarding new or relocated registrants.

327.6 DISSEMINATION OF OFFENDER INFORMATION

Employees will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be directed to the [Illinois Sex Offender Information website](#) or the Woodridge Police Department's website.

The Records Supervisor shall release local registered offender information to residents in accordance with applicable state law and in compliance with a Freedom of Information Act request (730 ILCS 152/120; 730 ILCS 154/95).

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Registered Offender Information

327.6.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

- (a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.
- (b) The information is provided as a public service and may not be current or accurate.
- (c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
- (d) The crime for which a person is convicted may not accurately reflect the level of risk.
- (e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

327.6.2 MANDATORY OFFENDER INFORMATION DISSEMINATION

Information on registered offenders shall be posted at department headquarters (730 ILCS 152/120; 730 ILCS 154/95) and must be made available for public inspection to any person, no later than 72 hours or three business days from the date of a request (730 ILCS 152/120; 730 ILCS 154/95).

Upon registration of a juvenile sex offender who is also enrolled in school, the department shall provide a copy of the sex offender registration form only to the principal or chief administrative officer of the school and any counselor designated by the chief administrative officer (730 ILCS 152/121).

327.6.3 OFFENDER INFORMATION AVAILABLE VIA THE INTERNET

Information that may be posted on the department's website regarding registered offenders includes (730 ILCS 152/120; 730 ILCS 154/95):

- (a) The offender's name, address and date of birth.
- (b) The offense for which the offender was convicted.
- (c) The offender's photograph or other such information that will help identify the sex offender or violent offender against youth.
- (d) Offender employment information.
- (e) For sex offenders, the following additional information may be posted on the department's website: adjudication as a sexually dangerous person, e-mail addresses, instant messaging identities, chat room identities and other Internet communications identities, all Uniform Resource Locators (URLs) registered or used by the sex offender, and all blogs and other Internet sites maintained by the sex offender or to which the sex offender has uploaded any content or posted any messages or information.

Notification of Command Personnel

328.1 PURPOSE AND SCOPE

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

328.2 POLICY

It is the policy of the Woodridge Police Department that any time there is an incident which is extraordinary or may have an adverse impact on the Woodridge Police Department or department personnel, it will be the responsibility of the shift Watch Commander or the Officer-In-Charge to make timely notification to the Command Staff. This notification will be made by the department issued two-way device, telephone, or in person. Notifications will be made to the Chief of Police, Deputy Chief of Patrol Operations, Deputy Chief of Support Services, and the Department Public Information Officer (PIO).

328.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Command Staff. . The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive. As soon as is practical under the circumstances, notifications will be made to the Command Staff under any of the following circumstances:

- Homicides or death which are suspicious or questionable
- Traffic accidents with fatalities or involving serious personal injury (including pursuits)
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- injury or death to employee - on or off duty
- Death of a prominent Woodridge official
- Arrest of Department employee or prominent Woodridge official
- Serious incidents (fatal fire, etc)
- In-custody deaths
- In-custody incidents involving attempt suicides or any other circumstances involving the self-infliction of harm causing significant injury.
- Hostage incidents
- Major disturbance or riot
- Incidents where Woodridge Police Officers or another police agency responds to a member's residence for other than a routine service call
- Major narcotics arrest

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Notification of Command Personnel

- Mutual Aid responses to other jurisdictions in which the personnel will be committed to that jurisdiction for an extended period of time
- Armed robberies
- Any incidents that the Watch Commander feels the Command Staff should be aware of

328.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practical. The Watch Commander shall follow up the command notification with an email giving a brief synopsis of the incident. The Watch Commander will also insure that the reporting Officer forward a copy of any and all case reports prior to the end of their shift.

Death Investigation

329.1 PURPOSE AND SCOPE

The investigation of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

329.2 INVESTIGATION CONSIDERATIONS

Death investigations require certain actions be taken. Paramedics shall be called in all suspected death cases unless the cause of death is obvious (e.g., when the subject has been decapitated or the body is decomposed). Officers are not authorized to pronounce death. A supervisor shall be notified in all death investigations. The Coroner's Office shall be notified in all deaths and shall be notified under those conditions listed below in this policy.

All death investigation scenes should be treated as active crime scenes until directed by the Watch Commander or Detective Unit that it should be treated otherwise.

The Watch Commander shall notify the Detective Unit Supervisor, or their designee on all death cases. The Detective Unit Supervisor, or their designee, shall determine whether follow-up investigation is required and ensure that the Detective Unit is assigned when appropriate.

Only Officers who have successfully completed the Illinois Law Enforcement Training and Standards Board (ILETSB) program in death and homicide investigations, or who have been granted a waiver by the board, shall be assigned as lead investigator on any death or homicide investigation (50 ILCS 705/10.11).

329.2.1 CORONER REQUEST

Every Coroner has the responsibility to investigate the following as soon as he/she knows or is informed that the dead body of any person is found, or lying within his/her county, whose death is suspected of being (55 ILCS 5/3-3013):

- (a) A sudden or violent death, whether apparently suicidal, homicidal, or accidental.
- (b) A death due to a sex crime.
- (c) A death where the circumstances are suspicious, obscure, mysterious, or otherwise unexplained or where, in the written opinion of the attending physician, the cause of death is not determined.
- (d) A death where addiction to alcohol or to any drug may have been a contributory cause.
- (e) A death where the decedent was not attended by a licensed physician.

The body shall not be disturbed or moved from the position or place of death without permission of the Coroner.

Death Investigation

329.2.2 SEARCHING DEAD BODIES

The Coroner or Deputy Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in 55 ILCS 5/3-3013. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card. If such a donor card is located, the Coroner or Deputy Coroner shall be promptly notified. Should exigent circumstances indicate to an officer that any search of a known dead body is warranted prior to the arrival of the Coroner or Deputy Coroner; the investigating officer shall first obtain verbal consent from the Coroner or Deputy Coroner (55 ILCS 5/3-3019).

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the Coroner. The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Deputy Coroner, the items shall be documented in the case report.

329.2.3 DEATH NOTIFICATION

When practical, and if not handled by the Coroner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the Officer, or their designee, assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Coroner or Medical Examiner may be requested to make the notification. The Coroner needs to know if notification has been made. Assigned detectives may need to talk to the next-of-kin.

329.2.4 UNIDENTIFIED DEAD BODIES

If the identity of a dead body cannot be established after the Coroner arrives, the Coroner's office will issue a "John Doe" or "Jane Doe" number for the report.

329.2.5 DEATH INVESTIGATION REPORTING

All incidents involving a death shall be documented in a case report.

329.2.6 DETECTIVE REPORTING

If the Detective Unit Supervisor, or their designee, determines that a the Detective Unit will not respond to the scene, they shall complete a supplemental report indicating that they have reviewed the facts presented by the on scene Watch Commander, and determined there is no need for immediate follow-up.

329.2.7 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the Detective Unit shall be notified to determine the possible need for a detective to respond to the scene for further immediate investigation. A Command notification shall also be done.

Death Investigation

329.3 SPECIMEN SUBMISSION

As soon as possible, but no later than 30 days after receipt of any blood, buccal or tissue specimen from the Coroner, the Detective Unit Supervisor shall ensure the specimen and department case number is submitted to an approved National DNA Index System (NDIS) participating laboratory within this state for analysis and categorizing into genetic marker groupings and that the results are submitted to the Illinois State Police (55 ILCS 5/3-3013).

329.4 UNUSED MEDICATIONS

If an officer collects any unused prescription medication at the scene of a death investigation, the officer shall (210 ILCS 150/18(g)):

- (a) Document the number or amount of medication to be disposed of.
- (b) If the medication is collected as evidence, photograph the unused medication and its container or packaging, if available, and include the photograph and documentation with the report.

Identity Theft

330.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

330.2 REPORTING

- (a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft shall initiate a report for victims residing within the jurisdiction of this department (720 ILCS 5/16-35). For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:
 - 1. For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he/she resides.
- (b) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).
- (c) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus and U.S. Postal Service with all known report numbers).
- (d) Following supervisory review and departmental processing, the initial report should be forwarded to the Detective Unit for a possible follow up investigation, coordination with other agencies and prosecution as circumstances dictate.

330.3 VICTIM ASSISTANCE

- (a) Officers should provide all victims of identity theft with the Attorney General's Identity Theft Resource Guide.
- (b) In a case where another person has been arrested, cited or charged in the victim's name, where a criminal complaint was filed against a perpetrator in the victim's name or where the victim's name has been mistakenly associated with a criminal conviction, the reporting officer should inform the victim of identity theft of his/her right to obtain an expedited judicial determination of factual innocence (720 ILCS 5/16-35(b)).

Limited English Proficiency Services

331.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

331.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Woodridge Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

331.2 POLICY

It is the policy of the Woodridge Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

331.3 LEP COORDINATOR

The LEP Coordinator shall be the Deputy Chief of Support Services or the authorized designee.

The responsibilities of the LEP Coordinator include, but are not limited to:

- (a) Coordinating and implementing all aspects of the Woodridge Police Department's LEP services to LEP individuals.

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- (b) Developing procedures that will enable members to access LEP services, including interpreters and translators services..
- (c) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
- (d) Annually assessing demographic data and other resources, including contracted language services utilization data and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (e) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures or recommending modifications to this policy.
- (f) Receiving and responding to complaints regarding department LEP services.

331.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.
- (b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.
- (c) The nature and importance of the contact, program, information or service provided.
- (d) The cost of providing LEP assistance and the resources available.

331.5 TYPES OF LEP ASSISTANCE AVAILABLE

Woodridge Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, online resources, or smart phone apps, when attempting to determine an LEP individual's primary language.

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LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

331.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

331.7 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other Village departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

331.8 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must demonstrate that their skills and abilities include:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

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- (d) Knowledge of the ethical issues involved when acting as a language conduit.

331.8.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone or internet. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other Village departments.
- Individuals employed exclusively to perform interpretation services.
- Individuals identified by the Officer of the Chief Judge (18th Judicial Circuit Court)
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Contracted telephone interpreter services (Language line).
- Interpreters from other agencies

331.8.2 OTHER SOURCES OF LANGUAGE ASSISTANCE

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

331.9 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

331.10 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of

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language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

Officers requiring assistance with LEP individuals during field enforcement can contact DuComm to ascertain if a bi-lingual Officer is working in another jurisdiction who may be able to assist.

331.11 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

331.12 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

331.13 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department. The Chief of Police, or their designee, will make the final determination based on the seriousness of the alleged offense.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

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331.14 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification.

The Field Training Coordinator shall be responsible for ensuring new members receive LEP training.

Communications with Persons with Disabilities

332.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

332.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified interpreters shall have a valid Illinois license to practice interpreting for the deaf (225 ILCS 443/15), unless they are exempt under 225 ILCS 443/25.

332.2 POLICY

It is the policy of the Woodridge Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

332.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Village of Woodridge shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107). The Village ADA Coordinator shall work with the Deputy Chief of Support Services or the authorized designee.

The responsibilities of the ADA Coordinator shall include, but not be limited to:

- (a) Ensuring equal access to services, programs and activities.
- (b) Developing reports, new procedures, or recommending modifications to this policy.

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- (c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.
- (d) Ensuring that a list of qualified interpreter services is maintained and available to each Watch Commander and DuComm . The list should include information regarding the following:
 - 1. Contact information
 - 2. Availability
- (e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.
- (f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.
- (g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

332.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.
- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

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332.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service and attempt to make reasonable accommodations.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Woodridge Police Department, consideration should be given, officer safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

The deaf or hearing impaired may exhibit speech patterns similar to those who are drug and/or alcohol impaired. If the consumption of drugs and/or alcohol is at issue, then confirmation of their use by other methods should be made.

332.5.1 ADDITIONAL CONSIDERATIONS

All Department members should be alert for signs of hearing impairment in those they encounter.

Signs include, but are not limited to:

- (a) Failure of persons to respond to spoken command or signals or requests for information.

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- (b) Use of signs, hand signals or gestures in an attempt to communicate, or a need to see the speaker's face directly, suggesting that the person is attempting to lip-read.
- (c) Evidence of communications aids, such as hearing aids, cochlear implants, or picture symbols.
- (d) Evidence of behaviors such as increased agitation or irritability, low frustration levels, withdrawal, poor attention or impaired equilibrium.
- (e) The presence of bumper stickers, rear window decals or license plates indicating the disability.
 - 1. Illinois license plates for the hearing impaired have a single "H" prefix; for example "H1234."

332.6 TYPES OF ASSISTANCE AVAILABLE

Woodridge Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

332.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

332.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speech reading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time but in no event longer than one hour if requested.
- (b) Experienced in providing interpretation services related to law enforcement matters.

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- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should request a qualified interpreter through DuComm at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

332.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

Generally, DuComm will handle any special requests for TTY or Relay services.

332.10 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

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332.11 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

332.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

332.12.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.

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- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

332.13 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

332.14 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter in booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody, unless such possession would constitute an officer safety issue or if the individual is being secured in a cell.

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332.15 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the appropriate Deputy Chief.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

332.16 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification.

The Field Training Coordinator shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind.

Public Safety Video Surveillance System

333.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

333.2 POLICY

The Woodridge Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the Village to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist Village officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

333.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

333.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected Village divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:

- (a) To prevent, deter and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.

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- (d) To assist in identifying, apprehending and prosecuting offenders.
- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera.

Monitoring can be accomplished by an employee of the Department with access to the secure server.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

333.3.2 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

333.4 VIDEO SUPERVISION

The Deputy Chief of Support Services and the IT Coordinator/Contractor should monitor video surveillance access and usage to ensure members are within department policy and applicable laws.

333.4.1 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

333.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and submitted

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into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings are stored for a period of 30 days.

333.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

333.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Woodridge Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

333.7 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification.

Child and Dependent Adult Safety

334.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

334.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Woodridge Police Department will endeavor to create a strong cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

334.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, the officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

The officer shall assist the arrestee in the placement of the children or dependent adult with a relative or other responsible person designated by the arrestee. If the officer has reasonable cause to believe that a child may be a neglected child as defined in the Abused and Neglected Child Reporting Act, he/she shall report it immediately to the Department of Children and Family Services (725 ILCS 5/107-2(2)).

Whenever reasonably possible, and without jeopardizing Officer safety, Officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

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Whenever it is safe to do so, and without jeopardizing Officer safety, Officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

If the children or dependent adult are present during an arrest situation at a location other than the arrestee's residence (e.g. retail theft), and reasonable accommodations cannot be reached at the scene, the Officer shall:

- (a) Notify the Watch Commander of the circumstances
- (b) Request an additional unit or CSO to the scene
- (c) Provide transportation for the children or dependent adult to the Police Department in protective custody
- (d) No children or dependent adult shall be transported in the same unit as the arrestee, except in extreme circumstances, and with the approval of the Watch Commander.

Upon arrival at the Police Department, the additional Officer or CSO will remain with the children or dependent adult until which time that an authorized caregiver arrives or the arrestee is bonded out.

If the arrestee is not capable of providing adequate care upon release, the children or dependent adult shall remain in protective custody and the appropriate social service agency shall be notified.

334.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
 1. Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
 2. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

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- (b) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (c) Notify the Illinois Department of Children and Family Services, if appropriate.
- (d) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

334.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law.

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

Generally, no children or dependent adults are allowed in the booking area.

334.3.3 REPORTING

- (a) For all arrests where children are present or living in the household, the reporting employee will document the following information:
 - 1. Name
 - 2. Sex
 - 3. Age
 - 4. Special needs (e.g., medical, mental health)
 - 5. How, where and with whom or which agency the child was placed
 - 6. Identities and contact information for other potential caregivers
 - 7. Notifications made to other adults (e.g., schools, relatives)
- (b) For all arrests where dependent adults are present or living in the household, the reporting employee will document the following information:
 - 1. Name
 - 2. Sex

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3. Age
4. Whether he/she reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

334.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

334.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should consider contacting the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

Service Animals

335.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

335.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, the horse is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i); 720 ILCS 5/48-8).

Service animal also includes any animal that is trained in obedience and task skills to meet the needs of a person with a disability or that is trained or being trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, an autism service animal, or an animal trained for any other physical, mental or intellectual disability (510 ILCS 70/2.01c; 720 ILCS 5/48-8).

335.2 POLICY

It is the policy of the Woodridge Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

335.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.

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- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or to follow daily routines.

335.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed (720 ILCS 5/48-8; 775 ILCS 30/3). Department members are expected to treat individuals with service animals with the same courtesy and respect that the Woodridge Police Department affords to all members of the public (28 CFR 35.136).

335.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

335.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

335.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to

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an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

335.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

Abandoned Newborn Infant Protection

336.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper response to newborn infants left at the police facility or other location according to the Abandoned Newborn Infant Protection Act (325 ILCS 2/10). At all times the Department will act in the best interests of the child.

336.2 ACCEPTANCE

Officers must accept a newborn infant relinquished at the Department or other authorized location (325 ILCS 2/20 (c)). The Abandoned Newborn Infant Protections Act defines facilities at which children 30 days old or younger may be left without fear of arrest or the risk of legal action.

- (a) The locations within the Village of Woodridge which meet the criteria are the Woodridge Police facility and Lisle-Woodridge Fire Station #2, Fire Station #3, and Lemont Station #3.
- (b) Abandonment of a child at any other location within the Village, or under circumstances not covered in the Abandoned Newborn Infant Protections Act will be investigated as a criminal act.

The State of Illinois defines a newborn infant as a child who a licensed physician reasonably believes is 30 days old or less at the time the child is initially relinquished (325 ILCS 2/10). To relinquish means to leave the infant with personnel of the facility, if the person leaving the infant does not express an intent to return for the infant or states that they will not return for the infant.

Although a person relinquishing a newborn infant retains the right to limited immunity and anonymity, officers should request the person's personal information. Absent any other information, officers should attempt to obtain any known medical information about the newborn infant. Any information obtained should be documented in the report and, if appropriate, transmitted to the hospital or medical facility to which the newborn infant is taken.

If there is no evidence of abuse or neglect of the newborn infant, the relinquishing person has the right to remain anonymous and leave the premises at any time without being pursued or followed. The act of relinquishing a newborn infant does not, in and of itself, constitute a basis for a finding of abuse, neglect or abandonment. If there is suspected abuse or neglect that is not based solely on the newborn infant's relinquishment, the relinquishing person no longer has the right to remain anonymous (325 ILCS 2/30).

336.3 MEDICAL CONSIDERATIONS

All personnel must accept a newborn infant brought to an authorized facility for the purpose of leaving the infant in accordance with the provisions of the Abandoned Newborn Protection Act. After accepting a relinquished newborn infant the officer will request paramedics immediately to

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transport the infant to a hospital for medical examination.(325 ILCS 2/20 (c)). Newborn infants will not be transported in a department vehicle.

336.4 NOTICE TO RELINQUISHING PERSON

The Department will maintain information packets that will be offered to all persons relinquishing a child. This will contain an informational flier; an Illinois Birth Parent Registration; and forms from the Illinois Adoption Registry forms for registration, and medical exchange (see attachment).

When accepting a newborn infant, the officer will offer the relinquishing person an information packet.(325 ILCS 2/35). The person may either fill out the forms and leave them with the Department for forwarding to DCFS, or take them with and file them at a later time. If possible, the employee will also inform the relinquishing person of the following:

- His/her acceptance of the information is completely voluntary and not required.
- Registration with the Illinois Adoption Registry and Medical Information Exchange is voluntary.
- He/she will remain anonymous if they complete a Denial of Information Exchange.
- He/she has the option to provide medical information only and still remain anonymous.
- If the person leaving the newborn infant wishes to remain anonymous and attempts to leave the police facility, they should be verbally informed that by leaving the child anonymously, they will have to petition the court if they desire to prevent the termination of parental rights and regain custody of the child.

[See attachment: Abandoned Newborn Act Packet Attachment.pdf](#)

336.4.1 SUPERVISOR NOTIFICATION

When accepting a newborn infant, officers will notify their immediate supervisor as soon as practical.

336.4.2 DOCUMENTATION

When accepting a newborn infant, officers will generate a report and document all pertinent information.

336.5 RIGHT OF PARENT TO RETURN

If the parent of a relinquished newborn infant returns to reclaim the infant within 72 hours after relinquishing the infant, an officer must inform the parent of the name and location of the hospital where the infant was transported (325 ILCS 2/20 (c)).

336.6 INFORMATION DISCLOSURE

Employees will not publicly disclose any information concerning the relinquishment of a newborn infant and the individuals involved, except as otherwise provided by law (325 ILCS 2/37).

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336.7 INVESTIGATIVE RESPONSIBILITIES

Neither a child protective investigation nor a criminal investigation should be initiated solely because a newborn infant is relinquished, unless there is clear evidence of abuse or neglect. If there is clear evidence of abuse or neglect, a criminal investigation will begin. (325 ILCS 2/25 (c)).

After accepting a newborn infant, or upon being contacted to assist in regards to a newborn infant relinquished elsewhere, the handling employee should take the necessary steps to ensure that the infant is not a missing child.

If there is no evidence of abuse or neglect, the person leaving the newborn infant will be allowed to leave the facility at any time and not be questioned, pursued or followed. If there is evidence of abuse or neglect, the person leaving the child may be detained or pursued as in any other criminal matter.

All children left by a parent, whether in compliance with the Abandoned Newborn Infant Protection Act or otherwise, will be reported to the Department of Children and Family Services as soon as practical.

336.8 REQUIRED SIGNAGE

The Support Services Division Chief will ensure that an appropriate sign is posted in a conspicuous place on the exterior of the police facility informing persons that a newborn infant may be relinquished at the facility. The sign and its placement will comply with the prescribed specifications to ensure statewide uniformity (325 ILCS 2/22).

Off-Duty Law Enforcement Actions

337.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Woodridge Police Department with respect to taking law enforcement action while off-duty.

337.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of great bodily harm or death, may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

337.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued badge and identification.

Probationary Police Officers shall not be permitted to carry a concealed firearm during off-duty hours until such time as s/he has certified for solo patrol (advancement to Phase V), unless the Probationer has prior law enforcement experience and has been granted approval from the Department's Range Master.

Officers are not required to carry a firearm off duty, but are encouraged to do so when within the corporate limits of the Village of Woodridge.

All firearms, and their use, shall be governed by the Firearms Policy.

337.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

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- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- (b) The inability to communicate with responding units.
- (c) The lack of equipment, such as handcuffs, OC or baton.
- (d) The lack of cover.
- (e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

337.4.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the officer should attempt to call, or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an Woodridge Police Department officer until acknowledged. Official identification should also be displayed.

337.4.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

337.4.3 NON-SWORN RESPONSIBILITIES

Non-sworn personnel shall not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

If a Non-Sworn employee becomes involved in an incident, they will be doing so as a private citizen.

337.4.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

337.5 REPORTING

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine

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whether a report should be filed by the employee. The Watch Commander shall notify the Chief of Police, or their designee, and advise them of the Officer's involvement.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

Death Protocol

338.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for handling situations involving line of duty death, non-line of duty death and civilian employee death protocol for the Woodridge Police Department. It shall be the policy of the Woodridge Police Department to provide liaison assistance to the immediate survivors of sworn or civilian personnel who die while serving the Department and to coordinate services for retirees and others.

338.2 DEFINITIONS

Line of Duty Death: Any action, felonious or accidental, that claims the life of a member of the Woodridge Police Department who is performing work related functions, on or off duty.

Member: An employee, either sworn or civilian, including full and part time, of the Woodridge Police Department.

Survivors: Immediate family members of the deceased member to include spouse, children, parents, siblings, fiancé, and/or significant other.

338.3 PROCEDURE

Death Notification:

- (a) It shall be the responsibility of the Chief of Police or a designee to properly notify the next of kin of a member who has suffered severe injuries or death. Before making notifications, the Chief of Police or designee will retrieve the employee's Confidential Information Form from the employee's personnel file located at the Human Resources Department. These forms will be completed by the department employee and sealed in an opaque envelope. The employee will place the envelope into their personnel file. These forms will be updated periodically.
- (b) The name of the deceased member shall not be released by the Department before the immediate family is notified.
- (c) If it is known that an immediate survivor has a medical problem, medical personnel should be available at the residence at the time of the death notification.
- (d) Notification must always be made in person and never alone. A police chaplain, close friend, or another police officer could appropriately accompany the Chief of Police. If these persons are not readily available, notification should not be delayed until these people can gather. If there is an opportunity to get to the hospital before the death of the member, do not wait for the delegation to gather. The family should learn of the death from departmental personnel first and not from the press or other sources.
- (e) Never make a death notification at the doorstep. Ask to be admitted to the house. Inform family members slowly and clearly of the information available. If specifics of the incident are known, the notification should relay as much information as possible to the family. Use the member's name during the notification. If the member has died,

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relay that information. Never give the family a false sense of hope. Use words such as “died” and “dead” rather than “gone away” or “passed away.”

- (f) If family members request to visit the hospital, they should be transported by a police vehicle. It is highly recommended that family members not drive themselves to the hospital. If family members insist on driving, an officer should accompany them in the family car.
- (g) If young children are at home, the notifying officer must arrange for their care. This may involve coworkers, spouses, transportation of children to a relative’s home, or a similar arrangement.
- (h) Before departing for the hospital, the notifying officer should alert the hospital and the hospital liaison officer that a family member is en route.
- (i) The deceased or severely injured member’s parents should be personally notified, if feasible.
- (j) If immediate survivors live outside the Chicago Metropolitan area, the notifying officer shall ensure a LEADS message is sent to the appropriate jurisdiction requesting a personal notification. In addition to the LEADS message, the notifying officer may choose to phone the other jurisdiction. Arrangements should be made to allow simultaneous telephone contact between the survivors and the Woodridge Police Department.
- (k) The Chief of Police or a designee should respond to the residence or the hospital to meet with the family as quickly as possible.
- (l) In the event of an on duty death, the external monitoring of police frequencies may be extensive. Communications regarding notification should be restricted to the telephone whenever possible. If the media has obtained the member’s name, they should be advised to withhold the information pending notification of next of kin.
- (m) After survivors have been notified, the Chief of Police or his designee will notify the following:
 - The Village Manager who will notify all necessary village department heads and elected officials;
 - DuPage 100 Club officials (630)375-7622
 - All current and retired members of the department;
 - Concerns of Police Survivors (COPS) (573)346-4911;
 - National Law Enforcement Officers Memorial (202)737-3400.

338.3.1 ASSISTING THE FAMILY AT THE HOSPITAL

The Chief of Police or a designee shall appoint a hospital liaison officer. The hospital liaison is responsible for coordinating the activities of hospital personnel, the member’s family, Woodridge Police Department members, the press and others. These responsibilities include:

- (a) Arranging with hospital personnel to provide an appropriate waiting facility for the family and those others requested by the immediate survivors;

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- (b) Arranging for a separate room for fellow members and friends to assemble;
- (c) Work with hospital personnel to establish a press staging area;
- (d) Ensuring the family is updated regarding the incident and the member's condition upon their arrival at the hospital;
- (e) Ensuring medical personnel relay pertinent information regarding the member's condition to the family on a timely basis and before that information is released to others.
- (f) Notifying the appropriate personnel that all medical bills relating to the injured or deceased member shall be directed to the office of the Village of Woodridge Human Resources Director. The family should not receive any of these bills at their residence.

If it is possible for the family to visit the injured member before death, they should be afforded the opportunity. A police official should prepare the family for what they might see in the emergency room. This official should offer to accompany the family into the room. Medical personnel should advise the family of visitation policies and, in the event of death, explain why an autopsy may be necessary.

The hospital liaison officer should remain at the hospital while the family is present.

Do not be overly protective of the family. This includes the sharing of specific information on how the member met his/her death and allowing the family time with the deceased member.

338.3.2 ASSISTING THE FAMILY DURING WAKE/FUNERAL

The Chief of Police or a designee will meet with the member's family to determine their wishes regarding departmental participation in the preparation of the funeral or services. All possible assistance will be rendered.

With the approval of the family, the Chief of Police or designee will assign a family liaison officer. The Chief of Police will also designate a department liaison officer and a benefits coordinator.

338.4 LIAISON OFFICERS

338.4.1 FAMILY LIAISON OFFICER

The selection of a family liaison officer is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the member and his/her family.

The family liaison acts as a long term liaison with the family to ensure close contact is maintained between the Department and the survivors and that their needs are met for as long as they feel the need for support.

This is not a decision making position. This is the role of a "facilitator" between the family and the police department.

Responsibilities of the family liaison officer:

- (a) Ensure the needs of the family come before the wishes of the Department;
- (b) Be constantly available to the family.

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- (c) Help the family with funeral arrangements and make them aware of what the Department can offer if they decide to have a police funeral. If they choose the latter, brief the family on funeral procedures (i.e. 21 gun salute, presenting the flag, playing of Taps.);
- (d) Inform the family of information concerning the death and the continuing investigation;
- (e) If no court proceedings surround the circumstances of the member's death, the family liaison will relay all details of the incident to the family at the earliest opportunity;
- (f) If criminal violations surround the death, the family liaison will:
 - Inform the family of all developments prior to press release;
 - Keep the family informed of legal and parole proceedings;
 - Introduce the family to a victim assistance specialist of the court;
 - Encourage the family to attend the trial and accompany them whenever possible; and
 - Arrange for the investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.

338.4.2 DEPARTMENT LIAISON OFFICER

This position is normally assigned to a Deputy Chief because of the need to effectively coordinate resources throughout the Department.

Responsibilities of the Department Liaison Officer:

The Department Liaison Officer will serve as a facilitator between the family and the law enforcement agency. This officer will work closely with the funeral liaison officer to ensure the needs and requests of the family are fulfilled. This includes, but is not necessarily limited to the following:

- (a) Identifying alternate churches and reception halls that will accommodate the law enforcement funeral. These alternatives will be presented to the family who will make the final determination;
- (b) Coordinating all official law enforcement notifications and arrangements to include the Honor Guard, pall bearers, traffic control and visiting law enforcement agencies;
- (c) Providing liaison with the media to include coordination of statements and press conferences. The Department Liaison Officer shall also ensure members of the agency are aware of restrictions regarding release of information that might undermine future legal proceedings; and
- (d) Ensuring that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary.

338.4.3 FUNERAL LIAISON OFFICER

This position should normally be assigned to an Honor Guard Supervisor or a designee because of the need to effectively coordinate throughout the Department. The Funeral Liaison Officer acts

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as a facilitator between the deceased member's family and the Department during the wake and funeral.

Responsibilities of the Funeral Liaison Officer:

- (a) Meet with family members and explain his/her responsibilities.
- (b) Be available to the family prior to and throughout the wake and funeral.
- (c) Ensure the needs and wishes of the family come before those of the Department.
- (d) Assist the family in working with the funeral director regarding funeral arrangements.
- (e) Relay information to the family concerning circumstances of the deceased member's death and appropriate information regarding any investigation.
- (f) Decide the need for travel arrangements for out of town family members and any other special needs of the family during the funeral and reporting this information to the Department Liaison.
- (g) Brief family members on the procedures involved in a law enforcement funeral.
- (h) Meet with the following persons to coordinate funeral activities and establish an itinerary: Chief of Police, Deputy Chiefs, funeral director, family priest or minister cemetery director, and Honor Guard.
- (i) Direct the funeral activities and visiting police departments according to the wishes of the family.
- (j) Issue a LEADS message to include the following: name of the deceased, date and time of death, circumstances surrounding the death, funeral arrangements including whether the service will be a private or a police funeral, uniform to be worn, expressions of sympathy in lieu of flowers and the contact person and phone number for departments that indicate their desire to attend and to obtain further information.
- (k) Obtain an American flag. A flag presentation by the Honor Guard member to the family is appropriate.
- (l) If the family requests a burial in uniform, select an officer to obtain a uniform and all accoutrements (except weapons) and deliver them to the funeral home.
- (m) Arrange for delivery of the member's personal belongings to the family.
- (n) Ensure the surviving parents are afforded recognition and that proper placement is arranged for them at the funeral and procession.
- (o) Coordinate traffic management with other jurisdictions, if necessary, during the viewing, and funeral and procession.
- (p) Assign an officer to remain posted outside the family home during the viewing and funeral.
- (q) Maintain a roster of all departments sending personnel to the funeral including name and address of responding agency, name of the Chief of Police, number of members responding, number of members attending the reception after the funeral, and number of vehicles.

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- (r) Acknowledge visiting and assisting departments.

338.4.4 BENEFITS COORDINATOR

This position should normally be assigned to a representative of the Woodridge Police Pension Board. The benefits coordinator will gather all information on benefits available to the family.

Responsibilities of the Benefits Coordinator:

- (a) Assist in filing the appropriate paperwork and follow through with the family to ensure these benefits have been received.
- (b) Work closely with the Village of Woodridge human resources personnel filing workers' compensation claims and related paperwork.
- (c) Gather information on all benefit payments available to the family.
- (d) Meet with the surviving family a few days after the funeral to discuss the benefits they will receive. A copy of these benefits and any other related paperwork should be given to the family at this time.
- (e) Meet again with the family in about six months to make sure they are receiving their benefits.

338.5 FUNERAL PROTOCOL

Category I (Line of Duty Death, Sworn Officers):

- (a) Full military style/ceremonial honors
- (b) Uniformed pallbearers
- (c) Honor Guard (Policy 342)
- (d) 2 Officer casket guard
- (e) 21 Gun Salute/Firing Party
- (f) Ceremonial flag folding
- (g) Bagpipers
- (h) TAPS
- (i) Marked unit escort
- (j) Final call
- (k) Static display of personal effects.

Category II (Non-line of Duty Death Sworn or Retired) The Honor Guard Supervisor or a designee shall determine on an individual basis the level of service authorized for those listed for this category when additional services are requested by the family.

- (a) Reduced level of military honors
- (b) 2 Officer casket guard during visitation
- (c) Rifle salute

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- (d) Flag fold
- (e) TAPS, either live or recorded, depending on availability
- (f) Marked police unit escort

Category III (Civilian Employee)

- (a) Marked police unit escort
- (b) Static Honor Guard or uniformed officers at gravesite
- (c) Static Honor Guard at funeral home

Category IV (Immediate Family Member)

- (a) Limited services approved by the Chief of Police
- (b) Attendance by on-duty personnel shall be approved by the Chief of Police
- (c) Marked police unit escort

338.5.1 GENERAL FUNERAL PROCEDURES

Uniforms:

All members will maintain an excellent personal appearance. Uniforms and equipment must be in outstanding condition.

- Sworn department members will wear Class A Dress Uniform.
- Honor Guard members and pall bearers will wear full Honor Guard uniforms/Class A dress uniforms and white gloves.

Funeral Services:

Members who attend the funeral service will report to a designated assembly point away from the place of services for inspection and briefing.

From the assembly point, members will march to the place of service, timing their arrival to allow immediate entry.

Upon entering the building, members will remove their uniform hats, place them under their left arm, hat brim forward, and move in an orderly manner to the place reserved for them.

EXCEPTION: Honor Guard members will not remove their hats.

Members will remain standing until all members are in their places and the command "Be seated," is given.

Members will sit with their hats upright in their laps, maintaining a military bearing throughout the service.

At the end of the service, members, upon receiving the command, "Officers rise," will rise in unison and place their hats under their left arm preparatory to filing past the casket. They will hold their hats in this position until they have passed the casket and arrived outside.

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Upon leaving the building, members will replace their hats and assemble in formation at right angles to the hearse.

- Two ranks will be formed facing each other leaving an aisle through which the pallbearers and casket may pass.
- While waiting in formation, members will stand at parade rest.

When the casket comes into view, the formation will be called to attention. The next command will be, "Present arms." All members will salute and hold the salute until the casket is placed in the hearse. The command, "Order arms," will be given and members will return their hands to their sides. After the doors of the hearse are closed, the command "First rank," (passenger side of the hearse) "Left face," is given so the two columns are facing the hearse.

The commander will then dismiss the formation with the command "Officers dismissed." The members will break ranks and leave in a quiet orderly manner.

Members will take their assigned places in the motorcade and proceed to the cemetery.

Grave Site Services:

Immediately upon arrival to the grave site, members will report to the places reserved for them.

If indoors, members will remove their hats and hold them under their left arm. All members will sit with hats in laps, maintaining a military bearing throughout the services. If services are held outdoors, members will wear their hats.

Just prior to the 21 gun salute and TAPS, the command "Officers rise," will be given. Members will stand at attention facing the firing team or bugler. When the 21 gun salute and TAPS have concluded, the command "Officers dismissed," will be given. Members will break rank and return to their assigned vehicles.

338.5.2 HONORS ACCORDED

Any member of the Woodridge Police Department who dies in the line of duty will be accorded full honors if requested by the survivors. This includes the casket watch during viewing, Honor Guard, pall bearers, firing squad, TAPS, military flag fold and presentation and motor escort.

The Honor Guard supervisor is responsible for coordinating and directing the activities of the Honor Guard, casket watch, firing squad, bugler and flag presentation.

- Members of the Honor Guard will assemble at a location near the service for inspection by the Honor Guard supervisor.
- Commands will be executed by the Honor Guard supervisor or a designee.

Casket Watch

- The casket watch is usually comprised of officers from the Honor Guard. Officers who are assigned to the casket watch must present an excellent uniform appearance and conform to all current grooming regulations.

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- The dress uniform, including hat and white gloves, will be worn for the casket watch. The watch will be divided into shifts, the length of which to be determined by Honor Guard members.
- The casket watch moves in slow cadence. This includes marching, movements, and saluting. The official will post the watch and the officers will position themselves at or near the head and feet of the deceased member.
- The casket watch for a line of duty death will be around the clock. Non-visitation hours can be completed by one officer in appropriate uniform. This officer does not have to be a member of the Woodridge Police Department Honor Guard.

Pallbearers

- If pallbearers are requested by the family they generally will be selected by the Honor Guard supervisor. The family will be allowed to request certain officers. This would typically be members with whom the fallen officer and their family enjoyed a close personal relationship.
- Commands will be executed by the Honor Guard supervisor or a designee.

338.6 NEEDS OF SURVIVORS

Members of the Department must remain sensitive to the needs of the survivors long after the member's death. The grief process has no timetable and survivors may develop a complicated grief process. More than half of surviving spouses can be expected to develop post-traumatic stress reaction to the tragedy.

Survivors should continue to feel a part of the police family.

Members of the Department are encouraged to keep in touch with the family. Close friends and coworkers should arrange with the family to visit the home from time to time for as long as the family expresses a desire to have these contacts continue.

Holidays may be especially difficult for the family particularly if small children are involved. Increased contact with survivors and additional support is important at these times.

338.7 POLICY VARIATION

The procedures outlined in this order shall be followed in most cases. Any changes made necessary by shortage of manpower, the unusual size of the funeral, the type of service, the physical arrangement of the place of service, or for any other reason shall be made by the department liaison officer.

Any additional honors to be accorded to the deceased member of the Woodridge Police Department or to deceased members of other law enforcement agencies shall be at the discretion of the Chief of Police or a designee.

Workplace Violence

339.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines for responding to incidents involving workplace violence.

339.1.1 DEFINITIONS

Definitions related to this policy include:

Workplace violence - The commission or threatened commission of an act of violence, harassment or stalking as defined under the Illinois Criminal Code of 2012 against a person at his/her place of work. Place of work means any property that is owned or leased by the employer and at which the official business of the employer is conducted, as defined by the Workplace Violence Prevention Act (820 ILCS 275/10).

339.2 POLICY

It is the policy of this department to investigate workplace violence as a serious crime and to facilitate employer and victim access to appropriate civil remedies and community resources whenever feasible.

339.3 INVESTIGATIONS

The following guidelines should be followed by officers when investigating workplace violence cases:

- (a) Calls of reported, threatened, imminent or ongoing workplace violence may also involve incidents of domestic violence. Members should consider whether a related domestic violence investigation should also be conducted, as provided in the Domestic Violence Policy.
- (b) Members should take reasonable steps to prevent any further workplace violence, including making an arrest where appropriate.
- (c) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.
- (d) Officers should advise the employer and victim about seeking medical attention and preserving evidence (specifically including photographs of injury or damage).
- (e) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

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- (f) All responses to calls of workplace violence should be documented in an appropriate report.

339.4 EMPLOYER AND VICTIM ASSISTANCE

Officers should:

- (a) If a suspect is arrested, advise the employer and victim that there is no guarantee the suspect will remain in custody.
 1. Members should inform the employer and victim's of the Attorney General's VINE notification system, which provides notification upon the suspect's release from jail. Members should encourage the employer/victim to utilize that free service.
- (b) If no arrest is made, inform the victim of the victim's right to request that a criminal proceeding be initiated where appropriate, by referring them to the appropriate State's Attorney's Office.
- (c) Provide the victim with the department's domestic violence information handout, if appropriate.
- (d) Advise the parties of available resources, such as victim advocates, shelters or other community resources.
- (e) Accompany the victim to his/her place of residence for a reasonable period of time, or if residence is outside of the Village, assisting in making arrangements with local jurisdiction, to remove essential items of personal property if appropriate.
- (f) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
- (g) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- (h) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (i) Assist the employer and victim in obtaining an emergency order if appropriate.
 1. Victims may require assistance with transportation to apply for an emergency order of protection.
 2. Employers may apply for workplace protection orders if any act of violence, harassment or stalking has been carried out or threatened to be carried out at the workplace (820 ILCS 275/15).
- (j) Officers who are investigating a workplace violence incident and encounter a workplace violence suspect who is on bail or bond for a domestic violence arrest,

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should attempt to determine if there are reasonable grounds to believe that the individual is violating a condition of bond or bail, for example by making contact or communicating with a domestic violence victim within 72 hours of release (725 ILCS 5/110-10(d)).

339.5 REPORTS AND RECORDS

The Woodridge Police Department is required to record, compile and report to the Illinois State Police information regarding workplace crimes (750 ILCS 60/303).

- (a) Officers shall include in their reports the employer's and victim's statements as to the frequency and severity of prior incidents of violence, harassment or stalking by the person and the number of prior calls for law enforcement assistance.
- (b) The Records Supervisor shall maintain and periodically report workplace violence information in the form and manner required by the Illinois State Police.

Official Department Use of Social Media

340.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see Village of Woodridge Electronic Communications Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

340.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

340.2 POLICY

The Woodridge Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

340.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

340.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

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Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.

340.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

340.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Woodridge Police Department or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

340.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of inappropriate content by the public. Any content found to be inappropriate, shall be removed immediately.

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The Department may provide a method for members of the public to contact department members directly if social media is deemed inappropriate for the content.

The Village of Woodridge and the Woodridge Police Department reserve the right to block any user found to have posted harassing, offensive or inappropriate content.

340.5.2 BOOKING PHOTOGRAPHS

Booking photographs in connection with civil, petty, and business offenses, and Class B and C misdemeanors may not be published on department social media sites unless the photograph is posted to assist in the search for a fugitive, person of interest, missing person, or individual wanted in relation to a crime other than a petty or business offense, or Class B or C misdemeanor (5 ILCS 140/2.15).

340.6 MONITORING CONTENT

The Police Department's Management Analyst will review, at least annually, the use of department social media and report back to the Chief of Police on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

340.7 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification. Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

Private Person's Arrest

341.1 PURPOSE AND SCOPE

This policy provides guidance for the handling and acceptance of a private person's arrest.

341.2 POLICY

It is the policy of the Woodridge Police Department to accept a private person's arrest only when legal and appropriate.

341.3 ARRESTS BY PRIVATE PERSON

A private person may arrest another when the person has probable cause to believe the other person has committed an offense other than an ordinance violation (725 ILCS 5/107-3).

341.4 OFFICER RESPONSIBILITIES

An officer confronted with a person claiming to have made a private person's arrest should determine whether such an arrest is lawful.

If the officer determines that the private person's arrest is unlawful, the officer should:

- (a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.
- (b) Notify the Watch Commander and request them to the scene.
- (c) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.
- (d) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a private person's arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.

341.5 PRIVATE PERSON'S FURTHER OBLIGATION

The arresting person should be asked to complete and sign a detailed written statement and subsequent criminal complaints for the alleged offense. If the person fails or refuses to do so, the arrested individual should be released, unless the officer has a lawful reason, independent of the private person's arrest, to take the individual into custody and determines an arrest is appropriate.

Honor Guard

342.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the operation and use of the Honor Guard. It is the policy of the Woodridge Police Department to establish and maintain an Honor Guard to represent the Department in various capacities. The Honor Guard shall be required to be available where presentation of ceremonial service is deemed appropriate to show respect for the law enforcement profession, its traditions and its history of service to the community.

342.2 DEFINITIONS

Honor Guard: A contingent of at least four uniformed officers who will represent the Department at ceremonial events.

Honor Guard Member: A sworn officer of the Woodridge Police Department selected to serve on the Honor Guard.

Honor Guard Supervisor: A sworn officer, regardless of rank, whom has been delegated the responsibility of supervisor by the Chief of Police or designee.

Honor Guard Uniform: A variation of the Woodridge Police Department regular uniform consisting of dress blouse, long sleeve white shirt, navy blue pants with striping, tie, black high gloss shoes, 4 Star cap, and other items as approved by the Chief of Police.

Ceremonial Event: A police and/or community event for which a formal police presence is appropriate/requested such as funerals, parades, etc.

342.3 PROCEDURE

A request for Honor Guard presence at any event will be made to the Honor Guard Supervisor, the Chief of Police or designee prior to the event. Consideration will be given to department operations, geographic location of the event, time constraints and other Departmental commitments that may limit involvement of the Honor Guard or any member. Approval by the Chief of Police or designee shall be required before any event participation.

The Honor Guard Supervisor shall coordinate and schedule all official Honor Guard functions, including coordination with the Chief of Police or designee, fallen officer's family, chaplain, special committees and other agency honor guards.

The Honor Guard Supervisor will maintain a record of member attendance at all Honor Guard functions and counsel those members who have missed one official function and/or two practices in a 12 month period without previously being excused or having a reasonable excuse for the absence. The Honor Guard Supervisor shall review the absences of those who have missed two consecutive functions or three practices in a 12 month period with the Chief of Police or designee, at which time a decision may be made to permanently remove or place the member on inactive status.

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Honor Guard

The Honor Guard Supervisor will maintain inventory of all equipment, ensure all members have the required equipment and make recommendations to the Chief of Police or designee when additional equipment is needed, or modifications to the Honor Guard uniform are suggested. All equipment and weapons will be properly maintained and secured at all times.

The Honor Guard Supervisor will have authority to assign any member to inactive status when such action is in the best interest of the Honor Guard. The Honor Guard Supervisor shall discuss the rationale for such decision with the Chief of Police or designee beforehand, unless it is imperative that action be taken immediately.

The Honor Guard Supervisor shall ensure that all members are properly trained in Honor Guard duties and procedures, including the scheduling of appropriate training/practice sessions.

Honor Guard members will ensure proper care and maintenance of his/her Honor Guard uniform and assigned equipment. Upon becoming inactive, the member will return all assigned equipment to the Honor Guard Supervisor. The Department will provide all necessary equipment for each officer upon being assigned to the Honor Guard. Thereafter, the individual's uniform allowance shall be used for replacement or additional uniform needs. Honor Guard members will be held to the highest standards of appearance.

Uniform items issued to members shall be worn to Honor Guard functions only.

The Honor Guard uniform will be kept in a condition so that it is available for immediate use.

Compensation for attendance at any event will follow the current bargaining agreement and/or current labor laws.

When Honor Guard participation falls within a members normal duty shift, the Deputy Chief of the Operations Division or designee may reassign the member from the shift to the Honor Guard event. Such decisions will be made based on the assessment of shift strength and operational needs.

Authorized Honor Guard events will be provided a fully marked Woodridge Police Department vehicle.

Officers will be selected based upon their demonstrated high standards of appearance, ability to learn and perform intricate, coordinated military drill ceremony movements and competent performance in their regular duty assignment.

When an opening exists on the Honor Guard, an announcement will be posted for all qualifying officers to apply. The prospective members will submit a letter of interest to the Honor Guard Supervisor and must meet the following criteria:

- (a) A positive recommendation from their supervisors.
- (b) Not on probation.
- (c) Passage of an oral interview. The interview panel shall be comprised of the Honor Guard Supervisor and at least two members. The Honor Guard Supervisor will present the finalist recommendations to the Chief of Police or designee for approval

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Honor Guard

The Supervisor or any member of the Honor Guard may be removed by the Chief of Police for any of the following reasons:

- (a) Promotion
- (b) Inability to attain an acceptable level of performance
- (c) Chronic disciplinary problems
- (d) Two consecutive unapproved absences from official Honor Guard functions within a 12 month period
- (e) Three unexcused absences from Honor Guard practices within a 12 month period
- (f) Excessive sick leave

Severe Weather

343.1 PURPOSE AND SCOPE

The purpose of this policy is to define the Woodridge Police Department's response to the threat of severe weather. It is the policy of the Woodridge Police Department, as the Village's primary public agency, to be the Village's lead in weather emergency response. This will consist of weather monitoring, detection of weather hazards, warning of the public, and mitigation of hazardous weather events with the goal of protecting lives and property.

343.2 DEFINITIONS

Watch: A watch is used when the risk of hazardous weather or flooding has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

Warning: A warning is issued when a hazardous weather or flooding event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

Severe Weather: A thunderstorm that produces a tornado, winds of at least 58 mph (50 knots), and/or hail at least ¾" in diameter, or any other weather event which may cause significant property damage, injury or loss of life.

343.3 PROCEDURE

Severe weather monitoring and planning:

DuComm Dispatch will maintain and monitor weather warning sources (DuComm Written Directive 6.04.00), including but not limited to LEADS messages, Internet based warning systems, ISPERN and DCERN radios, and any other real time systems, such as GRLevel3 Data Feeds.

Members of the Department assigned to field service duties may monitor weather warning sources, including but not limited to mobile platforms, Internet based warning systems, ISPERN and DCERN radios, and any other real time systems. This shall be done in accordance with department regulations governing use of in-car computer systems while on-duty.

Members of the Department assigned to field service duties should always remain alert during their routine duties to changing weather conditions and alert the Shift Supervisor and DuComm in the event previously unreported/undetected hazardous conditions develop.

The Police Department will assist other Village departments in planning for severe weather emergencies.

The Police Department will be responsible for maintaining the Village's "Storm Ready" certification.

Responsibilities During Severe Weather Watches:

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If DuComm receives official notification of a weather watch inclusive of the Village of Woodridge, the patrol watch commander will be notified with the type of watch and duration.

- (a) All field service units, once notified, will obtain and have available the appropriate protective equipment. Dependent on the hazard, suggested equipment may include: raincoats, helmets, cold weather wear, additional flashlights, spare batteries for communications and other equipment.
- (b) Field service units will assure that their vehicles are fully fueled.
- (c) The patrol watch commander will monitor available weather warning sources.
- (d) If the type of hazard may impact the operations or safety of large public gatherings, persons managing and responsible for such gatherings should be notified by the appropriate beat car.

During business hours, Public Works and Village Hall reception will also be notified. Outside of normal business hours, if other Village employees are known to be working they will be contacted and informed.

Weather conditions should be closely monitored by street units and the communications center. Any significant change will be immediately reported to the Watch Commander.

Responsibilities During Severe Weather Warnings:

If DuComm receives official notification of a weather warning inclusive of the Village of Woodridge, the patrol watch commander will be notified with the type of warning and duration.

During business hours, Public Works and Village Hall reception will also be notified. Outside of normal business hours, if other Village employees are known to be working they will be contacted and warned.

Field service units will prepare and plan for immediate protective actions to ensure their safety. Additionally they will:

- (a) Give warnings to public events and gatherings.
- (b) Strategically locate themselves in their patrol area and monitor the weather conditions.
- (c) Report any sightings of a severe event (e.g., a funnel cloud, tornado, or wall cloud) giving location, type of event, direction of travel and any other information which would help warn other municipalities in the path of the storm.

All reports shall be directed to the National Weather Service (NWS) and DuComm Dispatch.

Officers should be cognizant that DuComm may not be able to relay the information and be prepared to notify the NWS Romeoville Office directly at (815) 834-0651

The patrol watch commander will have the authority to activate the weather sirens, but the responsibility will fall upon DuComm. The sirens will be activated under any of the following conditions, or pursuant to DuComm Written Directive (6.04.01):

- (a) A confirmed funnel cloud or tornado within 5 miles of our boundaries, or anywhere within an adjoining community.

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- (b) Confirmed reports of structural damage due to weather, such as high winds, within 5 miles of our boundaries, either moving in the direction of the Village or with an unknown direction of travel.
- (c) Specific mention of the Village of Woodridge in an official tornado warning statement.
- (d) Other conditions, which in the watch commander's judgment require direct warning of the general public to take immediate protective actions.
- (e) **The sirens should NOT be activated solely because other municipalities have sounded theirs.**

If the weather strike appears to have the possibility of directly affecting the Police facility, personnel within will take appropriate measures to protect themselves, including sheltering within the building or evacuation. If possible, police personnel should locate and take with them any equipment which would be useful after the event, such as flashlights and radio equipment.

- (a) Any civilian visitor or prisoner will be directed to evacuate to safe areas and sheltered, as appropriate.

In the Event of a Severe Weather Strike:

DuComm will account for all field service units by conducting an on air roll call of personnel.

Immediate notification of the event and its last direction of travel will be made to the DuPage County Officer of Homeland Security and Emergency Management (OHSEM), giving information which will assist in warning other towns.

Beat units will assess damage and the need for rescue/EMS in their areas of responsibility.

In the event that the police facility is not functional, the watch commander will use one of the patrol supervisor's vehicles as a command post, until a remote Emergency Operations Center (EOC) can be established.

Notification of any event with significant structural damage, injury or loss of life will be made to the command staff and appropriate village staff.

- (a) Activation of the Village's EOC will be determined by the Chief of Police. The Chief of Police may also activate the emergency mobilization and/or other plans to meet the needs of the Village.

343.3.1 TORNADO SHELTER

The Police Department's tornado shelter areas will be the main cell blocks of the booking room and the holding cells in detectives. The secondary shelter will be the police female locker room.

Building maps are posted to direct employees to these areas.

343.4 EVACUATION PROCEDURE

In the event of a building evacuation, members shall follow the guidelines contained within the Police Department Emergency & Evacuation Procedures.

The primary responsibility of employees is to evacuate the building. Individuals who do not have specific assignments are to evacuate the building immediately. Command personnel or the on-

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duty Watch Commander may designate other sworn personnel to complete certain tasks prior to evacuation.

Diagrams have been posted throughout the facility to assist members with locating the nearest exit. After exiting the building, all members and visitors should respond to the assembly area, which is the south parking lot, behind the Library (3 Plaza Drive), unless otherwise directed by the Watch Commander or Command Staff.

Upon leaving the assigned work area, the last person out will close the interior doors of unoccupied offices. This shall include all meeting rooms, any/all smoke/fire doors. These closed doors need not be locked

Any members of the general public, who are present in the building, shall be escorted out by a Village employee. Special attention shall be given to employees and/or visitors with special needs in accordance with the Police Department Emergency & Evacuation Procedures.

Prisoners held in the lock-up facility will be secured with handcuffs & escorted from the building into the sally port. Prisoners shall be placed in an available squad car or the prisoner transport vehicle. These prisoners shall be transported to an alternate site as approved by the watch commander.

All personnel shall be accounted for in the assembly area. Personnel are to remain in the assembly area until granted permission to leave or allowed to return to the building.

School District 68 Access

344.1 PURPOSE AND SCOPE

It is the policy of the Woodridge Police Department to give all sworn personnel immediate access to Woodridge School District # 68 facilities whenever it is necessary during the course of their normal duties.

344.2 DEFINITIONS

Access Control: a system which enables an authorized person(s) to gain access to areas in any given physical facility through a computer-based information system.

Electronic Access Card: A plastic card containing encoded data that is read by passing the card over an electronic device (a card reader) in the proximity of the card reader, which will make an electronic record of the entry and provide access to secure areas.

344.3 PROCEDURE

In the event that a uniformed Woodridge Police Officer (plainclothes Officers shall identify themselves via the school's intercom as a normal visitor) needs to make access to any of the Woodridge School District 68 schools during the course of their duties during regular school business hours, while school is in session they will;

- (a) Use their department issued electronic access card by placing it near the card reader which will be located outside the main school door.
- (b) The Officer then shall report directly to the office notifying them that they are in the building and state their purpose for being in the facility.
- (c) In an emergency situation where the Officer knows the exact location inside the facility where assistance is needed, they may respond to the closest door and access the building by use of their electronic access card.

In the event that a Woodridge Police Officer needs to make access to any of the Woodridge School District 68 facilities during the course of their duties and school is not in session but open for use during non school hours they will;

- (a) Use their department issued electronic access cards by placing them near the card reader closest to the outside door where access is required.
- (b) Officers should advise DuComm which door they are accessing (by number) in order for the information to be logged into the note section of the call.

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School District 68 Access

In the event that a Woodridge Police Officer responds to an alarm at any Woodridge School District 68 facilities during the course of their duties and school is not in session, they will not enter the building. If no one should be inside the location and / or the alarm activation status is unknown they will;

- (a) Check the entire building by physically pulling on each exterior door to see if access could be made by any unauthorized persons.
- (b) In the event that an open door is located they shall follow established protocol for checking the facility.
- (c) Officers shall document all crimes or suspicious situations according to department policy.

No access to any of the Woodridge School District 68 facilities will be made by any Woodridge Police personnel during the course of their duties that has not previously been authorized.

- (a) The Watch Commander may contact the school district in advance to access a particular location for purposes of training.
- (b) In the event the facility is used for training the DuComm shall be notified, either via telephone or by computer message when access is made.
- (c) The Watch Commander who accesses any facility must ensure the building is monitored while the alarm system is off until the next business day when it will be reset.

344.3.1 LOST/DAMAGED ACCESS CARDS

Officers who receive a replacement electric access card, shall notify the Special Projects Sergeant, so that the school district access list can be update.

- (a) Failure to make timely notification may result in not being able to access the buildings.

Tier 1/First Responder Medication Dispensing

345.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the distribution of emergency medication from the Strategic National Stockpile (SNS), to all Tier 1/First Responders and their families. It is the policy of the Woodridge Police Department to provide set guidelines for the timely distribution of emergency medication during an activation of the First Responder Medical Countermeasure (MCM) Plan to all Department employees and their immediate families.

345.2 DEFINITIONS

Strategic National Stockpile: A program administered through the Center for Disease Control, where large quantities of medicine/vaccines and medical supplies are distributed to protect the population if there is a public health emergency (terrorist attack, flu outbreak, and earthquake).

Tier 1/First responder: Any full-time Village of Woodridge, Fire Protection District, or Park District employee vital to the continued operation of Village services, or any other person designated as part of the Strategic National Stockpile (SNS) effort.

Family member: Any individual whom resides with the employee designated a Tier 1/First responder.

First responder Lead (FRL): Person designated by the Chief of Police to oversee the entire operation.

First Responder Operations Lead: Person designated by the FRL to oversee operational needs. Insures that the components of the operation are properly staffed and have the necessary resources. Reports directly to the FRL.

First Responder Logistics Lead: Person designated by the FRL to oversee the logistical aspects of the operation, and obtain materials as needed. Reports directly to the FRL.

Safety Officer: Person designated by the FRL to oversee the general safety of the operation, and insure the physical security of the scene. Reports directly to the FRL.

Primary Location: Site designated by the Chief of Police as the location for the dispensing of the medication.

Secondary Location: Site designated by the Chief of Police for the dispensing of medication, only to be utilized in the event the primary location is compromised.

345.3 PROCEDURE

Notification of an SNS activation

Upon receiving notification from the DuPage County Health Department that an event has triggered the activation of the First Responder Medical Countermeasure (MCM) Plan, the person receiving the information shall immediately notify the Chief of Police. The Chief of Police will then

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notify the Deputy Chief of Patrol and Support Services to begin implementation of the plan. The Chief of Police will notify the Village Administrator of the activation. All Village department heads, Park District Director, and Chief of the Darien-Woodridge Fire Department will be notified, and all parties will respond immediately to the EOC at the Police Department. The Chief of Police, or their designee will appoint the First responder Lead (FRL), and they will also respond to the EOC.

The First Responder Lead (FRL) will contact the DCHD with a total number of employees.

Appointment of personnel

Upon arrival to the EOC, the Chief of Police, or their designee, will confer with the First responder lead (FRL), and following the Incident Command Structure, assign available personnel to the required positions of: First Responder Operations Lead, First Responder Logistics Lead, Safety Officer, and support personnel to assist.

Site selection

Primary Location: Public Works maintenance garage (1 Plaza Dr)(attached).

Secondary Location: Woodridge Park District (2600 Center)

The EOC will determine if the Primary Location is suitable for the implementation of the plan, or if the Secondary Location would be more suitable.

Site set-up

Once the location has been established, the Operations Lead, Logistics Lead, Safety Officer, and the support personnel will respond to the location, and commence set-up for dispensing.

The Logistics Lead will procure the necessary resources for the set-up (tables, chairs, etc.) Each Department Head will provide an updated list of employees to the First Responder Lead. Once the location is ready to accept employees, the Operations Lead will contact the First Responder Lead, and advise them that the site is ready.

Notification of employees

During set-up operations, the respective Department Heads will begin notifying their employees of the activation. A timetable will be set up to begin receiving each group of employees, grouped according to their departments. The Police Department shall be grouped first, with all “on-duty” personnel receiving their medications immediately. Any other Departments with employees currently working will also be allowed to receive their medication immediately.

- (a) Employees are to be advised that they will be picking up medication for their entire household, and that other members of their household SHOULD NOT respond to the site.
- (b) Employees shall be advised to have the following information available at registration:
 1. (a) Name, age, weight, allergies and medical background of all family/ household members, and if anyone is currently pregnant

Reception of medication/supplies

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The delivery of the medication and associated supplies will be coordinated at the DuPage County Regional Distribution Site (RDS). Delivery will be made to the Police Department sally port, regardless of the location chosen for distribution. The First Responder Lead, along with the Safety Officer, will receive the medication, and sign for it. An immediate inventory will be done, to ascertain the correct number of doses was received. If the number is incorrect, a second order will be made to the Health Department immediately. Upon an inventory, the medication will be taken to the location to be dispensed.

Dispensing

Once the medication has arrived at the location, employees will be allowed into the dispensing area. Once the employee arrives they will be sent through a series of stations, as outlined by the DuPage County Health Department protocol.

Registration

- (a) Employee will complete the DuPage County Health Department "Medication Administration Record".
- (b) One "Medication Administration Record" will be completed for an entire household.
- (c) Employees will answer the questions on the form to the best of their knowledge and ability.
- (d) The employee will advise what Department they are employed with, and their name will be checked off the employee roster furnished by the Department Heads.
- (e) ANY EMPLOYEE NOT ON THE ROSTER WILL STILL RECEIVE MEDICATION

Screening

- (a) Employees will take their completed "Medication Administration Record" to the screening area where the form will be verified to have been completed properly

Dispensing

- (a) Employees will take their "Medication Administration Record" to the dispensing area where the appropriate amount of doses will be administered.
- (b) The type and quantity of medication will be recorded on the "Medication Administration Record".

Education

- (a) After the medication is dispensed, the employee will receive an information sheet about the medication they were just given and what the medication is treating.

The employee will then leave then exit the dispensing area immediately. No "non-essential" employees will be allowed in the dispensing area. If the employee is "off-duty", they will be allowed to return home with their medication. If the employee is "on-duty", or being recalled to duty after dispensing, then they will need to make other arrangements to get the medication to their family.

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Tier 1/First Responder Medication Dispensing

The First Responder Lead, in conjunction with Incident Command, will determine when to suspend the operation.

[See attachment: Tier 1 Floor Plan SNS.pdf](#)

345.3.1 MEDICAL MODEL

In the event that the First Responder Medical Countermeasure Plan (MCM) becomes the administering of a vaccine using the Health Departments medical model, this plan shall not apply.

Village employees will revert to the Strategic National Stockpile distribution plan, and respond to the closest open point of distribution (POD) site.

345.4 POST INCIDENT

Post Incident

Once all available employees have been dispensed medication, an inventory of remaining doses will be completed by the First Responder Lead. Each Department head will compile a list of employees that were not available to receive their medication. Any employee that was unable to receive their medication can make an appointment with the First Responder Lead to get theirs from surplus doses. All surplus doses of medication will be secured at the Police Department. The dispensing site will be returned to normal operation and staff will resume their normal duties.

Warehousing

Once operations have been suspended and the remaining does inventoried, they will be moved, under the supervision of the First Responder Lead and Safety Officer to the Police Department cell block. The remaining doses will be secured inside an open cell and access to the cell will be restricted to the FRL or his designees.

345.5 TRAINING

All Police Department employees will be trained on this procedure. In addition, all Department Heads will disseminate this information to all of their full-time employees.

Knife Safety and Usage

346.1 PURPOSE

The purpose of this policy is to establish guidelines for the carry, safe handling, and proper use of police utility knives and specialty tools.

346.2 POLICY

It is the policy of this agency to provide guidelines on the selection of departmentally approved police duty knives and specialty tools, knives and tools an officer may carry, and how and when knives and tools may be carried and used in order to increase officer safety, affect positive public perception, and further reduce department liability.

346.3 DEFINITIONS

Police Utility Knife: In the present context, there are two types of knives which can be categorized as a police utility knife: a fixed blade, with a fixed blade and fixed handle, and a folding blade knife, in which the blade mechanically folds into the handle. The folding knife is commonly referred to as a pocketknife.

Specialty Tool: Any tool that may contain a sharp edge or blade suitable for cutting or performing additional tasks as needed (i.e. seatbelt cutter, trauma sheers, multi-tool, etc.)

346.4 PROCEDURE

346.4.1 AUTHORIZED USE

- (a) This department recognizes the need for its officers to be properly equipped to handle a wide variety of duty responsibilities. Officers may carry police utility knives or specialty tools as authorized by this policy and consistent with their duty assignment.
- (b) The police utility knife and specialty tool are intended solely for the purpose of carrying out the general duties and designated specialized assignments of police operations; its use as a defensive or offensive weapon is authorized only in exigent circumstances, pursuant to the Department's Use of Force Policy (Lexipol 300).

346.4.2 AUTHORIZED BLADES AND CARRY REQUIREMENTS

- (a) Officers may carry a utility knife or specialty tool of such quality and design to withstand the rigors and job responsibilities of their assignment.
- (b) Police utility knives shall be secured in either a scabbard (for fixed blades) or folded and secured by a fastening device so as to ensure officer safety and knife retention. The blade and securing device shall be carried in the least obtrusive manner possible and consistent with the officer's duty assignment or tactical deployment.
 1. Folding blades: Folding blade utility knives shall conform with agency approved specifications to meet the demands of work assignments as defined by

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Knife Safety and Usage

department's uniform specifications. The cutting edge of such knives shall not exceed four and one-half inches in length, as measured from blade tip to handle.

2. Fixed blades: Fixed blade utility knives shall conform with agency approved specifications to meet the demands of work assignments as defined by department's uniform specifications. The cutting edge of such instruments may not exceed 5 inches in length measured from tip to handle and must be secured in either a scabbard or other fastening device to ensure officer safety, retention, and concealment of the blade from public display. Fixed blades shall not be exposed, only the handle shall be visible. Officers assigned to specialty assignments such as special weapons and tactics (SWAT), Canine Units, Mobile Field Force, Tactical Unit, may carry a fixed blade knife on their body armor or other load-bearing equipment, such equipment must be carried in a secured manner or in any other manner consistent with job assignments and officer safety and deemed appropriate by a supervisor.
- (c) Specialty tools: Specialty tools shall conform with agency approved specifications to meet the demands of work assignments as defined by the department's uniform specifications. All specialty tools must be secured in either a scabbard or other fastening device to ensure officer safety, retention, and concealment of the blade from public display.
 - (d) Officers serving in specialty assignments, such as special weapons and tactics (SWAT), Canine Units, Mobile Field Force, Tactical Unit may be authorized to carry other utility type knives or specialty tools as prescribed by their governing body.

346.4.3 COMPLIANCE AND SAFE HANDLING

- (a) Compliance: All duty knives and specialty tools carried by department personnel shall comply with state law, unless waived by law for police use. Additionally, all duty knives and specialty tools and their methods of carry and concealment shall be subject to the approval of the Chief of Police.
- (b) Safe handling: Officers shall handle the police utility knife and specialty tools in an appropriate and safe manner so as to ensure the safety of themselves, their fellow officers, and the general public. Officers shall not exhibit or handle the knife in a careless, negligent, or alarming manner.

346.4.4 PROHIBITED USES

- (a) Authorized users shall not:
 1. Display a knife or specialty tool in any offensive or threatening manner without legitimate operational justification.
 2. Carry a knife or specialty tool in any manner other than clipped in a pocket or waistband, inside the pants, vest, in a department approved sheath, or in another manner approved by authorized command personnel consistent with duty requirements.
 3. Display a blade or specialty tool in any event other than an authorized deployment situation.

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(b) Uses as a Weapon

1. The police utility knife or specialty tools are not intended for use as a weapon and officers are discouraged from using it in this capacity. However, it may be used in defensive or offensive capacities under exigent circumstances. Under such circumstances, it shall be deemed a use of deadly force and is governed by this department's Use of Force policy (300) including, but not be limited to, summoning a supervisor and reporting it as a use of force.

346.4.5 MAINTENANCE

The authorized user shall be responsible for maintenance, safe storage, and use of his or her police utility knife or specialty tool. Any on- or off-duty injuries must be reported to a supervisor as soon as practical.

346.5 TRAINING

Each individual Officer shall be responsible for familiarizing themselves with the use and operation of any utility knives or specialty tools prior to using them on duty.

Community Outreach

347.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

347.2 POLICY

It is the policy of the Woodridge Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

347.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

- (a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).
- (b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.
- (c) Work with community members and the department's community outreach unit to identify issues and solve problems related to community relations and public safety.
- (d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and the Communications Center of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform the Communications Center of their location and status during the foot patrol.

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Community Outreach

347.4 COMMUNITY OUTREACH UNIT SUPERVISOR

The Chief of Police or the authorized designee should designate a member of the Department to serve as the community outreach unit supervisor. He/she should report directly to the Chief of Police or the authorized designee and is responsible for:

- (a) Obtaining department-approved training related to his/her responsibilities.
- (b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.
- (c) Organizing surveys to measure the condition of the department's relationship with the community.
- (d) Working with community groups, department members and other community resources to:
 - 1. Identify and solve public safety problems within the community.
 - 2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.
- (e) Working with the Operations Division Chief to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.
- (f) Recognizing department and community members for exceptional work or performance in community relations efforts.
- (g) Attending Village council and other community meetings to obtain information on community relations needs.
- (h) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.
- (i) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

347.5 SURVEYS

The community outreach unit should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

- (a) Overall performance of the Department
- (b) Overall competence of department members
- (c) Attitude and behavior of department members
- (d) Level of community trust in the Department
- (e) Safety, security or other concerns

Community Outreach

A written summary of the compiled results of the survey should be provided to the Chief of Police.

347.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

- (a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).
- (b) Police-community get-togethers (e.g., cookouts, meals, charity events).
- (c) Youth leadership and life skills mentoring.
- (d) School resource officer/GRIT programs.
- (e) Neighborhood Watch and crime prevention programs.

347.7 INFORMATION SHARING

The community relations coordinator should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

- (a) Community meetings.
- (b) Social media (see the Department Use of Social Media Policy).
- (c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

347.8 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

- (a) Development and distribution of informational cards/flyers.
- (b) Department website postings.
- (c) Presentations to driver education classes.
- (d) Instruction in schools.
- (e) Department ride-alongs (see the Ride-Alongs Policy).
- (f) Scenario/Simulation exercises with community member participation.
- (g) Youth internships at the Department.
- (h) Citizen academies.

Community Outreach

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

347.9 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

347.10 COMMUNITY ADVISORY COMMITTEE

The Chief of Police should establish a committee of volunteers consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the committee should reflect the demographics of the community as much as practicable.

The committee should convene regularly to:

- (a) Provide a public forum for gathering information about public safety concerns in the community.
- (b) Work with the Department to develop strategies to solve public safety problems.
- (c) Generate plans for improving the relationship between the Department and the community.
- (d) Participate in community outreach to solicit input from community members, including youth from the community.

The Training Manager should arrange for initial and ongoing training for committee members on topics relevant to their responsibilities.

The Chief of Police may include the committee in the evaluation and development of department policies and procedures and may ask them to review certain personnel complaints for the purpose of providing recommendations regarding supervisory, training or other issues as appropriate.

347.10.1 LEGAL CONSIDERATIONS

The Chief of Police and the community relations coordinator should work with the Village Attorney as appropriate to ensure the committee complies with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.

Community Outreach

347.11 TRANSPARENCY

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officers, suspects or case numbers. The community relations coordinator should work with the community advisory committee to identify information that may increase transparency regarding department operations.

347.12 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

- (a) Effective social interaction and communication skills.
- (b) Cultural, racial and ethnic diversity and relations.
- (c) Building community partnerships.
- (d) Community policing and problem-solving principles.
- (e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

Firearms Restraining Orders

348.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning for and serving firearms restraining orders and accounting for firearms, ammunition, firearm parts that could be assembled to make an operable firearm, any Firearm Owner's Identification card, and concealed carry licenses obtained pursuant to those orders.

348.1.1 DEFINITIONS

Definitions related to this policy include:

Firearms Restraining Order - A court order prohibiting and enjoining a named person from having in the person's custody or control, purchasing, possessing, or receiving any firearms, ammunition, or firearm parts that could be assembled to make an operable firearm (430 ILCS 67/5).

348.2 POLICY

It is the policy of the Woodridge Police Department to petition for and serve firearms restraining orders in compliance with state law, and to properly account for firearms, any Firearm Owner's Identification Card, and concealed carry licenses obtained by the Department pursuant to such orders.

348.3 FIREARMS RESTRAINING ORDER COORDINATOR

The Chief of Police will appoint a firearms restraining order coordinator. Generally, the Tactical Unit Supervisor will serve as the coordinator unless otherwise determined by the Chief of Police. The responsibilities of the coordinator include:

- (a) Developing and maintaining procedures for the filing of a petition for a firearms restraining order by the department (430 ILCS 67/1 et seq.)
- (b) Developing and maintaining procedures for the receipt and service of firearms restraining orders consistent with the requirements of 430 ILCS 67/50. Procedures should include:
 1. Acceptance of voluntarily surrendered firearms, ammunition, firearm parts any Firearm Owner's Identification Card, and concealed carry license from a person who is the subject of the restraining order.
 2. Assessing a firearms restraining order prior to service to determine whether the order should be served pursuant to the Warrant Service Policy and the Operations Planning and Deconfliction Policy.
 3. Preparing or obtaining a search warrant prior to attempting service of the firearms restraining order.
- (c) Coordinating with the Deputy Chief of Support Services to provide officers who may be involved in petitioning for or serving firearms restraining orders with appropriate training. Training should include determining when a petition is appropriate, the

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Firearms Restraining Orders

process for seeking a firearms restraining order, and the service of firearms restraining orders.

- (d) Reviewing each petition for a firearms restraining order (and associated affidavits or court documents, if applicable) to ensure compliance with this policy, department procedures, and state law.

348.4 FIREARMS RESTRAINING ORDERS

An officer who reasonably believes that a firearms restraining order is appropriate should obtain supervisor approval prior to seeking an order.

348.4.1 STANDARDS

Firearms restraining orders may be appropriate if a person poses an immediate and present danger of causing personal injury to him/herself or others by having a firearm in his/her custody or control (430 ILCS 67/35; 430 ILCS 67/40).

348.4.2 REQUIREMENTS OF PETITION

An application for a firearms restraining order should be prepared consistent with state law and the procedures developed by the Firearms Restraining Order coordinator (430 ILCS 67/1 et seq.). Officers shall follow the protocols set forth by the State's Attorney's Office for obtaining said orders (attached). [See attachment: Firearms Restraining Order Instructions_DuPage.pdf](#)

348.4.3 NOTICE TO FAMILIES AND PERSONS AT RISK

Upon the application for a firearms restraining order, officers should make a good faith effort to provide notice to a family or household member of the person who is the subject of the firearms restraining order and to any other person reasonably known to be at risk of violence.

Officers shall also make reasonable efforts to provide notice to any and all intimate partners if the petition alleges that the named person poses a significant danger of causing personal injury to them.

The notice shall include (430 ILCS 67/35; 430 ILCS 67/40):

- (a) The department's intention to petition the court for a firearms restraining order.
- (b) Information and referrals to appropriate resources, such as counseling services, domestic violence or stalking advocacy, if applicable.

Officers should document all reasonable efforts to provide notice.

348.5 SERVICE

Officers shall serve a copy of a firearms restraining order, including renewals or terminations of orders, and any accompanying notice of hearing and petition, on the person named in the order as soon as practicable if the named person was not present in court when the order was issued (430 ILCS 67/50). Service of firearms restraining orders takes precedence over the service of other orders, except for orders of a similar emergency nature.

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If applicable, officers may serve a firearms restraining order upon the named person via short form notification (430 ILCS 67/50).

348.5.1 SAFETY CONSIDERATIONS

Upon receipt of a firearms restraining order, the Tactical Unit Supervisor, if available, or the on-duty Watch Commander, or their authorized designee should evaluate the circumstances of the order and consider what precautions are appropriate for service.

When appropriate based on the circumstances and department procedures, service of firearms restraining orders should be executed pursuant to the Operations Planning and Deconfliction Policy.

In no circumstances should fewer than two officers be present when a firearms restraining order is being served.

348.5.2 SURRENDER OF FIREARMS, ANY FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE

Officers serving a firearms restraining order should request that the person who is the subject of the order immediately surrender all firearms, ammunition, and firearm parts in the person's custody, control, or possession along with any Firearm Owner's Identification card and concealed carry license issued to the person. Officers shall take custody of any items surrendered (430 ILCS 67/35; 430 ILCS 67/40).

348.5.3 RECEIPT OF COURT-ORDERED ITEMS

A receipt identifying all surrendered items should be prepared by the officers and a copy given to the person. The officers should ensure the original receipt is forwarded to Records to be included in the case report. [See attachment: Property Receipt.pdf](#)

All firearms collected should be safely secured and submitted into the ERPU in accordance with the Property and Evidence Unit Policy. All Firearm Owner's Identification Cards and concealed carry licenses will be mailed back to the Department of State Police.

(Officers shall notify the Department of State Police within 7 days of receipt of a concealed carry license (430 ILCS 66/70)).

348.5.4 SEARCH WARRANTS

If the person subject to the firearms restraining order refuses to surrender all items subject to the order or if an officer serving a firearms restraining order reasonably believes there are items ordered to be relinquished in the person's custody, control, or possession that have not been surrendered, the officer should consider whether to seek a search warrant.

Officers should be prepared to file a search warrant prior to attempting service of a firearms restraining order. Preparation and service of the search warrant should be done in accordance with the Warrant Service Policy.

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348.5.5 SEARCH WARRANT RETURN

A return of a search warrant that was issued in relation to a firearm restraining order is required to be filed with the court within four days of issuance (430 ILCS 67/35; 430 ILCS 67/40).

348.6 RELEASE OF FIREARMS, FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE

Any person requesting the release of any firearm, ammunition, firearm parts, Firearm Owner's Identification card, or license to carry a concealed weapon or firearm in department custody pursuant to a firearms restraining order should be referred to the Property and Evidence Unit (430 ILCS 67/35; 430 ILCS 67/40).

348.7 RENEWAL OF FIREARMS RESTRAINING ORDER

The Firearms Restraining Order Coordinator, in conjunction with the original reporting officer, is responsible for the review of any firearms restraining order obtained by the Department to determine if renewal or extension of a firearms restraining order should be requested within the time prescribed by law (430 ILCS 67/45). Additional circumstances, such as the FOID or CCL has already been revoked by the State Police shall factor into the decision to renew or extend the order.

Chapter 4 - Patrol Operations

Standard Operating Procedures

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the Department to ensure intra-department cooperation, information sharing, and to provide prompt, professional and effective response to calls for service of both emergency and non-emergency nature.

400.1.1 PATROL FUNCTION

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of the Village of Woodridge, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours per day seven days per week.

Patrol will generally provide the following services within the limits of available resources:

- (a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions.
- (b) Crime prevention activities such as residential inspections, business inspections, community presentations, etc.
- (c) Calls for service, both routine and emergency in nature.
- (d) Investigation of both criminal and non-criminal acts.
- (e) The apprehension of criminal offenders.
- (f) Community Oriented Policing and Problem Solving activities such as citizen assists and individual citizen contacts of a positive nature.
- (g) The sharing of information between the Patrol and other Units within the Department, as well as other outside governmental agencies.
- (h) The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies.
- (i) Traffic direction and control.
- (j) Or any other duties as assigned

400.1.2 RESPONSIVENESS

Calls are assigned by DuPage Safety Communications (DuComm) and shall be handled by the assigned officer. Concerns about call assignments should be discussed with the Shift Supervisor after the call is handled.

The current (on duty) shift is responsible for handling non-emergency calls until ten minutes before the end of the shift. The current shift is responsible for handling emergency calls until the end

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of the shift unless such circumstances exist that the Shift Supervisor decides the oncoming shift officers will respond.

All Officers shall respond promptly to all calls for service without delays such as traffic stops, phone calls or other “in station” matters.

All Officers will advise DuComm when they are on the scene of a call promptly via Radio Network or PMDC.

The Shift Supervisor shall respond to all calls where three or more officers are assigned, or any other significant incident, for the purpose of managing the incident.

The Shift Supervisor will be available to respond to calls as either a back-up or primary officer when other officers are otherwise committed (on calls, follow-up or lunch break.)

When multiple officers are on a call, the officer assigned to the beat of occurrence will be responsible for completing the report or assigning a disposition code. Exceptions may be authorized by the Shift Supervisor.

As it relates to “follow-ups” in the station, all officers shall advise DuComm of his/her level of availability as follows:

- (a) “10-7” – With the exception of an in-progress emergency, the officer is not available. Appropriate for when an Officer is conducting interviews or phone calls.
- (b) “10-6” – Working on administrative or case follow-up but available for calls.

400.1.3 READINESS

All Officers will report for duty in full uniform prepared for duty with all necessary equipment at the start of roll call, or any briefing, as scheduled (i.e., 0600 or 1800 hours.) Shift Supervisors will report for duty 30 minutes before the beginning of their scheduled shift to prepare roll call, assign officers beats and issue equipment. As a general rule, roll call should be completed within 10 – 15 minutes unless otherwise appropriate for training, etc.

Any Patrol Officer(s) already on duty should remain centralized within the village and available to respond immediately to any calls for service during shift change. E.g., K-9, Traffic, Officers on overtime, and special assignment officers.

All Patrol Officers will immediately after roll call exit the station, prepare their assigned squad, and drive directly to their assigned beat, unless otherwise authorized by the Shift Supervisor or other assignment.

All Officers will inspect their assigned squad at the beginning of the shift to ensure all equipment is functional and ready for response. Deficiencies will be reported via the appropriate forms to the Shift Supervisor as soon as practical. Damage, contraband, or excessive debris left from a previous operator will also be reported to the Shift Supervisor. The Shift Supervisor will be responsible to conduct appropriate investigation to document the problem of what, when, where, how and who was last responsible for the equipment. The Shift Supervisor will report their findings to the Deputy Chief of Patrol as soon as practical.

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All Officers shall remain on patrol, returning to the station no earlier than ten minutes before the end of the shift, unless cleared by the Shift Supervisor.

Shift Supervisors are responsible to ensure these procedures are maintained and the department is always in a state of readiness.

400.1.4 COMMUNICATIONS

All Officers responding to an emergency in-progress call will acknowledge the assignment by stating “10-4” or “Okay” and shall then give his/her current location to DuComm via the radio network. Woodridge Police Personnel in order to be compliant with the National Incident Management System will use “plain language” radio traffic when practical. Codes and Signals approved by DuComm may also be used when appropriate as necessary.

The Shift Supervisor shall maintain control over the number of officers responding to an incident.

Sufficient personnel should be deployed to effectively handle a situation while maintaining the ability to respond to other emergencies in other areas. Unless necessary, at least one or preferably two on-duty officers will remain “in service/available for calls” at any given time during the shift.

400.2 BEATS

Time spent in the station during a shift should be kept at a minimum. Acceptable reasons for being in the station are:

- (a) Arrests (a reasonable amount of time)
- (b) Assigned walk-in reports
- (c) Personal breaks (10 minutes or less)
- (d) Completion of complex or lengthy reports
- (e) Lunch (as outlined in the current collective bargaining agreements.) No more than 2 patrol officers should be on break/lunch at any given time.
- (f) Vehicle maintenance
- (g) Other circumstances as authorized by the Shift Supervisor

Once an officer has completed the task, they will advise DuComm they are in service either by plain language or by the radio code 10-8. They will also properly close out the call on the PMDC and return to their assigned beat, avoiding prolonged periods in the station.

Patrol Officer assignments will be assigned by the Shift Supervisor at the beginning of the shift.

Beat assignments should rotate on a daily basis. Exceptions to rotation may be made at the discretion of the Shift Supervisor.

All Officers assigned to a beat are expected to work within the geographic boundaries of that beat.

Acceptable reasons for leaving the beat are:

- (a) Assignment to a call outside of the beat
- (b) Back up another officer

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- (c) Lunch break
- (d) As authorized by the Shift Supervisor

All Officers shall check their beat (businesses, road conditions, etc.) as soon as practically possible when beginning and ending their shift taking note of any unusual or different circumstances within that assigned geographical location.

Shift Supervisors and Officers are responsible for the sharing of unusual circumstances, intelligence issues and reports of significance occurring during their shift to the on-coming shift preferably via data entry into the Roll Call Data Base System so all department members have the benefit of that information.

DuComm will assign calls to the respective beat officer first. If the beat officer is unable to respond and the incident is in-progress or an emergency, an adjacent beat officer will be assigned.

Non-emergency calls may be held for the beat officer if the beat officer is unable to immediately respond.

The Shift Supervisor may assign an adjacent beat officer to handle a call if the beat officer will be committed for a lengthy period, if the beat officer has had a substantially high number of reports causing an overload of paperwork, or for other circumstances deemed appropriate by the watch commander.

400.2.1 SUPERVISOR'S RESPONSIBILITY

The shift supervisor is responsible for verifying that Officers have cleared their calls properly (through PMDC and via radio), and made themselves available for calls in their beat.

The shift supervisor shall monitor CAD status to insure no Officers are keeping themselves out of service without reason.

400.3 OFFICER NEEDS ASSISTANCE

Woodridge Police Officers are required to assist any officers who have requested assistance, in accordance with this policy manual, when it is at all possible for them to do so. While it is important to arrive as soon as practical, officers are reminded to use caution and proceed with due regard for safety of all persons.

DuComm Telecommunicators:

- (a) If a police officer is in trouble and needs immediate assistance, the alert tone will be activated followed by the broadcast of the officer's location and all pertinent information. The broadcast shall be on talk group 1 South – Woodridge Police Department radio frequency as soon as possible. DuComm personnel shall follow procedures outlined in DuComm's Directive 11.00.00 specifically section 6.4.
- (b) When necessary, DuComm may relay the information to other units responding.
- (c) If an officer requesting assistance is adjacent to, or within another police department's jurisdiction, in addition to the aforementioned, that agency will be notified immediately and an urgent request will be made to them to send units to our officer's location.

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Officers who are responding shall:

- (a) Immediately respond expeditiously to the requesting officers location, keeping radio traffic to a minimum.
- (b) Proceed with due regard for the safety of all persons using the street or the highway, pursuant to the Policy 309 regarding Emergency Responses to Calls.
- (c) When circumstances indicate that the emergency request for assistance alert tone from the Officer's assigned radio may be the direct result of an accidental activation, or the Officer initiating the request for assistance has communicated a disregard, the closest responding unit shall continue in to the requesting Officer's location to visually confirm the requesting Officer in fact does not require assistance and is safe.
- (d) Officers will keep the radio frequency clear of all traffic not related to the assistance call, unless another officer has an emergency.
- (e) The Shift Supervisor shall maintain control over the number of Officers responding to the call for assistance.

Officers Not Assigned at the Scene:

- (a) Move to the location in your assigned patrol beat closest to the location of the request for assistance and stand by in the event that additional assistance is required. Do not proceed to the scene unless directed to do so.

The First Available Officer at the Scene:

- (a) Advise DuComm and other assigned Officers responding, of the situation as soon as possible.
- (b) When the request for assistance is under control, the Shift Supervisor will advise DuComm that the request for assistance is no longer needed.

All Personnel on the Scene:

- (a) When the scene is under control and the Shift Supervisor has canceled the emergency operations, Officers shall depart the area as soon as possible and return to their assigned beat or previous assignment.

400.4 PATROL INFORMATION SHARING PROCEDURES

The following guidelines are intended to develop and maintain intra-department cooperation and information flow between the various divisions of the Woodridge Police Department.

400.4.1 CRIME REPORTS

A crime report may be completed by any patrol officer who receives criminal information. The original report will be processed and forwarded to the Records Section for retention. A copy of the report may be forwarded to other operating units for possible follow-up investigation.

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400.4.2 PATROL ROLL CALLS

The Watch Commander, Patrol supervisors, and Specialty unit sergeants are encouraged to share information as much as possible. All supervisors and/or officers will be provided an opportunity to share information at the daily patrol roll call as time permits.

400.5 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

400.5.1 DISTURBANCE CALLS

Woodridge Police Department will respond to disturbance calls and take appropriate enforcement action while being mindful of an individual's expectation of privacy as defined by the Fourth Amendment of the U.S. Constitution.

Calls for Service:

- (a) Officers assigned by DuComm to a disturbance complaint shall respond to investigate the complaint as soon as possible.
- (b) Officers shall verify whether or not the complaint is anonymous or if the complainant wishes to be seen/sign complaints and is willing to appear in court as a witness.
- (c) Whenever possible, two Officers should respond to the disturbance.

Officer Initiated Investigation:

- (a) When an officer happens upon a situation where he/she witnesses a disturbance, or is informed in person of a disturbance that is in progress, the Officer shall notify DuComm of his/her intention to investigate and request a second officer respond to assist.

Handling Complaint:

- (a) Upon arrival, Officers will determine whether any violations are occurring i.e., noise, underage drinking, etc. and take action on any violation.
- (b) Officers shall ask permission to enter the residence at the location of the complaint.

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- If an underage party is in progress, officers will ask to speak with the owner, the resident, or a parent.
- If denied entrance or the request by a non-resident or juvenile, officers will try alternative options to contact the parents, and if successful, explain the circumstances to the parents, and request permission to enter the residence to stop any criminal activity that may be occurring and/or protect their property.
- If permission is granted, Officers will enter the residence, confiscate any contraband, and cite and/or arrest offenders, as deemed appropriate.

Absent a violent crime or other exigency, the law does not allow Police Officers to make entry to private residences without:

- (a) A search warrant
- (b) Permission
- (c) Exigent circumstances

Officers shall use their discretion as to what type of enforcement action is taken, i.e., verbal warning, citation, arrest, etc.

In the event Officers should return to the same location on an additional complaint, officers should cite the individual and warn the offender that any return trips will be treated as separate offenses.

Miscellaneous:

- (a) In certain instances, it may be necessary to obtain an arrest warrant for the offender(s).
Example: When the offender(s) refuse to answer the door, become uncooperative, or refuse to give their information, or shut the door in the Officer's face.
- (b) Officers will seek to obtain names of offender(s) through apartment complex management or other reliable sources when the name(s) of the offender(s) cannot be determined.
- (c) If these sources are found to be uncooperative or furnish insufficient information, it may be necessary to refer complainant back to the apartment complex management, State's Attorney's Office, or other civil remedy.

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to Department members that affirms the Woodridge Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach and partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

401.2 POLICY

The Woodridge Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly and without discrimination toward any individual or group.

401.3 BIA-BASED POLICING PROHIBITED

bias-based policing is strictly prohibited. However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITY

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

401.4.1 REASON FOR DETENTION

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

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To the extent that written documentation would otherwise be completed (e.g., arrest report, case report, gang contact card), the involved officer should include those facts giving rise to the officer's contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING TRAFFIC STOPS - CITATION ISSUED

Each time an officer issues a uniform traffic citation or warning citation for a violation of the Illinois Vehicle Code (625 ILCS 5/1-100 et seq.), the officer shall record, at a minimum (625 ILCS 5/11-212 (a)):

- (a) The name, address, gender and the officer's subjective determination of the race of the person stopped. The person's race shall be selected from the following list: Black or African-American, Hispanic or Latino, American Indian or Alaska Native, Asian, Native Hawaiian or other Pacific Islander, White.
- (b) The alleged traffic violation that led to the stop of the motorist.
- (c) The make and year of the vehicle stopped.
- (d) The date and time of the stop, beginning when the vehicle was stopped and ending when the driver was free to leave or taken into physical custody.
- (e) The location of the traffic stop.
- (f) Whether consent to search the vehicle, driver, passenger or passengers contemporaneous to the stop was requested, and, if so, whether consent was given or denied.
- (g) Whether a search contemporaneous to the stop was conducted of the vehicle, driver, passenger or passengers, and, if so, whether it was with consent or by other means.
- (h) Whether a police canine performed a sniff of the vehicle, and, if so (625 ILCS 5/11-212(a)(6.2)):
 1. Alerted to the presence of contraband, and, if so,
 2. An officer searched the vehicle, and, if so,
 3. Contraband was discovered, and, if so,
 4. The type and amount of contraband.
- (i) Whether contraband was found during a search, and, if so, the type and amount of contraband seized.
- (j) The name and badge number of the issuing officer.

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401.4.3 REPORTING TRAFFIC STOPS - NO CITATION ISSUED

In the event an officer stops a motorist for a violation of the Illinois Vehicle Code (625 ILCS 5/1-100 et seq.) and does not issue a uniform traffic citation or warning citation, the officer shall complete a uniform stop card, which includes field contact cards, that record, at a minimum (625 ILCS 5/11-212 (b)):

- (a) The name, address, gender and the officer's subjective determination of the race of the person stopped. The person's race shall be selected from the following list: Black or African-American, Hispanic or Latino, American Indian or Alaska Native, Asian, Native Hawaiian or other Pacific Islander, White.
- (b) The alleged traffic violation that led to the stop of the motorist.
- (c) The make and year of the vehicle stopped.
- (d) The date and time of the stop, beginning when the vehicle was stopped and ending when the driver was free to leave or taken into physical custody.
- (e) The location of the traffic stop.
- (f) Whether consent to search the vehicle, driver, passenger or passengers contemporaneous to the stop was requested, and, if so, whether consent was given or denied.
- (g) Whether a search contemporaneous to the stop was conducted of the vehicle, driver, passenger or passengers, and, if so, whether it was with consent or by other means.
- (h) Whether a police canine performed a sniff of the vehicle, and, if so (625 ILCS 5/11-212(a)(6.2)):
 - 1. Alerted to the presence of contraband, and, if so,
 - 2. An officer searched the vehicle, and, if so,
 - 3. Contraband was discovered, and, if so,
 - 4. The type and amount of contraband.
- (i) Whether contraband was found during a search, and, if so, the type and amount of contraband seized.
- (j) The name and badge number of the issuing officer.

401.4.4 REPORTING STOPS

The Chief of Police or the authorized designee shall ensure stop cards are created and available to members, and contain all of the information required by 625 ILCS 5/11-212 for traffic and pedestrian stops. Officers shall complete one of these cards when they detain, conduct a pat-down search of or arrest a pedestrian in a public place, issue a summons to a pedestrian, search a pedestrian's property or conduct a traffic stop.

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401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violation of this policy in accordance with the Discipline and Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
- (b) Supervisors should periodically review of in-car camera recordings, and any other available resource used to document contact between officers and the public to ensure compliance with this policy
 - 1. Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should ensure that prompt and reasonable steps are taken to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 STATE REPORTING

The Records Section shall compile the required data on the standardized law enforcement data compilation form and transmit the data to the Illinois Department of Transportation. This shall be done by March 1 for data collected during July through December of the previous calendar year, and by August 1 for data collected during January through June of the current calendar year (625 ILCS 5/11-212).

401.7 ADMINISTRATION

Each year, the Deputy Chief of Patrol Operations shall review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. This report should not contain any identifying information regarding any specific complaint, citizen or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors shall review the required state reporting forms and the annual report and discuss the results with those they are assigned to supervise.

401.8 TRAINING

Training on bias-based policing and review of this policy should be conducted as directed by the Field Training and Evaluation Coordinator, or the Deputy Chief of Patrol Operations.

Roll Call Training

402.1 PURPOSE AND SCOPE

Roll Call training is generally conducted at the beginning of the officer's assigned shift. Roll Call provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Roll Call; however officers may conduct Roll Call for training purposes with supervisor approval.

Roll Call should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.
- (b) Notifying officers of changes in schedules and assignments.
- (c) Notifying officers of new Special Orders or changes in Special Orders.
- (d) Reviewing recent incidents for training purposes.
- (e) Providing training on a variety of subjects.

402.2 PREPARATION OF MATERIALS

The supervisor conducting Roll Call is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his/her absence or for training purposes.

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Woodridge Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

Members should consider requesting ILEAS mutual aid for large or complex crime/disaster scenes.

Members should always be aware of the possibility of a secondary incident taking place.

403.4 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until

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he/she is properly relieved by a supervisor or other designated person. A crime scene log should be utilized to track persons entering and leaving the scene.

During the investigation, officers shall ascertain if any secondary crime/disaster scenes exist. If a secondary scene is identified, resources shall be allocated to that scene as well. Officers handling walk-in calls should be aware that a potential crime scene may exist elsewhere.

[See attachment: Crime Scene Log.pdf](#)

403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

403.5.2 CANVAS

Officers at a crime/disaster scene should consider conducting a canvas of the immediate area for evidence or witnesses. The canvas should take place at the time of the incident. If deemed appropriate, or hindered by darkness or weather, the canvas can be conducted when more suitable conditions exist.

[See attachment: Neighborhood Canvass_Witness Log.pdf](#)

Ride-Alongs

404.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

404.1.1 ELIGIBILITY

The Woodridge Police Department Ride-Along Program is offered to:

- (a) Members of concerned adult groups
- (b) News media
- (c) Police Officers from other jurisdictions
- (d) Students
- (e) Village Staff
- (f) Any other person approved by the Deputy Chief of Patrol Operations

Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- No persons under 18 years of age will be considered for a ride along.
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

404.1.2 AVAILABILITY

The Ride-Along Program is available on most days of the week, with certain exceptions. The ride-along times are from 6:00 am to 2:00 am . Exceptions to this schedule may be made as approved by the Chief of Police, Division Chief, or Watch Commander.

404.2 PROCEDURE TO REQUEST A RIDE-ALONG

Prior to an individual participating in the Woodridge Police Department's Ride-Along Program, they MUST complete and sign the "RIDE ALONG REQUEST INFORMATION QUESTIONNAIRE" (Attached).

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The Sergeant of the shift in which a participant is riding, or any member of the administration, has the authority to approve a request to participate in the Ride-Along Program. Additionally, based upon information received in the "Ride-Along Request Information Questionnaire" or a criminal history/contact check via department databases, the sergeant or a member of police administration may deny the Ride-Along request.

The Watch Commander will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective Watch Commander as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

Village Employees must conform to the general guidelines as prescribed in this General Order and MUST sign a "Covenant Not to Sue and Indemnity Agreement" for each ride-along. Authorization for a village employee to participate in the Ride-Along program will be submitted to the Deputy Chief of Patrol or Chief of Police prior to the individual riding.

404.2.1 PROGRAM REQUIREMENTS

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: Village officials, Chaplains, , police applicants, and all others with approval of the Watch Commander.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time.

Prior to an individual participating in the ride-along, they MUST sign the "COVENANT NOT TO SUE AND INDEMNITY AGREEMENT" (Attached).

The "COVENANT NOT TO SUE AND INDEMNITY AGREEMENT" must be signed by the participant and witnessed by a Sergeant, Officer in Charge or member of the Police Department's administration.

Upon concluding the Ride-Along, the participant will be asked to complete the "CITIZEN RIDE-ALONG EVALUATION FORM" (Attached).

ALL COMPLETED FORMS (Attached) MUST BE RETURNED TO THE OFFICE OF THE CHIEF OF POLICE

[See attachment: Ride Along Form FILLABLE.pdf](#)

404.2.2 SUITABLE ATTIRE

Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, pants and shoes.

Tshirts may be permitted so long as they do not have foul or offensive language or any other themes that may be

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Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the police vehicle.

The Watch Commander or field supervisor may refuse a ride along to anyone not properly dressed.

404.2.3 PEACE OFFICER RIDE-ALONGS

Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty without the expressed consent of the Deputy Chief of Patrol Operations. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

404.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK

All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an Automated check through LEADS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Woodridge Police Department).

404.3 OFFICER'S RESPONSIBILITY

The officer shall advise the telecommunicator that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The telecommunicator will be advised of the situation and as soon as practical have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time. The Watch Commander shall be immediately notified of any injury or noteworthy incident involving the ride-along.

The Deputy Chief of Patrol Operations is responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, the yellow form shall be returned to the Administrative Sergeant with any comments which may be offered by the officer. Any injury or noteworthy incident involving the ride-along shall be documented or reported appropriately.

404.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- (a) The ride-along will follow the directions of the officer.
- (b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment.

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- (c) The ride-along may terminate the ride at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties.
- (d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.
- (e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.

If for any reason the ride along is terminated before the agreed upon time, notification shall be made to the Deputy Chief of Patrol Operation indicating the circumstances.

404.5 SUPERVISORY RIDE-ALONG

In cases where a supervisor is him or herself taking a ride-along, he/she must obtain permission from the Deputy Chief of Patrol Operations prior to the start of the ride-along.

Hazardous Material Response

405.1 PURPOSE AND SCOPE

It is the policy of the Woodridge Police Department to recognize the danger posed by the release of hazardous materials, and to plan for the protection of life, property and the environment in such situations by minimizing the adverse effects of a material release. Hazardous materials also present a potential harm to employees resulting from their exposure.

405.1.1 HAZARDOUS MATERIAL DEFINED

Hazardous material (Haz-Mat): A substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure. Hazardous materials are characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

Emergency Response Guide (ERG): A publication used by first responders when responding to an emergency involving hazardous material. It contains important safety information for most hazardous substances.

405.2 GENERAL PROCEDURE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill, or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Attempt to identify type of hazardous substance. Identification can be determined by placard, driver's manifest or statements from the person transporting the material. Any unknown substance shall be treated as hazardous.
- (b) As a general rule, incidents involving hazardous materials will be under the jurisdiction of the fire district/department in which the incident occurs. Responders from the Woodridge Police Department will cooperate with all fire agency hazmat instructions.
- (c) Provide first-aid for injured parties if it can be done safely and without contamination.
- (d) The safe handling of hazardous materials and work in a hazardous material environment requires advanced training and protective equipment, usually available to fire personnel. All police responders will keep in mind the limitations of their equipment and training.
- (e) Begin evacuation of the immediate area and surrounding areas dependent on substance. Voluntary evacuation should be considered; however depending on the substance, mandatory evacuation may be necessary. Consultation with the FD or the Emergency Response Guide (ERG) for appropriate distances.

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Hazardous Material Response

405.3 INITIAL POLICE RESPONSE

Police responders will always approach the scene of a possible hazmat incident with extreme caution. Wind direction and speed as well as the topography of the area should be taken into account, as well as the observed effect of the material on persons, vegetation and other items.

An attempt should be made to determine the type of material involved. This should be done as much as possible from a distance through placards, vehicle and container labeling, etc. Unless they are identified, all materials connected with the release should be considered dangerous and responders should avoid all contact with the material, as well as refrain from eating, smoking or drinking.

The area will be isolated from all except required responders, and the police department will be responsible for scene security. The ERG should be consulted for the type and size of exclusion zones.

Any attempt at immediate rescue of victims should be weighed against the hazards involved and the response time of properly trained and protected rescuers.

Units on the scene will provide timely updates on the incident's status through DuComm. Urgent safety information may also be relayed directly to responding agencies.

If the situation size and/or complexity merit it, a command post will be set up with the ranking police officer present as the incident commander until that person is relieved or command is transferred to the fire district.

Responders will be alert to possible toxic effects from the substance(s) in themselves or others.

Any symptoms will be cause for immediate emergency medical treatment and possible transport to a medical facility.

The Shift Supervisor will respond to the scene or established command post to assess the situation, department needs and notify the on-call Public Works employee in the event of any potential contamination to Village water ways and/or sewers.

Significant hazmat incidents, such as (but not limited to) those involving large amounts of material, highly toxic material, incidents with injury, incidents which cause major disruption in Department operations, or those requiring evacuation will require notification of the command staff.

405.3.1 COMMUNICATIONS

On being notified of a hazardous material incident, DuComm will attempt to obtain as much information as possible from the reporting party. The information may include but is not limited to:

- (a) Type of problem (leak, spill, fire, etc.)
- (b) Material name, or the hazardous material class/division
- (c) The number of persons injured or exposed
- (d) The physical description and amount of the hazardous material(s) present

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Hazardous Material Response

Responding police personnel will request from DuComm the current weather conditions, such as wind direction and speed.

All important initial information should be relayed to responding officers and also forwarded to the proper fire district.

An Emergency Response Guide (ERG) or similar information resource will be available for immediate reference in all marked patrol vehicles.

405.4 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented in accordance with Policy 1022 for On-Duty Injuries by the employee. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor..

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

All police responders will follow any decontamination requirements of the fire district having jurisdiction.

405.4.1 SUPERVISOR RESPONSIBILITY

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the Fire Department.

405.5 EMPLOYEE RIGHT TO KNOW

The Village of Woodridge has established a separate policy to comply with the O.S.H.A. Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200. This policy communicates the hazards of chemicals, creates a list of the hazardous chemicals in our workplace, provides a means to maintain and access SDS's, establishes requirements for the use of containers and product labels, and outlines standards for training. Copies of this policy are kept with the Safety Data Sheets (SDS) for the Police facility, on the Village network, and attached to this manual.

[See attachment: Hazard Communications Policy 072014.pdf](#)

405.6 TRAINING

All Police Department first responders will be trained regarding hazardous materials to awareness level, with regular refresher sessions utilizing the online systems through the State of Illinois; or as otherwise required by statute. All Police Department personnel will receive initial and periodic

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refresher training on the Village's hazard communication policy and other employee right to know standards as deemed appropriate.

Hostage and Barricade Incidents

406.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Barricaded Subject: Any individual who is reasonably believed to be a threat to commit serious bodily injury or death to hostages, officers or others in the community and who is in a stronghold position.

Hostage situation - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

Hostage: Any person held by another against his/her will by force or the threat of force that is expressed or implied.

Hostage Negotiator: An officer who has received special training in handling hostage negotiations.

Command Post: A secure location within the outer perimeter, if possible, from which the supervisor in charge directs the operation.

Staging Area: A designated location outside of the outer perimeter where all responding personnel will report for briefing, assignment and equipment.

Containment: The isolation of the barricaded subject(s) to minimize the possibility of escape and/or injury to any other person.

Inner Perimeter: The area wherein officers and/or civilians are vulnerable to direct fire or other harm from an assailant and/or police measures. All vehicular and pedestrian traffic will be stopped, and all civilian and non-essential police will be evacuated from the area.

Outer Perimeter: A controlled area surrounding the inner perimeter providing a safe zone for access to the inner perimeter. This area is staffed by uniformed officers whose main responsibility is to deny any unauthorized access to the area, to include traffic and crowd control.

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Tactical Response Team (FIAT/SWAT): A multi-jurisdictional unit of specially selected, appointed, trained and equipped police officers.

406.2 POLICY

It is the policy of the Woodridge Police Department to consider the lives of hostages, civilians, and officers involved to be of the utmost importance; to enhance the prospects of peacefully resolving the incident through communication with the suspect(s) whenever possible; to develop and maintain the ability to use alternative approaches to resolve the incident should communications fail; and, in hostage situations, to make every reasonable effort to effect the safe release of the hostages.

406.3 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation. Officers confronting a hostage or barricaded subject incident shall not initiate tactical actions other than those necessary to protect the lives and safety of themselves and others consistent with this department's use of force policy.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The Officers shall take cover, and continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available. If appropriate, clear the immediate area of any bystanders or injured civilians.

The first responding Officers shall contain the incident scene by establishing an inner perimeter to provide a reasonable degree of safety, while maintaining contact with the incident scene and establishing an outer perimeter as time and resources permit to control pedestrian and vehicular traffic in the area; and evacuate occupants of affected residences and businesses within the inner perimeter whenever possible to a point beyond the outer perimeter.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

406.3.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

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- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (d) Provide responding emergency personnel with a safe arrival route to the location.
- (e) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- (f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
- (g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
- (h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.
- (j) If necessary and available, establish a tactical or exclusive radio frequency for the incident, per DuComm protocols.
- (k) Establish a command post.

406.3.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

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- (d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.
- (e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (f) Provide responding emergency personnel with a safe arrival route to the location.
- (g) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- (h) Coordinate pursuit or surveillance vehicles and control of travel routes.
- (i) Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
- (j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
- (k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.
- (m) If necessary and available, establish a tactical or exclusive radio frequency for the incident, per DuComm protocols.

406.3.3 FIREARMS DISCIPLINE/REQUIRED EQUIPMENT

Firearms discipline is essential during a hostage/barricaded subject incident.

Deployment of essential weapons/equipment will include patrol rifles, body armor, Ballistic Shields and Kevlar helmets for personnel within the inner perimeter.

Any application of force will be consistent with the Use of Force policy, or any other applicable policy.

406.4 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor/OIC should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. In addition, the following options shall be considered:

- (a) Ensure injured persons are evacuated and treated by medical personnel.
- (b) Make Command Staff notification

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- (c) Ensure development of a communications/negotiations process. Request assistance of FIAT/SWAT, and notify the appropriate Fire Protection District to stage for emergency services;
- (d) Establish an inner and outer perimeter, along with a command post..
- (e) Establish a mobilization point and request the appropriate level of mutual aid then request DuComm to activate an ILEAS Mutual Aid Plan.
- (f) Ensure that responsibility for traffic and crowd control is established, and that routes for emergency vehicles have been designated.
- (g) Make provisions for recording personnel assignments and developing a chronological record of events at the Command Post; and if it is practicable to do so, arrange for video documentation of the operation.
- (h) Establish an Investigative post within the outer perimeter to debrief any victims or witnesses and coordinate investigative resources and tactics.
- (i) Consider contacting utility and communication providers when restricting such services (e.g., restricting electric power, gas, telephone service).
- (j) Ensure adequate law enforcement coverage for the remainder of the Village during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or DuComm.
- (k) Identify a media staging area outside the outer perimeter and have the department Public Information Officer or a designated temporary media representative provide media access in accordance with the News Media Relations Policy.
- (l) Debrief personnel and review documentation as appropriate.
- (m) If additional personnel are needed, activate an "All WPD" Personnel page requesting any/all available officers/necessary civilian personnel to report to the police department for further assignment;

406.5 COMMUNICATION

When circumstances permit, initial responding Officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender. The on-scene supervisor or his/her designee is responsible for initiating and maintaining contact with the hostage taker or barricaded subject. This task will be relieved by FIAT/SWAT trained negotiators upon their arrival. Responsible negotiating tactics include, but are not limited to the following:

- (a) Buying time, as a general rule to de-escalate tensions:
- (b) Obtaining information from the offender(s) that is helpful in understanding his/her mental/emotional condition;

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- (c) Allowing the offender(s) to ventilate anxieties;
- (d) Developing trust with the offender(s);
- (e) Assisting the offender(s) with solving problems in a realistic and non-violent manner; and
- (f) Influencing the offender(s) to release the hostages and surrender peacefully.
- (g) Demands that will not be negotiated include:
 - (a)
 1. Weapons and ammunition;
 2. Drugs or alcohol;
 3. Additional people or an exchange of people, to include police officers for a hostage; and
 4. Release of persons who are legally in custody and/or incarcerated.

406.5.1 EMERGENCY COMMUNICATIONS

Should circumstances at the scene permit, Department supervisors or negotiators may promptly contact the Office of the State Attorney for assistance in obtaining an ex parte order to intercept audio communications at the scene (725 ILCS 5/108B-3).

Additionally, Department negotiators or individuals summoned by officers to provide assistance, may use an eavesdropping device, including a camera or audio device, during an ongoing hostage and barricade incident when such use is necessary to protect the safety of officers or members of the general public (720 ILCS 5/14-3(o)).

406.6 FIAT SWAT/TRT

Upon arrival of the FIAT/SWAT Commander the following should occur:

- (a) Assist the OIC in assessing the situation, formulate and provide the OIC with recommended tactical alternatives should communications with the subject fail to resolve the matter;
- (b) Determine equipment needs and assign personnel to control and contain the inner perimeter;
- (c) Designate a marksmen and entry team as necessary;
- (d) Ensure that personnel manning the inner perimeter maintain firearms discipline and are provided with periodic relief by appropriate personnel;
- (e) Prepare appropriate logistical plans to include diagrams of the location in question;
- (f) Ensure the establishment of tactical operations center if necessary;
- (g) Establish and maintain contact with the command post, informing the command post of all developments and operations.

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406.7 REPORTING/DEBRIEFING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

After the resolution of the incident, a debriefing will be conducted by the Command Staff to discuss, review and evaluate the overall response to the incident and determine whether any procedural modifications are needed. If necessary, psychological debriefing will be provided to affected personnel.

Response to Bomb Calls

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Woodridge Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

407.2 POLICY

It is the policy of the Woodridge Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

407.3 RECEIPT OF BOMB THREAT

Receiving notice of a bomb threat: Any member of this department receiving notice of a possible bomb or bomb threat will attempt to get as much information as possible from the caller or informant and will caution the caller or informant NOT to handle the suspected bomb or let anyone near it.

Bombs and bomb threat calls are primarily the responsibility of the Woodridge Police Department.

The Fire Protection Districts whose jurisdiction is involved, acts in a supporting role. The Shift Supervisor shall assess all bombing incidents for the determination as to whether additional outside resources are required.

A police officer will be dispatched to the scene along with the Shift Supervisor.

Because some explosive devices may be set off by radio transmission, Officers will advise DuComm prior to arrival that they will be discontinuing radio transmissions upon arrival. Officers should turn off their radios until the situation has been stabilized.

- (a) A non-cellular telephone should be used when outside communication is necessary.
- (b) Cellular phones and computers should be treated as radios.

The shift supervisor will be in charge of the situation and he will consult with the representative of the premises involved. After the situation is evaluated, the decision to evacuate, search, etc. will generally fall to the person in charge of the property involved.

If a decision to search has been met, Officers will give advice and limited assistance in the search of the building.

- (a) If a decision is made to evacuate the building, the Officer will recommend that it be completed as soon as practically possible. The evacuation should remain in effect until the area is deemed safe.
- (b) Employees will be briefed that unusual items or those that seem out of place should not be moved and reported to the investigating officers.

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- (c) If a responsible party is readily available and there is a necessity to conduct a search of a building, Officers may search with supervisory approval.
- (d) If an Officer has reason to believe an exigent emergency situation exists, he/she will take action necessary to protect lives. When possible, the Shift Supervisor shall review the situation prior to any order to evacuate.
- (e) All persons should be instructed not to touch or remove any objects.

If a bomb threat is received on school property, the school district's procedures will be followed for evacuation. Officers will assist in the search only at the direction of the Shift Supervisor. It will be the sole responsibility of the School Administrator to evacuate the school.

In the event a suspected or actual device is located, the Officer will assume command of the scene until the arrival of the Shift Supervisor.

The Shift Supervisor will contact the DuPage County Sheriff's Department Hazardous Device and Explosives Unit. This unit can be reached 24 hours a day at the number below:

- (a) (630)407-2400 – Sheriff's Communications Center

The Shift Supervisor will set up a Command Post and designate Officers to evacuate the premises, handle crowd control, establish a security perimeter, and re-route traffic, if necessary. ILEAS assistance should be requested as needed.

The DuPage County Hazardous Device and Explosives Unit will make the determination to either render the device safe at the scene or to transport the device to a safe disposal site for proper render safe procedures.

407.4 FOUND DEVICE

If a bomb or suspected bomb is reported or located, Officer(s) will be dispatched and follow the procedures in section 407.3 for bomb threats.

In the event a bomb or suspected bomb is found, Officer(s) will NOT touch or move it in any way. The area will be evacuated and the location will be brought to the attention of the Shift Supervisor.

The Shift Supervisor will have DuComm contact the proper Fire Protection District and the DuPage County Sheriff's Department Hazardous Device and Explosives Unit as referred to in section 407.3.

407.5 EXPLOSION/BOMBING INCIDENTS

If the Police Department receives a call of an explosion, Officer(s) will be dispatched to the scene and immediately establish a secure perimeter.

The Shift Supervisor will set up a Command Post and make a command notification.

The appropriate Fire Protection District will also be notified for any personal injury, fire or structural damage.

The following agencies will be contacted:

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- (a) DuPage County Sheriff's Department Hazardous Device and Explosives Unit – number listed above, and if necessary,
- (b) A.T.F. Downers Grove Office (630)268-1282 – During business hours.

A request for ILEAS mutual aid should be considered for additional manpower.

Officers should be aware that there could always be the potential for secondary devices.

407.5.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

407.5.2 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

407.5.3 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

Civil Commitments

408.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place an individual under a civil commitment (405 ILCS 5/1-100 et seq.).

408.2 POLICY

It is the policy of the Woodridge Police Department to protect the public and individuals through legal and appropriate use of the civil commitment process.

408.3 AUTHORITY

An officer responding to or handling a call involving a suspected civil commitment may take that person into custody and arrange for the appropriate Fire District to transport them to the nearest hospital or to an approved mental health facility when the officer has reasonable grounds to believe the person is in need of immediate hospitalization to protect him/herself or others from physical harm (405 ILCS 5/3-606).

Upon arrival at the facility, the officer should complete the written petition for involuntary admission, which includes (405 ILCS 5/3-601):

- A detailed statement of the reason for the commitment, including observed signs and symptoms, a description of any acts, threats, other behavior or pattern of behavior, and the time and place of occurrence.
- The name and address of the spouse, parent, guardian, substitute decision-maker, if any, and close relative, or if none, the name and address of a known friend. If this information is unavailable, the officer shall state that diligent inquiry was made.

If the petition is not completed by the officer transporting the person, the transporting officer's name, badge number and department shall be included in the petition (405 ILCS 5/3-606).

408.3.1 VOLUNTARY EVALUATION

If officers encounter an individual who may qualify for civil commitment, they may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the officers should:

- Contact the appropriate Fire District to arrange for Transport of the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a civil commitment.
- If at any point the individual changes his/her mind regarding voluntary evaluation, officers should proceed with the civil commitment, if appropriate.

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Civil Commitments

408.3.2 RESTRAINTS

If the patient is violent or potentially violent, the officer will notify the ambulance personnel of this concern. The ambulance personnel will have discretion as to whether soft-restraints will be used. If these restraints are desired, the officer will wait while they are being applied to help provide physical control of the patient, if needed.

408.3.3 MENTAL HEALTH DOCUMENTATION

The officer will complete a Petition for Involuntary Admission and provide it to the staff member assigned to that patient. The officer will retain a copy of the petition for inclusion in the case report. The officer shall also provide a verbal summary to the appropriate staff member regarding the circumstances leading to the involuntary admission.

408.3.4 SECURING OF WEAPONS

If an extraordinary event occurs in the treatment facility and officers determine a need to secure their firearms, the firearm shall be secured in the appropriate gun locker at the facility or in the police unit.

408.3.5 MINORS

An officer may take a minor into custody and request the appropriate Fire District to transport the minor to the nearest hospital or mental health facility when there is reasonable grounds to believe that the minor has a mental illness or emotional disturbance of such severity that hospitalization is necessary to protect him/herself or others from physical harm, and that the minor is likely to benefit from inpatient treatment (405 ILCS 5/3-503; 405 ILCS 5/3-504(b)).

Upon arrival at the facility, the officer should complete the written petition for involuntary admission and shall further include (405 ILCS 5/3-503; 405 ILCS 5/3-504(b)):

- A detailed statement of the reason for the commitment, including a description of any acts or significant threats, and the time and place of occurrence.
- The name, address and telephone number of any witness.

408.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for a civil commitment should consider, as time and circumstances reasonably permit:

- (a) Available information that might assist in determining the cause and nature of the individual's action or stated intentions.
- (b) Community or neighborhood mediation services.
- (c) Conflict resolution and de-escalation techniques.
- (d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Civil Commitments

Civil commitments should be preferred over arrest for individuals who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

408.5 TRANSPORTATION

Unless extraordinary circumstances occur, officers will contact the appropriate Fire District for subjects in need of transport to the hospital or mental health facility. If the need to transport a subject in the Police vehicle is warranted, the officer shall gain approval from the Watch Commander.

When transporting any individual for a civil commitment, the transporting officer should have the Communications Center notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in a patrol vehicle and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, Watch Commander approval is required before transport commences.

408.5.1 RETURN OF CONFISCATED FIREARMS AND WEAPONS

- (a) Whenever the handling officer has cause to believe that the future return of any confiscated weapon(s) might endanger the person or others, the officer shall detail those facts and circumstances in a report and shall be responsible for contacting the Illinois State Police Firearms Owners Identification Section.
- (b) Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid Illinois Firearms Owners Identification Card.
- (c) In no case in which a firearm or other deadly weapon is not retained as evidence shall the Department be required to retain such firearms or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law.

408.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written petition for involuntary admission and remain present to provide clarification of the grounds for detention, upon request (405 ILCS 5/3-606).

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

Civil Commitments

408.7 DOCUMENTATION

The officer shall complete a written report of the incident, regardless of voluntary or involuntary admission status.

The officer should complete a petition for involuntary admission, provide it to the facility staff member assigned to the individual and retain a copy of the petition for inclusion in the case report.

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

408.7.1 NOTIFICATION TO ILLINOIS STATE POLICE

A member who reasonably determines that a person poses a clear and present danger because he/she has engaged in verbally or physically threatening behavior (e.g., violent, suicidal or assaultive threats or actions), shall ensure this information is reported to the Illinois State Police (ISP) within 24 hours (430 ILCS 65/8.1). The fact that the ISP has been notified and the manner of notification should be documented.

408.8 CRIMINAL OFFENSES

When an individual who may qualify for a civil commitment has committed a serious criminal offense that would normally result in an arrest, the officer should:

- (a) Arrest the individual when there is probable cause to do so.
- (b) Notify the Watch Commander of the facts supporting the arrest and the facts that would support the civil commitment.
- (c) Transport the individual to booking for processing.
- (d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a civil commitment.
- (e) The individual must be kept under constant surveillance during the booking process.
- (f) In the case of a felony or domestic battery offense, the individual will be transported to County Jail
- (g) In the case of a misdemeanor or petty offense, the subject will be issued an Individual Bond, and then transported by the appropriate Fire District to the nearest hospital or mental health facility.

In the supervisor's judgment, the individual may be arrested or booked and transported to the nearest hospital or appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

Civil Commitments

408.9 FIREARMS AND OTHER WEAPONS

Whenever an individual is taken into custody for a civil commitment, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officers should further advise the individual of the procedure for the return of any confiscated firearm or other weapon that has been taken into custody.

408.9.1 RETURN OF CONFISCATED FIREARMS AND WEAPONS

Whenever the handling officer has cause to believe that the future return of any confiscated weapon might endanger the person or others, the officer should detail those facts and circumstances in a report. The report should be forwarded to the Detective Unit, which shall be responsible for contacting the Illinois State Police Firearms Services Bureau.

408.10 TRAINING

This department will endeavor to provide training approved by the Illinois Law Enforcement Training and Standards Board on interaction with mentally disabled persons, civil commitments and crisis intervention.

Cite and Release Policy

409.1 PURPOSE AND SCOPE

Illinois Compiled Statutes (ILCS) authorize peace officers to use release procedures in lieu of a custodial arrest for arrests made without a warrant with certain exceptions.

409.2 RELEASE

Whenever a peace officer is authorized to arrest a person without a warrant he/she may instead issue to such person a summons or notice to appear (65 ILCS 5/1-2-9; 725 ILCS 5/107-12).

Release by citation for misdemeanor offenses can be accomplished in two separate ways:

- (a) A field release is when the violator is released in the field without being transported to a jail facility.
- (b) A jail release is when a violator is released after being transported to Police Department and booked.

The below content of this section is effective January 1, 2023:

An officer shall issue a citation to appear within 21 days in court for an individual accused of traffic and Class B and C criminal misdemeanor offenses or petty and business offenses when the individual (725 ILCS 5/109-1; IL Sup. Ct. R. 504):

- (a) *Presents valid identification.*
- (b) *Poses no obvious threat to members of the community or any person.*
- (c) *Does not reasonably appear to have any obvious medical or mental health issues that pose a risk to the individual's safety*

An officer may issue a summons to appear within 21 days when arresting an individual for an offense for which pretrial release may not be denied (725 ILCS 5/109-1; IL Sup. Ct. R. 504). A notice to appear may also be issued for certain individuals arrested without a warrant (725 ILCS 5/107-12).

409.2.1 DISCRETION TO ARREST

While this department recognizes the statutory power of peace officers to make arrests throughout the state, officers are encouraged to use sound discretion in the enforcement of the law. On-duty arrests will not generally be made outside the jurisdiction of this department except in cases of hot and/or fresh pursuit, while following up on crimes committed within the Village, or while assisting another agency. On-duty officers who discover criminal activity outside the jurisdiction of the Village should, when circumstances permit, consider contacting the agency having primary jurisdiction before attempting an arrest.

Off-duty officers observing criminal activity should generally take enforcement action only when it reasonably appears that imminent risk to life or property exists and the reasonable opportunity

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does not exist to contact the law enforcement agency with primary jurisdiction. In such situations the involved officer shall clearly identify him/herself as a police officer.

Officers are authorized to use verbal or written warnings to resolve minor traffic and criminal violations when appropriate. It is unrealistic to expect that officers enforce all laws and ordinances regardless of the circumstances encountered. When discretion is employed, it must be reasonable and defensible and shall always accomplish a police or community purpose. Under the authority of the Chief of Police, police officers may exercise discretion in certain situations to the extent that an alternative to arrest may be employed to resolve a field investigation. In each situation officers must utilize their best judgment along with their experience, training and knowledge of the law to resolve all situations properly.

409.3 DEPARTMENT PROCEDURE

The following procedure will be followed to comply with this law.

409.3.1 JAIL RELEASE

In certain cases, it may be impractical to release a person arrested for misdemeanor offenses in the field. The person arrested may instead be released after booking at the Police Department.

409.3.2 INSTRUCTIONS TO CITED PERSON

The citing officer shall, at the time he/she asks the defendant to sign the notice to appear, call attention to the time and place for appearance and take any other steps he/she deems necessary to ensure that the defendant understands his/her written promise to appear.

409.4 REQUESTING CASE NUMBERS

Many cases involving a traffic citation release can be handled without documenting in a report. Traffic situations and local code violations or parking citations can be documented on the reverse side of the officers copy of the citation or electronically in the citation note field. All criminal offenses will require a case number to document the incident properly in a report. This section does not preclude an officer from requesting a case number if he/she feels the situation should be documented more thoroughly in a case report.

Foreign Diplomatic and Consular Representatives

410.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Woodridge Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

410.2 POLICY

The Woodridge Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

410.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089 , or at another current telephone number and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

410.4 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

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Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes note a	Yes	Yes	Yes	No for official acts Yes otherwise note a	No immunity or inviolability note a
Career Consul Officer	Yes if for a felony and pursuant to a warrant note a	Yes note d	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise note a	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employee	Yes note a	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise note a	No immunity or inviolability note a
Int'l Org Staff note b	Yes note c	Yes note c	Yes	Yes note c	No for official acts Yes otherwise note c	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

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Foreign Diplomatic and Consular Representatives

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

410.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented in a case report and the related reports forwarded to DOS. The Command Staff shall also receive notification of the circumstances and a case report forwarded to them.

410.6 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
 - 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 - 1. Diplomatic-level staff of missions to international organizations and recognized family members
 - 2. Diplomatic agents and recognized family members
 - 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
 - 4. Career consular officers, unless the person is the subject of a felony warrant

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- (e) The following persons may generally be detained and arrested:
1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
 2. Support staff of missions to international organizations
 3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
 4. Honorary consular officers

Rapid Response and Deployment

411.1 PURPOSE AND SCOPE

The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment. The primary mission and duty of a Woodridge Police Officer is to protect human life. If human life is being systematically, actively and presently taken, it is a police officer's sworn duty to act to end the killing. Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. In a Hostage – Barricaded – Terrorist (HBT) incident, this responsibility usually falls to an Emergency Response Team. In an active shooting incident, it falls on the first officers to arrive on the scene to formulate a team and respond accordingly.

411.2 POLICY

The Woodridge Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

411.3 DEFINITIONS

Active Shooting: Any incident in which a person or persons armed with a deadly weapon is systematically, actively, and presently employing the weapons against innocent victims. An active shooting incident is not to be confused with a hostage/barricade/terrorist incident in which harm is being threatened, but no killing is taking place. However, any HBT incident can deteriorate into an active shooting incident. The conclusion that an active shooting incident is occurring may be based on information or circumstances that would lead a reasonable peace officer to that conclusion. It need not be based upon personal observation.

Active Shooter: One or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously inflict death or great bodily harm on others. Their overriding objective appearing to be that of mass murder, rather than other criminal conduct, such as robbery, hostage-taking, etc. For the purpose of this general order, the term "active shooter" will include anyone who uses any other deadly weapon (knife, club, bow, explosives, etc.) to randomly or systematically inflict death or great bodily harm on others.

ILEAS (Illinois Law Enforcement Alarm System): A mutual aid agreement between law enforcement agencies in the State of Illinois reflecting various stages of mutual aid response, depending upon the level called for by the requesting law enforcement agency. ILEAS designates which agencies respond to a request for mutual aid.

Rapid Response and Deployment

411.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger (active shooting), first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect (active shooter) is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.
- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

411.5 TRAINING

Sworn Officers shall be trained on rapid response to critical incidents and deployment procedures.

This training should address:

- (a) Orientation to likely critical incident target sites, such as schools, public buildings, shopping centers, entertainment, and sporting event venues.

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- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
- (d) First aid, including gunshot trauma (self aid/buddy aid).
- (e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker, officer down).

411.6 CONSIDERATIONS

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

411.7 PLANNING

The Deputy Chief of Support Services or their designee should coordinate critical incident planning. Planning efforts should consider:

- (a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.
- (c) Communications interoperability with other law enforcement and emergency service agencies.
- (d) Training opportunities in critical incident target sites, including joint training with site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Response coordination and resources of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.
- (j) Coordination with private security providers in critical incident target sites.

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411.7.1 SCHOOL SAFETY DRILLS

The Deputy Chief of Support Services or their designee should work with the administration of public and private elementary and secondary schools that offer education to persons under 21 to schedule annual, on-site drills within 90 days after the first day of the school year to respond to school shooting incidents (105 ILCS 128/15). When practical, tabletop exercises should also be conducted covering various school safety topics. (105 ILCS 128/20)

Immigration Violations

412.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Woodridge Police Department relating to immigration and interacting with federal immigration officials.

412.2 POLICY

It is the policy of the Woodridge Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

412.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Illinois constitutions.

412.4 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this department should be directed to a supervisor.

No member of the Woodridge Police Department, unless presented with a federal criminal warrant or otherwise required by federal law, shall (5 ILCS 805/15):

- (a) Participate in federal immigration enforcement operations, including offering collateral assistance such as the use of equipment, transporting individuals, or establishing a security or traffic perimeter.
- (b) Give federal immigration agents access, including by telephone, to any individual in the Woodridge Police Department's custody.
- (c) Transfer any person into a federal immigration agent's custody.
- (d) Permit federal immigration agents the use of department facilities or equipment, including any agency electronic databases not available to the public, for investigative interviews or any other investigative or immigration enforcement purpose.
- (e) Enter into or maintain any agreement with any federal agency enforcing civil immigration violations granting direct access to any electronic database or other data-sharing platform maintained by the Woodridge Police Department.
- (f) Provide to any federal immigration agent information not otherwise available to the public relating to an individual's release or contact information, or otherwise facilitate

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Immigration Violations

an immigration agent's apprehension or questioning of an individual for immigration enforcement.

412.5 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; 5 ILCS 805/5):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state, or local government entity

412.5.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 or any other hold request unless the person has been charged with a federal crime or the detainer is accompanied by a judicial warrant. Notification to the federal authority issuing the detainer should be made prior to the release (5 ILCS 805/15).

412.5.2 REPORTING TO THE ILLINOIS ATTORNEY GENERAL

The Detective Unit supervisor shall ensure that data regarding the number of requests for assistance from federal immigration authorities and of civil immigration detainers and warrants received is collected and provided to the Custodian of Records for required reporting to the Attorney General (see the Records Maintenance and Release Policy) (5 ILCS 805/25).

412.6 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). The Detective Unit supervisor is designated to complete the law enforcement certification for a U visa.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). The Detective Unit supervisor is designated to complete a law enforcement declaration for a T visa (5 ILCS 825/10).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Detective Unit supervisor assigned to oversee the handling of any related case. The Detective Unit supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

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1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
2. There is a rebuttable presumption that a victim is helpful, has been helpful, or is likely to be helpful to the detection, investigation, or prosecution of a qualifying crime if the victim has not refused or failed to provide information or assistance (5 ILCS 825/10).
3. The appropriate form should be completed within 90 business days of the request unless (5 ILCS 825/10):
 - (a) There is a written agreement with the victim or the victim's representative extending the time to complete the form.
 - (b) The victim is eligible for expedited completion of the form.
4. Complete and reissue an appropriate form within 90 days of a request to reissue by a victim unless the circumstances of the victim require expedited completion (5 ILCS 825/10).
 - (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

The Detective Unit supervisor and any designee processing requests should receive periodic training regarding the requirements of 5 ILCS 825/10 (5 ILCS 825/25).

412.6.1 NON-DISCLOSURE OF IMMIGRATION STATUS

No member shall disclose the immigration status of the victim or the person requesting the certification form unless authorized in writing by the individual or as required by law (5 ILCS 825/10).

412.6.2 PUBLICATION OF DECLARATION AND CERTIFICATION FORM PROCESS

The Detective Unit supervisor should make the department's procedures for certification requests publicly available for victims and their representatives (5 ILCS 825/10).

412.6.3 DENIAL OF CERTIFICATION

If certification is denied, the Detective Unit supervisor shall inform the victim or the victim's representative in writing of the reason for the denial and the opportunity to appeal the decision. The Detective Unit supervisor should respond to any appeals within 30 business days of receipt (5 ILCS 825/11).

412.6.4 U VISA AND T VISA DOCUMENTATION AND REPORTING

The Detective Unit supervisor shall collect written documentation regarding the number of requests that were (5 ILCS 825/20):

- (a) Received by the Woodridge Police Department with the dates of receipt.
- (b) Granted and with the dates granted.
- (c) Denied and with the dates denied.

Immigration Violations

The Detective Unit supervisor or the authorized designee should ensure that the information collected regarding certification forms is transmitted in a timely manner to the Custodian of Records for annual reporting to the Illinois Attorney General.

412.7 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification.

Training should include:

- (a) Identifying civil versus criminal immigration violations.
- (b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

Emergency Utility Service

413.1 PURPOSE AND SCOPE

The Village Public Works Department has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

413.1.1 BROKEN WATER MAIN

Any break or malfunction in the water system shall be reported immediately to Public Works. If after hours, the on-duty Public Works employee will be contacted by DuComm, or the on-duty Watch Commander.

413.1.2 ELECTRICAL LINES

Woodridge Public Works does not maintain electrical lines. When a power line poses a hazard, Officers should be dispatched to protect against personal injury or property damage that might be caused by power lines. Commonwealth Edison should be promptly notified. If the downed lines have started a fire, the appropriate fire district shall be notified.

Officers responding to a downed wire should exercise extreme caution, keeping a safe distance from the area, and being aware of any items that may potentially conduct electricity.

If the downed lines have affected other utilities, such as phone or cable, the appropriate notifications shall be made to those entities.

413.1.3 RESERVOIRS, PUMPS, WELLS, ETC.

Public Works maintains the public water equipment and may maintain other municipal utility equipment as well. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

413.1.4 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies is maintained by DuComm

413.2 TRAFFIC SIGNAL MAINTENANCE

The Village of Woodridge contracts with a private maintenance company to furnish maintenance for all traffic signals within the Village, other than those maintained by the Illinois Department of Transportation, DuPage County Highway Department or other unit of government.

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Emergency Utility Service

413.2.1 OFFICER'S RESPONSIBILITY

Upon observing a damaged or malfunctioning signal, the officer will advise DuComm of the location and problem with the signal. The telecommunicator should make the necessary notification to the proper maintenance agency.

If any traffic signals are damaged or not working properly, Officer's shall drop the temporary stop signs to assist in regulating traffic. If no signs are available, and the outage may be prolonged, Public Works may be contacted for temporary signage.

Aircraft Accidents

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

414.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

414.2 POLICY

It is the policy of the Woodridge Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

414.2.1 OFFICER RESPONSIBILITY

Officers should treat an aircraft crash site as a crime scene until it is determined that such is not the case. If a military aircraft is involved, additional dangers, such as live ordnance or hazardous materials, may be present. The scene may require additional security due to the potential presence of confidential equipment or information.

The duties of the field officer at the scene of an aircraft accident include the following

- (a) Determine the nature and extent of the accident.
- (b) Request additional personnel and other resources to respond as needed.
- (c) Provide assistance for the injured parties until the arrival of fire department personnel and/or other emergency personnel.
- (d) Establish a perimeter and contain the area to exclude unauthorized individuals as soon as practicable.
- (e) Provide crowd control and other assistance until directed otherwise by a supervisor.
- (f) Notify Command Staff
- (g) Ensure the Coroner's office is notified if a death occurs.

Entering an aircraft or tampering with parts or debris is only permissible for the purpose of removing injured or trapped occupants, protecting the wreckage from further damage or protecting the public from danger. If possible, the investigating authority should first be consulted before entering or

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moving any aircraft or any crash debris. Photographs or sketches of the original positions should be made whenever feasible.

The fire department will be responsible for control of the accident scene until the injured parties are cared for and the accident scene has been rendered safe for containment. Thereafter, police personnel will be responsible for preserving the scene until relieved by the investigating authority.

Once the scene is relinquished to the investigating authority, personnel from this agency may assist in containment of the scene until the investigation is completed or assistance is no longer needed.

An airport service worker or the airport manager may respond to the scene to assist the on-scene commander with technical expertise, should it be needed during the operation.

414.2.2 THE COMMUNICATIONS CENTER RESPONSIBILITIES

DuComm is responsible for making the following notifications pursuant to their policies and procedures once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. Generally, the telecommunicator will need to notify the following agencies or individuals when an aircraft accident has occurred. The on-duty Watch Commander shall coordinate with DuComm to ensure all proper notifications are made.

- (a) Fire Department.
- (b) The affected airport tower.
- (c) Closest military base if a military aircraft is involved.
- (d) Ambulances or other assistance as required.

When an aircraft accident is reported to the Police Department by the airport tower personnel the telecommunicator receiving such information should verify that the tower personnel will contact the Federal Aviation Administration (FAA) Flight Standards District Office and the National Transportation Safety Board (NTSB). In the event that airport personnel are not involved, the telecommunicator should notify the FAA and the NTSB.

414.2.3 RECORDS SUPERVISOR RESPONSIBILITIES

The Records Supervisor is responsible for the following:

- (a) Forward and maintain an approved copy of the case report to the Illinois Department of Transportation, Division of Aeronautics.
- (b) Forward a copy of the report to Command Staff, PIO, and the manager of the affected airport.

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- (c) Forward an approved copy of the report to the NTSB.

414.2.4 PUBLIC INFORMATION OFFICER RESPONSIBILITIES

The Department Public Information Officer is responsible for the following:

- (a) Obtain information for a press release from the on-scene commander or his/her designee.
- (b) When practical, the Department Public Information Officer should coordinate with the FAA Press Information Officer to prepare a press release for distribution to the Media.

Information released to the press regarding any aircraft accident may be handled by the Department Public Information Officer or in accordance with existing policy, however, certain circumstances would dictate that the NTSB and/or FAA would handle such releases.

414.3 DOCUMENTATION

All aircraft accidents occurring within the Village of Woodridge shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of WPD members deployed to assist; other Village resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

414.3.1 WRECKAGE

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

414.3.2 WITNESSES

Members tasked with contacting witnesses should obtain:

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- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

414.4 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

414.5 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

414.6 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)

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414.7 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Coroner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

414.8 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.
- (d) Evacuation chutes, ballistic parachute systems and composite materials.

414.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

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Field Training Program

415.1 PURPOSE AND SCOPE

The Field Training Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Woodridge Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Program that is designed to prepare the new officer to perform in a patrol assignment possessing all skills needed to operate in a safe, skillful, productive and professional manner or to re-orient police officers returning to patrol duties from non-patrol assignments.

415.1.1 DEFINITIONS

Field Training Officer (FTO): A sworn police officer assigned to train probationary police officers or officers returning to patrol functions.

Field Training Unit Coordinator: A sworn police officer appointed by the Chief of Police responsible for monitoring and evaluating the overall development of the probationary police officer. This shall include but not be limited to planning, directing, monitoring of field assignments and evaluating progress, and assisting in the development of training plans.

Daily Observation Report (DOR): A daily report completed by the FTO explaining the probationary officer's progress.

Daily Training/Coaching Reports (DTCR): A daily report completed by the FTO documenting training/coaching. Training/coaching is detailed and reported in minutes.

Daily Activity Report (DAR): A daily report completed by the probationary officer showing what activities were completed on that day.

Daily Training Plan (DTP): A daily report, completed by the probationary officer, consisting of training needs for the next day's work. A DTP must be submitted with daily paperwork after day three.

Standard Evaluation Guidelines (SEGs): The field training and Evaluation Process utilizes ten (10) performance assessment categories to report on-the-job proficiency. Each of the SEGs are behaviorally anchored descriptors of performance either Exceeds Standards (Consistently Meets Standards: Yes), Meets Standards: Yes, and Meets Standards: No.

Not Responding to Training (NRT): When additional training and coaching has been provided, but the Probationary Officer is still unable to perform a Meets Standards: Yes assessment.

Field Training Cadre: A meeting to discuss the Probationary Officer(s) performance, knowledge and overall ability to meet departmental standards. A recommendation via vote whether or not to advance the probationary officer to another training phase will be made to the Deputy Chief of Patrol. Attendance should consist of the assigned FTOs, the Field Training Unit Coordinator(s), Field Training Supervisor(s), the Deputy Chief of Patrol and others as deemed necessary.

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Work Day: A period of time during which the probationary officer is assigned to an FTO and has completed 70% of the scheduled shift.

415.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

415.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO.
- (b) Minimum of three years of patrol experience with this department.
- (c) Demonstrated ability as a positive role model.
- (d) Be approved by Command Staff
- (e) Evaluation by supervisors and current FTOs.
- (f) Possess an ILETSB certificate.

415.2.2 TRAINING

An officer selected as a Field Training Officer shall, prior to assignment as an FTO, successfully complete an ILETSB certified (40-hour) Field Training Officer's Course.

415.3 FIELD TRAINING PROGRAM ORGANIZATION

Deputy Chief of Patrol: The Deputy Chief of Patrol shall be responsible for the general control and evaluation of the Field Training Program and shall assume the staff monitoring of all probationary patrol officers for the duration of their probationary employment period.

- (a) S/he shall coordinate, when appropriate, the preparation of a statement of the probationary officer's development to date and submit it to the Chief of Police with a recommendation to retain, extend training, or dismiss the probationary officer.
All other Field Training Unit personnel and Patrol Supervisors will be offered the opportunity to provide input in this evaluation.
- (b) Whenever possible, s/he shall attend the various training sessions and Field Training Unit meetings to provide/receive first-hand information concerning the probationary officer's performance and to evaluate the instructional techniques of the Field Training Officers. S/he shall formally request from the Academy information pertaining to the probationary officer's basic training academy performance and disseminate to the Field Training Unit on a periodic basis.

Field Training Unit Coordinator(s): The Field Training Unit coordinator(s) shall be recommended by the Deputy Chief of Patrol to the Chief of Police, who shall make the appointment. They shall be responsible for assisting the Deputy Chief of Patrol with the general

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administration and evaluation of the Field Training Program and the staff monitoring of all probationary officers for the duration of their probationary period. The Coordinators shall:

- (a) Monitor and evaluate the overall development of probationary officers during their probationary period for purposes of ascertaining any deficiencies and resolving them through training and retraining;
- (b) In concert with the Deputy Chief of Patrol, be responsible for planning, directing and evaluating field training assignments and any changes in such assignments or variations in length of the assignments;
- (c) Determine and correct any training deficiencies, and when necessary recommend an extension of training;
- (d) Facilitate the collection and distribution of information relating to a probationary officer's progress to the appropriate/designated Departmental command officers;
- (e) Attend the various training sessions and Field Training Unit meetings to provide/receive first-hand information concerning the probationary officer's performance and to allow the opportunity to observe the performance and problem solving techniques of the Field Training Officers.

Field Training Supervisor: All Sergeants that are assigned to the Patrol Division shall be Field Training Supervisors.

All Patrol Sergeants shall be responsible for assisting with the training and supervising of both the Field Training Officers and Probationary Police Officers while they are involved in Field Training and Evaluation Process, and shall:

- (a) Facilitate the collection and distribution of information relating to a probationary officer's progress to the appropriate/designated Departmental command officers;
- (b) Attend the various training sessions and Field Training Unit meetings to provide/receive first-hand information concerning the probationary officer's performance and to allow the opportunity to observe the performance and problem solving techniques of the Field Training Officers.

Field Training Officer: The Field Training Officer shall be responsible for the training and evaluation of the probationary officer as directed by the Deputy Chief of Patrol. The Field Training Officer has two primary roles to fill: that of a police officer assuming full patrol responsibilities and that of a trainer and evaluator of a Probationary Officer.

A Field Training Officer may be removed from the field training and evaluation duties for, but not limited to, any of the following:

- (a) At his/her own request.
- (b) Upon re-assignment from Patrol duties.
- (c) Unacceptable departmental performance evaluations.

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- (d) Inability to attain or maintain a high level of performance.
- (e) Violations of Departmental General Orders, Policies/Procedures.
- (f) Recommendation of the Field Training Coordinator(s) and/or Deputy Chief of Patrol, with just cause.
- (g) At the direction of the Chief of Police or designee.

415.4 PROBATIONARY POLICE OFFICER DEFINITION AND ASSIGNMENT

Any entry level, lateral police officer, or person granted Conservators of the Peace Power newly appointed to the Woodridge Police Department who has successfully completed an ILETSB training course.

415.4.1 ASSIGNMENT OF PROBATIONARY OFFICERS

Probationary officers shall be assigned to the Patrol Division unless otherwise ordered by the Chief of Police or designee.

Each probationary officer assigned to the Patrol Division shall also be assigned into Field Training Program under the supervision of the Field Training Coordinator(s), assigned Field Training Officer(s) and Shift Supervisor(s).

Probationers shall not be permitted to carry a concealed firearm during off-duty hours until such time as s/he has certified for solo patrol (advancement to Phase V), unless the Probationer has prior law enforcement experience and has been granted approval from the Department's Chief Firearms Officer. Probationers shall wear civilian attire to-and-from the workplace or have their uniform covered so as not to be recognizable as a police officer until certified for solo patrol.

Probationers assigned to the Patrol Division shall be placed in a field training assignment under the supervision of a Field Training Coordinator, Field Training Supervisor and a Field Training Officer as defined in this policy.

The field training assignment shall be predetermined and may be varied as needed when a probationer requires an extension of training and/or the pre-assigned FTO becomes unavailable.

The Field Training Unit Coordinator may continue the field training assignment of a probationer beyond the predetermined Phase should the need for further training and evaluation be required (with approval of the Chief of Police or his/her designee).

415.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program.

Generally, officers should be assigned to three different Field Training Officers, working various shifts, during their Field Training Program.

Sworn personnel who have been absent from Patrol for a period of 180 calendar days or more will be assigned with an FTO in order to execute/complete a comprehensive patrol reorientation process, generally not more than 4 working days.

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During the time such sworn officers are assigned with an FTO they will not be subject to the evaluation process required of probationers in training. The FTO's function is to familiarize the officer with updated policy/procedures/orders, reporting forms/protocols, and in conjunction with the Deputy Chief of Patrol and/or the Training Section, insure that the returning personnel meet all Department qualification standards in skill areas (e.g. use of force, patrol vehicle operations, first responders, etc.).

Sworn officers returning to Patrol from extended absences or assignments will receive such retraining and orientation as part of their regularly scheduled patrol duties and as such will be assigned as part of a 2-officer unit and can be utilized to handle any double car assignments at the discretion of the FTO.

415.5.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Woodridge Police Department. The manual is not intended to cover every contingency, but will be periodically reviewed and adjusted as appropriate. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations enacted by the Woodridge Police Department.

415.5.2 TRAINING STEPS AND PHASES

Step One - Minimum of 40 hours of in-house administrative processing and agency orientation, training and proficiency testing/evaluation.

Skills Certification pre-field assignment in the following areas:

- (a) Use of Force Policy/Procedures and demonstration of skills certification (non-lethal to fatal force continuum, including discretionary use of firearm) and,
- (b) Operation of Police Motor Vehicles/Emergency equipment policy/ procedures of basic operation and,
- (c) Arrest Policy/Procedures and demonstration of mechanics of custodial arrest procedures (mock arrest scenario).
- (d) Assignment to a Defensive Tactics and Firearms Range training day(s) to demonstrate proficiency.

Orientation to Field Training including issuance of Probationary Manual and review of all responsibilities and requirements for continued employment status (Receipt of Issuance signed).

Step Two – Field Training and Evaluation Process Phases I-IV

Probationers with an appropriate amount of police experience as a full time sworn police officer at another police agency, may, with the approval of both the Field Training Cadre, and the Chief of Police, be accelerated through each phase.

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Phase One – A minimum of 215 hours (19 days) in duration for this Phase.

- (a) During the first working day probationers are not formally evaluated using the Daily Observation Report. FTOs shall document all training/coaching during non-evaluation days.
- (b) Minimum of 200 hours (18 days) for structured training and evaluation.
- (c) In the event that the probationer's performance is not acceptable (Not Responding To Training [NRT] – Corrective Action Necessary [CAN]) at the close of any step, the following protocols shall be effected:
- (d) The Probationer's Field Training and Evaluation period may be extended upon the recommendation of the Field Training Unit through the chain of command to the Field Training Coordinator; approval by the Chief of Police and/or his/her designee.
- (e) All extensions of training for NRT shall be administered with a formal Performance Improvement Plan (PIP) collaboratively executed by the probationer, Field Training Officer(s), Field Training (Shift) Sergeant, and/or Field Training Coordinator during an extension of training cadre.
- (f) The FTO Coordinator and FTO will insure that the minimum number of certified days of training and evaluation days and all the Phase One Training Tasks have been successfully completed.

Phase Two – A Minimum of 200 hours (18 days) for structured training and evaluation for this phase.

- (a) In the event that the probationer's performance is not acceptable (Not Responding To Training [NRT] – Corrective Action Necessary [CAN]) at the close of any step, the following protocols shall be effected:
- (b) The Probationer's Field Training and Evaluation period may be extended upon the recommendation of the Field Training Unit through the chain of command to the Field Training Commander; approval by the Chief of Police and/or his/her designee
- (c) All extensions of training for NRT shall be administered with a formal Performance Improvement Plan (PIP) collaboratively executed by the probationer, Field Training Officer(s), Field Training (Shift) Sergeant, and/or Field Training Coordinator during an extension of training cadre.
- (d) The FTO Coordinator and the FTO will insure that the minimum number of certified days of training and evaluation days and the all the Phase Two Training Tasks have been successfully completed.

Phase Three – A minimum of 200 hours (18 days) for structured training and evaluation for this phase.

- (a) In the event that the probationer's performance is not acceptable (Not Responding To Training [NRT] – Corrective Action Necessary [CAN]) at the close of any step, the following protocols shall be effected:

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- (b) The Probationer's Field Training and Evaluation period may be extended upon the recommendation of the Field Training Unit through the chain of command to the Field Training Coordinator; approval by the Chief of Police and/or his/her designee.
- (c) All extensions of training for NRT shall be administered with a formal Performance Improvement Plan (PIP) collaboratively executed by the probationer, Field Training Officer(s), Field Training (Shift) Sergeant, and/or Field Training Coordinator during an extension of training cadre.
- (d) The FTO Coordinator and the FTO will insure that the minimum number of certified days of training and evaluation days and the all the Phase Three Training Tasks have been successfully completed.

Phase Four – A minimum of 200 hours (18 days) for evaluation in this phase.

- (a) [Optional] During the first four (4) working days (Training Review Period) the FTO may remain in full uniform. The probationer should, however, assume primary contact officer responsibilities (handling 100% of the workload distribution).
- (b) The FTO and probationer should review previously trained topics (as time permits) during this period.
- (c) Probationer should complete the balance of Phase Four as the sole uniformed officer. The non-uniformed FTO should continue observation/evaluation of the probationer from a non-contact position.
- (d) Probationers must successfully complete (certify) the Phase Four solo patrol responsibilities in order to advance to the Phase Five assignment.
- (e) All department policies must be acknowledged prior to being released to the Phase Five assignment.

Early-release option: In the event that the probationer, who has not been previously accelerated through each phase due to prior police experience as a full time sworn police officer at another police agency, is consistently performing at an acceptable level and has satisfactorily accomplished all formal training tasks, the Field Training Coordinator may:

- (a) Review all Field Training documentation to confirm that the standards have been met, and,
- (b) Insure that a minimum of 135 hours (12 days) of each phase's protocols are accomplished in order to transition to the next phase of the training process or to certify for solo patrol status.

Step 3 – Phase Five: The balance of the probationary employment period.

- (a) Probationers shall be assigned to solo field patrol a minimum of 80% of the duty days' time assigned to patrol shift operation during Step Five.
- (b) Probationary officer remains of probationary status; Primary Sergeant completes the Supervisory Summary Report on a monthly basis and debriefs it with the probationer.
- (c) Probationary officer may be periodically reassigned by the Primary Sergeant with a scaffold FTO for check-out rides.

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- (d) Probationers shall be permitted to carry a concealed weapon off-duty during the balance of the probationary employment period once s/he has successfully completed all agency requirements including:
- (e) Inspection, approval, and certification of the off-duty weapon and ammunition by the Department's Chief Firearms Officer. The off-duty weapon shall be carried in a holster that provides safety and security comparable to the issued/approved uniform duty holster; the holster and ammunition carrier shall be inspected and approved by the Department's Chief Firearms Officer.
- (f) Demonstration and certification of safe handling and maintenance of the approved weapon by the Department's Chief Firearms Officer.
- (g) Probationers shall be permitted to wear the authorized department uniform to-and-from the workplace once certified for Solo Patrol entrustment.

415.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

415.6.1 EVALUATION OF THE TRAINING PROCESS

Daily Observation Report (DOR):

Completed only by certified Field Training Officers during each patrol shift (Note: On days when Non-Evaluation protocols are in effect, all training and coaching shall be documented).A

copy of the DOR shall be sent to the Field Training Unit Coordinator(s). The original DOR shall be sent to the Deputy Chief of Patrol.

Daily Training Plan (DTP):

To be completed by the probationary officer on a daily basis beginning on day two (2) of Phase One and ending on the final day of Phase 3.

- (a) 1. The DTP can be done on a 3" X 5" card, or listed in the DOR. The DTP should indicate weaknesses that the probationary officer has, or an area that is of interest for discussion. The DTP shall be given to the FTO on a daily basis and shall be used to train the probationary officer.
- 2. The completed DTP shall be reviewed by the Field Training Supervisor and a copy of the report shall be sent to the Field Training Unit Coordinator on a daily basis and attached to the DOR. The original report shall be sent to the Deputy Chief of Patrol.

415.6.2 FIELD TRAINING CADRE

The Field Training Cadre shall consist of the assigned FTOs, the Field Training Unit Coordinator(s), the Deputy Chief of Patrol and others as deemed necessary. Meetings should be held towards the end of each training phase or at any time requested by a Cadre member with the approval of the Field Training Coordinator(s) or the Deputy Chief of Patrol. Discussion should pertain as to the probationary officer(s) performance, ability to retain and apply technical job

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specific skills, and overall ability to meet departmental standards. A vote shall be taken by those in attendance at the Cadre with respect to advancing the probationary officer to the next training phase. The Deputy Chief of Patrol shall then make the recommendation to the Chief of Police.

415.6.3 EMPLOYMENT STATUS PROCESS

Recommendation for termination of a probationary officer who is not performing at a satisfactory level may be initiated at any time during the probationary period.

Memoranda and recommendations for termination are forwarded via the chain of command to the Chief of Police. The Deputy Chief of Patrol should ensure the following:

- (a) S/he shall gather all memoranda and ensure that all supporting data is attached (DOR, DTCR, DAR, DTP, WPS).
- (b) S/he will prepare a detailed report and forward it to the Chief of Police with recommendations.
- (c) The Chief of Police will affect the administrative decision reference the request for dismissal.
- (d) If the Chief of Police concurs with the recommendation, s/he will advise the Board of Police Commissioners that the probationary officer has not successfully completed the required training period and the probationer's employment should be terminated.
- (e) All completed DOR, DTCR, DAR, DTP, Field Training Manuals and any/all written documentation of terminated probationary officers will be submitted by the Field Training Coordinator to the Village of Woodridge Human Resources Department and maintained in the individual's personnel file.

415.7 DISPOSITION OF FIELD TRAINING AND EVALUATION PROCESS

Upon successful completion of the Field Training and Evaluation Program, written recommendation shall be made to the Deputy Chief of Patrol by the Shift Supervisor who has supervised the probationary officer for the majority of days worked. The Deputy Chief of Patrol shall make recommendation to the Chief of Police providing the probationary officer has successfully completed Phase Five (5) of the Field Training and Evaluation Program and has successfully completed their probationary status. All documents shall then be forwarded to the Chief of Police for his/her approval to then be presented to the Board of Police Commissioners (BOPC).

All completed DOR, DTCR, DAR, DTP and Field Training Manuals will be submitted by the Field Training Coordinator to the Village of Woodridge Human Resources Department and maintained in the employees personnel file.

Obtaining Air Support Assistance

416.1 PURPOSE AND SCOPE

The use of a law enforcement helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

416.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made.

416.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for a helicopter, the Watch Commander, or his/her designee, will make an ILEAS request for the Chicago Police/Cook County Sheriff's Police Helicopter Task Force. . The Watch Commander on duty will apprise that agency of the specific details of the incident prompting the request.

416.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Law Enforcement helicopters may be requested under any of the following conditions:

- (a) When the helicopter is activated under existing mutual aid agreements.
- (b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard.
- (c) When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community.
- (d) When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard.
- (e) Vehicle pursuits.

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for officers on the ground.

Field Interviews/Terry Stops

417.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches/frisks, the issuance of stop receipts, and collecting Pedestrian Stop Data.

417.1.1 DEFINITIONS

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

Consensual Encounter - Occurs when an officer contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

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.

Pat-Down Search - This type of search is used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable Suspicion - Occurs when, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

417.2 POLICY

The Woodridge Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an Field Interview, pat-down search or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations and constitutional safeguards.

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Field Interviews/Terry Stops

417.3 FIELD INTERVIEWS (FI)

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person for the purpose of conducting a Field Interview where reasonable, articulable, suspicion is present. In justifying the stop, the officer should be able to point to specific facts which, when taken together with rational inferences, reasonably warrant the stop. Such facts include, but are not limited to, the following:

- (a) The appearance or demeanor of an individual suggests that he/she is part of a criminal enterprise or is engaged in a criminal act.
- (b) Physical description or clothing worn that matches a suspect in a recent crime.
- (c) The actions of the suspect suggest that he/she is engaged in a criminal activity.
- (d) The hour of day or night is inappropriate for the suspect's presence in the area.
- (e) The suspect's presence in the particular area is suspicious.
- (f) The suspect is carrying a suspicious object.
- (g) The suspect's clothing bulges in a manner that suggests he/she is carrying a weapon.
- (h) The suspect is located in proximate time and place to an alleged crime.
- (i) The Officer has knowledge of the suspect's prior criminal record or involvement in criminal activity.

A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Woodridge Police Department to strengthen community involvement, community awareness, and problem identification.

417.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include, but are not limited to, an individual's:

- (a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
- (b) Actions suggesting that he/she is engaged in a criminal activity.
- (c) Presence in an area at an inappropriate hour of the day or night.
- (d) Presence in a particular area is suspicious.
- (e) Carrying of suspicious objects or items.
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
- (g) Location in proximate time and place to an alleged crime.
- (h) Physical description or clothing worn that matches a suspect in a recent crime.

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- (i) Prior criminal record or involvement in criminal activity as known by the officer.

417.3.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may be lost or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigators to utilize available personnel for the following:

- (a) Identify all persons present at the scene and in the immediate area.
 - 1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
 - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a written and/or recorded statement. Such witnesses, if willing, may be transported by department personnel.
 - 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness in a department vehicle. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

417.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include, but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or neighborhood where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
- (e) The actions and demeanor of the suspect.
- (f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

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Whenever possible, and when Officer safety will not be compromised, pat-down searches should be performed by an officer of the same gender.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

417.5 STOP RECEIPTS AND PEDESTRIAN STOP DATA SHEETS

Whenever an officer stops a person in a public place and pat-down searches/frisks the person or the person's property, the officer shall issue a stop receipt providing (725 ILCS 5/107-14):

- (a) The date and time of the stop
- (b) Last name and badge number of the primary officer
- (c) Reason for the stop
- (d) Report number (WO#)

The stop receipt is a two-part form. Once completed, the top will be retained by the Officer and the bottom (carbon) will be given to the detainee. The Officer shall then complete all fields of the standardized Pedestrian Stop Data Sheet (Attached). The stop receipt and stop data sheet will then be forwarded to Records.

Whenever an Officer stop a person in a public place and issues a summons, citation, or makes a custodial arrest, the Officer shall ONLY complete the standardized Pedestrian Stop Data Sheet and submit it with either the summons, citation, or case report. No stop receipt is required, as the associated summons, citation or complaint will already contain the required information.

Consensual encounters, in which NO pat down search/frisk was conducted, do not require the issuance of a stop receipt or a Pedestrian Stop Data Sheet.

[See attachment: Pedestrian Stop Data Sheet.pdf](#)

417.5.1 RECORDS

The Records Supervisor shall insure that all Pedestrian Stop Data Sheet information is transmitted to IDOT in a timely manner.

Gang Related Incidents and Classification

418.1 PURPOSE AND SCOPE

It is the policy of this department to establish a procedure for identifying criminal street gangs, participants of criminal street gangs, and patterns of criminal activity as outlined in the Illinois Street Gang Terrorism Omnibus Prevention Act (740 ILCS 147). The Woodridge Police Department will use an objective standard to classify an incident as gang related and to classify a person as a gang member. Actions of participants need not be gang motivated to classify an incident as gang related. This policy is deemed appropriate for officer safety, operational effectiveness, and intelligence file utility.

The intent of this policy is to provide for the collection, classification and management of criminal street gang information so as to enhance officer safety and the criminal prosecution of criminal street gang participants. This policy is not intended or designed to establish a formal gang intelligence database.

418.2 DEFINITIONS

Definitions related to this policy include:

Course or pattern of criminal gang activity - Two or more gang-related criminal offenses committed in whole or in part within this State, as described in 740 ILCS 147/10, when:

- (a) At least one such offense was committed after the effective date of the Illinois Street Gang Terrorism Omnibus Prevention Act
- (b) Both offenses were committed within five years of each other and
- (c) At least one offense involved the solicitation to commit, conspiracy to commit, attempt to commit, or commission of any offense defined as a felony or forcible felony under the Criminal Code of 2012, or one or more acts of criminal defacement of property under 720 ILCS 5/21-1.3 of the Criminal Code of 2012, if the defacement includes a sign or other symbol intended to identify the street gang.

Gang related incidents- The following criteria will be used in determining an incident is gang related:

- (a) An incident occurs wherein participants, suspects, or victims are identified as gang members or associates listed in LEADS, CJIS and/or Valor databases; or
- (b) A reliable informant identifies an incident as gang activity; or
- (c) An informant of previously untested reliability identifies an incident as gang activity and it is corroborated by other attendant circumstances or independent information; or
- (d) Indications are strong that an incident is gang related, but none of the above criteria are met.

Gang Related Incidents and Classification

Gang Motivated Incidents – An incident may be classified as gang related, but not gang motivated. Gang motivated incidents are those that further the cause of the gang's purpose, and may include, but not be limited to gang rivalry and gang retaliation.

Criminal street gang - Any combination, confederation, alliance, network, conspiracy, understanding or other similar conjoining, in law or in fact, of three or more persons with an established hierarchy that, through its membership or through the agency of any member, engages in a course or pattern of criminal activity.

418.3 IDENTIFICATION OF CRIMINAL STREET GANGS / PARTICIPANTS

The Tactical Unit shall be authorized to collect information on individuals who are suspected of participating in a criminal street gang and groups that are suspected of being criminal street gangs.

- (a) A group of three or more individuals shall be designated a criminal street gang when:
 - 1. They have a common name or common identifying sign or symbol.
 - 2. There is evidence, substantiated by crime and informational reports, that a primary activity of the group is the commission of one or more criminal acts enumerated in the Criminal Code of 2012.
 - 3. One or more members individually or collectively have engaged in a pattern of criminal gang activity as defined in the Criminal Code of 2012.
 - 4. A designated representative of the State Attorney's Office reviews the available evidence and concurs with a department finding that the group meets the criteria for being a criminal street gang.

- (b) An individual shall be designated as a participant in a criminal street gang and included in a gang file, when one or more of the following elements have been verified by a gang information unit member and a reasonable basis for believing such affiliation has been established and approved by a supervisor:
 - 1. An individual admits membership in a criminal street gang.
 - 2. A reliable informant or known gang member identifies an individual as a participant in a criminal street gang.
 - 3. An informant of previously untested reliability identifies an individual as a participant in a criminal street gang when that identification is corroborated by independent information.
 - 4. An individual resides in or frequents a particular criminal street gang's area, and affects their style of dress, color of dress, use of jewelry, tattoos, monikers or any other identifiable mannerism associated to that particular criminal street gang, and where the Officer documents reasonable suspicion that the individual is involved in criminal gang activity or enterprise.

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5. A person has been arrested in the company of identified criminal street gang members for offenses that are consistent with criminal street gang activity or criminal street gang related crimes.
 6. An individual is identified as a gang member in a criminal street gang document or the individual is depicted in a criminal street gang member's photograph in such a manner as to clearly indicate membership in a criminal street gang.
 7. An individual otherwise meets the criteria of a criminal street gang participant under the guidelines of 28 CFR 23.20.
- (c) An individual may be designated as a gang affiliate only when the individual is known to affiliate with active criminal gang members and an Officer has established that there is reasonable suspicion that the individual is involved in criminal activity. Officer's belief must be premised upon reasoning and logic coupled with sound judgment based upon law enforcement experience, rather than a mere hunch or whim.

418.4 FIELD CONTACTS

If a person meets the criteria for gang member identification, as outlined in section 418.3 Officers will complete a Field Contact Card (Attached) and forward it to the Tactical Unit. The Tactical Officer designated as the Gang Specialist will review the information and complete a LEADS/CJIS Gang Member Entry Form (Attached) which will be forwarded to the DuComm for computer entry into LEADS as data retained within the 24-hour telecommunications center per Public Act 87-932.

This confidential information will allow Officers to access gang member information through LEADS via their in-car computers.

Photographing known or suspected criminal street gang participants shall be done in accordance with the provisions of the Detentions and Photographing Detainees Policy.

418.5 REPORTING

Suspicious incidents, and criminal incidents that appear to be criminal street gang related shall be documented on incase report form.

- (a) The reporting Officer shall describe why the incident may be criminal street gang related and document statements, actions, dress, etc. that would tend to support the belief that involvement of a criminal street gang has occurred.
- (b) The Officer shall specifically indicate that a copy of the report be routed to the Tactical Unit.
- (c) The Officer should consider generating a roll call entry regarding the incident, if appropriate, or if retaliation is expected.

418.6 GANG ACTIVITY STATISTICAL DATA

Determination as to whether an incident is gang related will be made by the Sergeant of the Tactical Unit or designee, who will be the Department source of statistical information regarding

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gang activity. Inquiries for information concerning gang activity will be referred to the Chief of Police or designee. Release of gang activity information to persons or non-law enforcement agencies outside the Department will be made only with the approval of the Chief of Police or designee.

The sharing of gang criminal intelligence information will be conducted as described in the Department's General Order on Criminal Intelligence.

When comparing data about gang related incidents of one municipality to another, care should be taken to consider the criteria that each municipality uses to declare an incident as gang related.

All reports involving gang activity, and/or incidents or arrests involving gang members, and graffiti, are to be forwarded to the Gang Specialist for statistical logging. This information will be shared with other police personnel on an as needed basis.

Copies of reports involving ALL graffiti or gang related activity within the Village shall be directed to the Chief of Police, or designee, and forwarded to the Community Development Department for removal enforcement or repairs.

Watch Commanders

419.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with departmental policies, procedures, practices, functions and objectives. To accomplish this goal, a Sergeant heads each watch.

419.2 DESIGNATION AS ACTING WATCH COMMANDER

When a Sergeant is unavailable for duty as Watch Commander, in most instances the shift's assigned officer in charge or most senior qualified officer shall be designated as acting Watch Commander. This policy does not preclude designating a less senior officer as an acting Watch Commander when operational needs require or training permits. Officers assigned a recruit as part of the Field Training and Evaluation Program are prohibited from acting as, "Officer in Charge".

In-Car Camera System

420.1 PURPOSE AND SCOPE

The Woodridge Police Department has equipped marked patrol units, as well as other unmarked specialty units, with in-car video/camera recording systems to provide records of events and assist officers in the performance of their duties by providing a visual and/or audio record of police-related activities when permitted by law (720 ILCS 5/14-3(h)). This policy provides guidance on the use of these systems.

420.1.1 DEFINITIONS

Definitions related to this policy include:

In-car video -Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

420.2 POLICY

It is the policy of the Woodridge Police Department to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

420.3 PROCEDURE

In-Car Video/Camera Systems have been installed in most Woodridge Police Department vehicles. The systems shall be operated in the following manner:

- (a) In-Car Camera Systems shall be checked for proper operation in accordance with the manufacturer's operations manual, ensuring proper date/time and Unit Number is displayed on the monitor and that the microphone is in working order. Any damage, malfunctions or missing equipment shall be reported immediately to the on-duty Shift Supervisor.
- (b) Officers are required to log into the camera system using their name.
- (c) Care must be used in operating equipment. Any damage or malfunctions shall be reported immediately to the Shift Supervisor.
- (d) In-Car Camera Systems shall be kept in operation at all times while the officer assigned is on duty.
- (e) In-Car Camera Systems will automatically record upon activation of the squad's emergency lighting. There is a "pre-event" video recording for a time to be established by Chief of Police or designee prior to activation of the camera lights.
- (f) Officers are encouraged to video record all activities whenever citizen contact is made in accordance with applicable State Statute. This recorded media may become

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In-Car Camera System

- invaluable in the event of any criminal activity and/or the officer is falsely accused of any wrongdoing.
- (g) Officers should manually activate the In-Car Camera System whenever situations would support recording the officer's observations. E.g., while following a suspected DUI offender.
 - (h) The In-Car Camera system shall be activated whenever non-police personnel and/or an arrestee are seated and/or being transported in rear seat of the squad car.
 - (i) The wireless microphone shall be used in conjunction with the video recorded media at all times while the officer is engaged in a traffic violation vehicle stop. This recorded media may also provide invaluable evidence while conversing with the public. Officers may provide a narration while the video is recording an incident where it is deemed appropriate, or to substantiate or assist with the documentation of the incident.
 - (j) The wireless microphones are powered by a rechargeable battery. The microphones are to be placed in the in-car charging unit as needed and/or at the end of the officer's shift. Officers are responsible for making sure the microphone is properly charged.
 - (k) The wireless microphone shall be carried or worn by officers in a location on their uniform that allows them easy access to the unit.
 - (l) Officers should review recorded media when preparing written reports of events to help ensure accuracy and consistency of written accounts.
 - (m) Officers shall not cease video and/or audio recorded media until the incident is complete.
 - 1. For the purpose of this order, an incident shall be considered complete when a reasonable and prudent person would consider the situation to be at a logical ending point.
 - 2. Unless unusual circumstances are present during the arrest, the audio and video recorded media may be stopped after the arrestee has been transported to the police department.
 - 3. The audio and video recorded media may be manually stopped by an officer either at an incident scene or while directing traffic with emergency lighting activated, when the scene has been stabilized to the point that there is no longer a probability of arrest, and/or having the camera record for an extended period of time would serve no constructive purpose.
 - 4. If the audio and video recorded media is stopped at a point other than a logical point for any reason, documentation may be required to explain why the recorded media was stopped.
 - (n) Officers shall not edit, erase, tamper or cause destruction of any media recordings and/or In-Car Camera System equipment.
 - (o) In the case where it is found that an officer has failed to activate the In-Car Camera System when required to do so, circumstances will be taken into consideration prior to any disciplinary action.

In-Car Camera System

420.4 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of 90 days and disposed of in compliance with the established records retention schedules (720 ILCS 5/14-3(h-15)).

420.4.1 RECORDED MEDIA EVIDENCE REQUEST

Officers can view their media recordings by logging into a designated department computer server after entering their designated user identification.

Officers, who may require any recorded media as part of basic evidence procedures, may do so by completing a "Request for Recording Form" (Attached) and submitting it to their immediate supervisor for approval. The officer shall state the date and time of the recording, unit number assigned and reason for the request.

Officers are not authorized to request recorded media for personal use nor shall recorded media be shared outside of the department for non-law enforcement purposes without the Chief of Police or designee authorization.

Supervisors, Evidence Custodians, and/or Command Staff shall log into the designated computer server, review the requested recorded media for content, determine the validity of the officer's request, then burn/copy the requested recorded media content onto a DVD-R or similar media, and then provide the requesting officer the DVD-R containing recorded media in a timely manner.

Completed Request for Recording Forms will then be forwarded to the Deputy Chief of Patrol, for safekeeping.

All recorded media DVD-R shall be properly documented and packaged according to department evidence processing policy 801.

All recorded media generated by the In-Car System are the property of the Woodridge Police Department. Dissemination outside this department is strictly prohibited without specific authorization of the Chief of Police or designee and/or specifically ordered by the court. Payment for the copies of recorded media (cost of DVD-R and labor) authorized for release shall be made prior to any recorded media being released.

420.4.2 USE OF RECORDED MEDIA

Recorded media that contain material useful for training purposes may be used with the authorization of the Chief of Police or designee and Officer involved in the incident.

Supervisors may conduct periodic reviews of subordinates' recorded media in order to periodically:

- (a) Assess officer performance.
- (b) Identify recorded media that may be appropriate for training purposes.
- (c) Assure proper operation/function of In-Car Camera Systems.
- (d) Supervisors shall review any applicable in-car video/audio when he/she receives a complaint about the officer(s) actions.

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Minor infractions (non-criminal in nature) discovered during routine review of recorded media should be viewed as training opportunities and not as routine disciplinary actions. Should the behavior or action become habitual after being informally addressed, the appropriate disciplinary action may then be taken.

420.4.3 RECORDING RETENTION REQUIREMENTS

Notwithstanding the 90 day retention period in 720 ILCS 5/14-3(h-15), if the Department receives funds under the Illinois Law Enforcement Camera Grant Act, MAV video records must be stored for no less than two years (50 ILCS 707/15).

420.5 TRAINING

Newly hired Officers/CSO's shall be instructed on the care and use of the systems during their field training. Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification.

Mobile Software/In-Car Computers

421.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the mobile software/in-car computers, in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and PSAPs.

421.2 POLICY

It is the policy of the Woodridge Police Department that the mobile software/in-car computers system will be used responsibly, and in compliance with the procedures set forth in this policy manual, Village of Woodridge Employee Handbook, as well as State and Federal laws.

421.3 DEFINITIONS

Mobile Software: Intergraph Mobile for Public Safety (MPS)

In-Car Computer: Any computer, tablet, or mobile device that can be mounted permanently or temporarily in a vehicle for purposes of accessing the mobile software.

CJIS: Criminal Justice Information Services.

421.4 PROCEDURE

Sign On:

Members are to sign on to the mobile software/in-car computers in their vehicles. After launching the mobile software, the authorization screen will automatically load, which will require the individual user's login ID, password, call sign, vehicle number and beginning mileage.

- (a) The user's login ID will be "WOP" followed by the member's first and last initial and badge number in most cases.
- (b) Members will establish their own passwords after logging on for the first time, and follow the approved password protocol for changes.
- (c) The call sign will also refer to the officer's beat/area assignment. This number will also be the officer's beat/area assignment radio transmission number.

Sign Off:

- (a) It is mandatory that members sign off at the end of their shift and enter their ending mileage before exiting the software and turning off the computer.

421.4.1 PASSWORD PROTOCOL

The member's password shall follow the password parameters set forth within the mobile software, in compliance with CJIS standards.

Members in need of a password reset shall notify DuComm of the request and follow reset protocols.

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Mobile Software/In-Car Computers

421.4.2 TRAINING

In-service training shall be provided to access all the information that the mobile software/in-car computer provides or to accommodate any procedural changes.

All new members shall receive training on the mobile software/in-car computers from their Field Training Officer, or other qualified member, before use.

All members will successfully pass the LEADS (less than full access) certification prior to using the LEADS function on the mobile software/in-car computers.

421.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Village of Woodridge Employee Handbook, along with the Protected Information policy for additional guidance).

Any member of the department found in violation of this order is subject to departmental discipline and/or suspension or revocation of mobile software/in-car computer privileges for a period of time to be determined by the Chief of Police or their designee.

421.6 RESTRICTED ACCESS AND USE

The mobile software/in-car computers use is subject to the Village of Woodridge Employee Handbook, along with the Protected Information policy, or any other policy found applicable.

Members shall not access the mobile software/in-car computer system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the mobile software/in-car computers by another member to their supervisor or on-duty Watch Commander.

Use of the mobile software/in-car computer system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the mobile software/in-car computer system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the mobile software/in-car computer system unless directed to do so by a supervisor. Members are required to secure their vehicles and insure no sensitive information is visible on the screen when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

Members will not disseminate any information provided by the mobile software/in-car computers except to other police personnel as provided by law.

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Mobile Software/In-Car Computers

CQH inquiries are available to sworn members only and are to be transmitted only by members in the performance of their duties.

Hits received over the mobile software/in-car computers are to be confirmed with the originating agency via DuComm.

All LEADS inquiries regarding the obtaining and dissemination of information shall be in accordance with LEADS policy and procedure manuals and for the purpose of law enforcement.

NO inquiries shall be made for personal gain.

421.6.1 REMOVAL OF IN-CAR COMPUTER

Members may temporarily remove the in-car computer from their assigned vehicles for the purposes of completing reports/investigations in a remote location. While the in-car computer is removed from the vehicle, it must remain within the immediate control of the member. Members shall ensure that no sensitive information is visible on the screen to the public or any other unauthorized persons.

421.6.2 USE WHILE DRIVING

The mobile software/in-car computers installed in vehicles are not to be operated while vehicles are in motion.

421.6.3 USE ON DESKTOP

The mobile software may also be accessed from network connected desktop and laptop computers. All of the provisions of this policy shall apply to use of the mobile software on desktop and laptop computers.

421.7 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Watch Commander or other department-established protocol, all calls for service assigned by dispatch should be communicated by voice over the police radio and electronically via the mobile software/in-car computers, unless security or confidentiality prevents such broadcasting.

Mobile software/in-car computers and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it should be documented by the dispatcher. Members shall ensure the information entered by dispatch is accurate, including but not limited to, event type, location, and accuracy of remarks/notes.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the mobile software/in-car computer. Members are responsible to ensure the information they've entered is accurate, including but not limited to, event type, location, and accuracy of remarks/notes.

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Mobile Software/In-Car Computers

421.7.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio and may be supplemented through the mobile software/in-car computer system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the mobile software/in-car computers, if practical.

421.7.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Emergency/Routine Response to Calls Policy.

Members should ensure a field supervisor and the Watch Commander is notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

Members activating the emergency button, in error, must advise, via radio, that the activation was "accidental".

421.8 EQUIPMENT CONSIDERATIONS

Members are not to jump-start vehicles equipped with in-car computers until the computer has been disconnected.

In-car computer equipped vehicles that are being taken out of service for repair must be reported to the Deputy Chief of Support Services or the Watch Commander before they are taken to a repair center. The in-car computers should be removed prior to the vehicle leaving the community or being taken out of service for an extended period of time.

421.8.1 MALFUNCTIONING

Whenever possible, members will not use vehicles with malfunctioning mobile software/in-car computers. Whenever members must drive a vehicle in which the mobile software/in-car computer is not working, they shall notify DuComm. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

Any problems with the operation of an mobile software/in-car computers are to be reported to a supervisor, or on-duty Watch Commander, the Deputy Chief of Support Services or his designee, and with an IT support ticket.

421.8.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their mobile software/in-car computers when in the evacuation area of a suspected explosive device. Radio frequency emitted by the mobile software/in-car computers could cause some devices to detonate.

Portable Audio/Video Recorders

422.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (50 ILCS 706/10-20). Portable audio/video recording devices include all recording systems whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to in-car camera systems, interviews or interrogations conducted at any Woodridge Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

422.1.1 DEFINITIONS

Definitions related to this policy include (50 ILCS 706/10-10):

Body-worn camera (BWC) or camera - An electronic camera system for creating, generating, sending, receiving, storing, displaying and processing audiovisual recordings that may be worn about the person of a law enforcement officer.

Law enforcement-related activities - Activities in which the member is enforcing the law, including but not limited to, traffic or pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd and traffic control, or anytime such activities may be anticipated.

Portable recorder or recorder - Either an audio-only recording device or a body-worn camera.

422.2 POLICY

The Woodridge Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public (50 ILCS 706/10-15).

422.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

422.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable (50 ILCS 706/10-20). Uniformed

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Portable Audio/Video Recorders

members should wear the recorder in a conspicuous manner as prescribed in section 422.4.1 or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner as prescribed in section 422.4.1 when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, WPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

422.4.1 MOUNTING REQUIREMENTS

Uniformed/Semi-Uniformed Personnel:

BWC shall be securely mounted to the outer most garment, using a mount approved by the Chief of Police, to prevent accidental dislodging. BWC shall be worn at chest height, pointing in front of the member and horizontal to the ground. Members shall ensure the view of the camera is unobstructed by clothing, uniform accessories, or equipment. BWC shall not cover the member's name tag, or badge.

Non-Uniformed Personnel:

BWC shall be securely mounted, using a mount approved by the Chief of Police, to prevent accidental dislodging. BWC shall be worn on the member's belt, facing as forward as possible.

BWC shall not be obscured by any other clothing, accessories, or equipment. If the plain clothes member is wearing an external vest carrier, the BWC shall be worn in the same manner prescribed for uniformed/semi-uniformed personnel.

422.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

Members wearing body-worn cameras and any clothing or any indication they are law enforcement shall have the body-worn camera turned on at all times while they are on-duty and are responding to calls for service or engaged in law enforcement-related activities (50 ILCS 706/10-20).

Other portable recorders should be activated in any of the following situations:

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- (a) All enforcement and investigative contacts including stops and field interview situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which an officer would normally notify the Communications Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

If exigent circumstances prevent an officer from turning on a body-worn camera when required, the camera shall be turned on as soon as practicable (50 ILCS 706/10-20).

Members shall not record interactions with confidential informants unless exigent circumstances exist or the informant has or is committing a crime (50 ILCS 706/10-20).

Members should remain sensitive to the dignity of all individuals being recorded and unless recording with a body-worn camera is required, exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

422.5.1 SURREPTITIOUS USE OF THE PORTABLE RECORDER

Illinois law prohibits any individual from surreptitiously recording any conversation in which any party to the conversation has a reasonable belief that the conversation is private or confidential (720 ILCS 5/14-2).

However, officers using body-worn cameras are not prohibited from recording a private conversation if the person is provided notice of the recording and proof of that notice is captured on the recording. If exigent circumstances exist that prevent the officer from providing notice, notice must be provided as soon as practicable (50 ILCS 706/10-20).

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

422.5.2 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that the member's direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

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Body-worn cameras shall be turned off when a victim, or a witness or a community member reporting a crime requests that the camera be turned off. The request should be captured on the recording. However, an officer may continue to record or resume recording a victim or witness if exigent circumstances exist or the officer has a reasonable articulable suspicion that the victim or witness has committed or is in the process of committing a crime. Under these circumstances, the officer should indicate on the recording the reason for continuing to record despite the request of the victim or witness (50 ILCS 706/10-20).

Officers are permitted to turn off body-worn cameras while inside a patrol car equipped with Mobile Audio/Video (MAV). Cameras may also be turned off when the officer is not engaged in law enforcement-related activities, when completing paperwork alone or while only in the presence of another member, or when inside a correctional facility or courthouse with a camera system (50 ILCS 706/10-20).

422.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

422.6 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule.

422.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

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- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Freedom of Information Act or the Law Enforcement Officer-Worn Body Camera Act (5 ILCS 140/7.5; 50 ILCS 706/10-20).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

422.7.1 BODY-WORN CAMERAS

With respect to body-worn camera recordings, the recording member and supervisor are prohibited from redacting, labelling, duplicating, or altering the recording (50 ILCS 706/10-20).

422.8 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings, and use them as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less-detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing a member's performance.

1. Recordings shall not be used to discipline law enforcement officers unless:
2. A formal or informal complaint of misconduct has been made
3. A use of force incident has occurred
4. The encounter on the recording could result in a formal investigation under the Uniform Peace Officer's Disciplinary Act.
5. As corroboration of other evidence of misconduct

The supervisor of the recording member shall document in the report or other documentation if the supervisor or the recording member reviewed body-worn camera recordings prior to completing the report or other documentation.

No member shall have access to or review the member's own body-worn camera recordings or the body-worn camera recordings of another officer prior to completing reports or other documentation when the member:

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- (a) Has been involved in or is a witness to an officer-involved shooting, use of deadly force incident, or use of force incident resulting in great bodily harm.
- (b) Is ordered to write a report in response to or during the investigation of a misconduct complaint against the member.

If the member prepares a report related to the circumstances listed above, subject to a supervisor's approval, a member may file a supplemental report after viewing body-worn camera recordings. The member shall document in the supplemental report that the member reviewed recordings (50 ILCS 706/10-20).

Recorded files may also be reviewed:

- Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- By media personnel with permission of the Chief of Police or the authorized designee.
- In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

422.9 BODY-WORN CAMERA COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for (50 ILCS 706/10-20):

- (a) Identifying members who are assigned body-worn cameras.
- (b) Identifying members permitted to access recordings in order to redact, label, or duplicate recordings.
- (c) Ensuring body-worn cameras acquired on or after July 1, 2015, are equipped with pre-event recording of least the 30 seconds prior to camera activation and are capable of recording for a period of at least 10 hours.
- (d) Establishing procedures for:
 1. The care and maintenance of body-worn cameras, including reasonable efforts to be made by supervisors to correct or repair body-worn camera equipment upon notice from a member experiencing technical difficulties, failures, or problems with the equipment.
 2. Compliance with the Law Enforcement Officer-Worn Body Camera Act and guidelines established by the Illinois Law Enforcement Training and Standards Board (ILETSB) for the use of body-worn cameras.

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3. Security of recordings including access controls.
 4. Redacting, labeling, and duplicating recordings.
 5. Supervisor and member review of recordings.
- (e) Providing an annual report to the ILETSB pursuant to 50 ILCS 706/10-25.
- (f) Ensuring the Department uses authorized body-worn camera recording media (50 ILCS 706/10-10).
- (g) Designating members permitted to redact, label, or duplicate recordings (50 ILCS 706/10-20).

422.10 RETENTION OF RECORDINGS

All recordings other than those made with body-worn cameras shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 90 days unless the recordings are made a part of an arrest or the recordings are deemed evidence in any criminal, civil, or administrative proceeding and then the recordings must only be destroyed upon a final disposition and an order from the court (720 ILCS 5/14-3(h-15)).

422.10.1 RETENTION REQUIREMENTS FOR BODY-WORN CAMERA RECORDINGS

Recordings made on body-worn cameras shall be retained for 90 days. Recordings shall not be altered, erased, or destroyed prior to the expiration of the 90-day storage period. In the event any recording is altered, erased, or destroyed prior to the expiration of the 90-day storage period, the Chief of Police shall maintain a written record including the name of the individual who made such alteration, erasure, or destruction, and the reason for any such alteration, erasure, or destruction for one year (50 ILCS 706/10-20).

After the 90-day storage period, recordings must be destroyed unless any of the following occur (50 ILCS 706/10-20):

- (a) A formal or informal complaint has been filed.
- (b) The officer discharged a firearm or used force during the encounter.
- (c) Death or great bodily harm occurred to any person in the recording.
- (d) The encounter resulted in a detention or arrest other than a traffic stop resulting in only a minor traffic offense or a petty offense with a fine of more than \$1,000.
- (e) The officer is the subject of an internal investigation or otherwise being investigated for possible misconduct.
- (f) The supervisor of the officer, prosecutor, defendant, or court determines that the encounter has evidentiary value in a criminal prosecution.
- (g) The recording officer requests that the video be retained for official purposes related to the officer's official duties.

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Under these circumstances, the recording of the encounter shall not be altered or destroyed for two years. If the recording is used in a criminal, civil, or administrative proceeding, the recording shall not be destroyed except upon a final disposition and order from the court.

Recordings may be retained any time a supervisor designates the recording for training purposes and may be viewed by officers, in the presence of a supervisor or training instructor, for the purposes of instruction, training, or ensuring compliance with department policies.

422.10.2 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

Bicycle Patrol Unit

423.1 PURPOSE AND SCOPE

The Woodridge Police Department has established the Bicycle Patrol Unit (BPU) for the purpose of enhancing patrol efforts in the community, and to enforce state statutes, traffic laws and village ordinances. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas, including any areas of the Village which may be difficult to access with an automobile, and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

423.2 POLICY

Patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control, crowd 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 Bicycle Patrol Unit supervisor or the Watch Commander.

The Bicycle Patrol Unit is a voluntary specialty assignment open to all sworn officers.

Bicycle Patrol Officers serve in the Unit at the direction of the Chief of Police or designee. The Chief or designee may disband the Unit or relieve individual officers at any time.

423.3 SELECTION OF PERSONNEL

Officers will be assigned to the Unit on recommendation of the Bike Patrol Supervisor with the concurrence of the Chief of Police or designee. Any officer who has completed field training may request assignment from the unit supervisor.

Bicycle officers will be chosen on the basis of being in a physical condition to be effective on the bicycle, possessing good public relation skills, good performance evaluations and being able to operate with limited supervision.

All officers assigned to the BPU will successfully complete a basic bicycle patrol training class as approved by the Deputy Chief of Support Services. This should be done before or during the first riding season after appointment, as scheduling allows.

No guarantee will exist of a minimum number of bike duty hours, nor will there be any guarantee of overtime assignments.

423.3.1 BICYCLE PATROL UNIT SUPERVISOR

The Bicycle Patrol Unit supervisor will be selected from the rank of sergeant by the Chief of Police, or their designee.

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Bicycle Patrol Unit

The Bicycle Patrol Unit supervisor shall have responsibility for the following:

- (a) Overseeing the selection of Bicycle Patrol Officers
- (b) Organizing bicycle patrol training.
- (c) Inspecting and maintaining inventory of patrol bicycles and program equipment.
- (d) Scheduling maintenance and repairs.
- (e) Evaluating performance of bicycle Officers .
- (f) Coordinating activities with the Deputy Chiefs .
- (g) Other activities as required to maintain the efficient operation of the Bicycle Patrol Unit.

423.4 TRAINING

Participants in the program must successfully complete a Department approved bicycle-training course after acceptance into the program. The initial training shall minimally include the following:

- Bicycle patrol strategies
- Bicycle safety and accident prevention
- Operational tactics using bicycles

423.5 UNIFORMS AND PROTECTIVE/DUTY EQUIPMENT

The BPU Sergeant will designate a list of items required by the appointed BPU officer. Officers assigned to the BPU will be required to purchase those items from their uniform allowance.

Additional items may be approved for purchase by the BPU Sergeant and Chief of Police.

Officers will wear the approved class B1 uniform while riding. The Chief of Police or designee will specify the type of uniform and rules for wear.

Approved protective eyewear shall be worn while riding.

A cycling helmet will be worn at all times while riding.

Cycling gloves will be worn.

423.6 CARE AND USE OF PATROL BICYCLES

Officers will be assigned a specially marked and equipped patrol bicycle. Only Department owned bicycles will be used on patrol. No personal bikes may be used.

Bicycles utilized for uniformed bicycle patrol shall be clearly marked with a Police decal affixed to each side of the crossbar or the bike's saddlebag. Every such bicycle shall be equipped with front and rear reflectors front lights and a siren/horn satisfying the requirements of the Illinois Vehicle Code (625 ILCS 5/11-1507). A bicycle is a police vehicle as authorized by 625 ILCS 5/1-162.3.

Each bicycle shall be equipped with an oscillating, rotating or flashing red and/or blue warning light that is visible from the front, sides, or rear of the bicycle (625 ILCS 5/12-215).

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Bicycle officers shall conduct apre-ride inspection of the bicycle and equipment prior to use to ensure proper working order of the equipment. To include:

- Safe tire pressure and condition.
- That handle bars and seats are secure and adjusted properly for the rider.
- The front wheel is properly locked on the fork.
- The gear system and all brakes are adjusted and working.
- That the lighting system is charged and operational.
- That the chain, crank and derailleur are clean and oiled.

Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

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

At the end of a bicycle assignment, the Officer shall insure:

- The bicycle is clean, dry and free of mud or vegetation.
- The bicycle and its equipment are functioning properly and are ready for the next rider.
- The lighting battery pack is being charged.
- Any wet and/or soiled equipment is properly cared for.
- Any damage or deficiencies in equipment are documented and forwarded to the unit supervisor.
- The storage area is left orderly and secured.

Officers shall not modify the patrol bicycle, remove, modify or add components except with the expressed approval of the bicycle supervisor, or in the event of an emergency

Specifically prohibited are:

- Bright colored accessories or markings other than Department issued or authorized.
- Clip on handlebars or suspension systems requiring frame modifications.
- Tires other than Department issued.

Vehicle bicycle racks are available should the officer need to transport the patrol bicycle. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a patrol car push-bumper is discouraged.

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

423.7 OFFICER RESPONSIBILITY

Officers must operate the bicycle in compliance with the vehicle code under normal operation. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.

Officers operating an authorized emergency vehicle may park or stand, irrespective of the provisions of the Illinois Vehicle Code (625 ILCS); proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation; exceed the maximum speed limits so long as he/she does not endanger life or property; disregard regulations governing direction of movement or turning in specified directions (625 ILCS 5/11-205).

The driver of an authorized emergency vehicle is not relieved from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

Officers who report for a bike assignment will also have available a patrol uniform. The Shift Supervisor may reassign a bike officer at their discretion to other duties to meet operational needs.

When going on duty the bike officers will inform the Shift Supervisor and DuComm.

When ending a bicycle tour, officer(s) will complete a Bike Patrol Report (Attached) and forward it to the Bicycle Unit supervisor.

[See attachment: 338.0 Bicycle Unit and Operations Attachment.pdf](#)

423.7.1 ADDITIONAL REQUIREMENTS

Bike unit schedule may be posted during the riding season. Officers should ride in pairs to provide immediate backup.

Bike officers will be under the control of the on-duty Shift Supervisor unless specifically assigned to a special detail and are being overseen by a supervisor within that assignment.

The Shift Supervisor can terminate a bike assignment at their discretion, e.g., due to weather or other issues.

Shift Supervisors at their discretion may assign bike rated officers assigned to their shift to conduct bike operations as part of their regular shift. All requirements for equipment and procedures for bike operations may apply.

Police All-Terrain Vehicles (PATV)

424.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the Woodridge Police Department Police All-Terrain Vehicle (PATV) Program and to set forth the guidelines for program operations.

The Police All Terrain Vehicle (PATV) Program of the Woodridge Police Department shall be designed to utilize alternative patrol techniques in order to address all types of criminal activity with the Village of Woodridge and enhance the community relations efforts of the Department.

424.2 PROCEDURE

Program Objectives:

- (a) Patrol of areas generally inaccessible to a patrol vehicle, such as bicycle paths, jogging paths, parks and sports complexes for the purpose of enforcing all state statutes, village ordinances and traffic laws. Utilized for searching large open areas.
- (b) Enhance the image of the Woodridge Police Department with the public by promoting positive contacts with the public in an informal setting that will enhance communications and lead to problem solving.
- (c) Address areas of concern as identified by crime patterns, community concerns, the PATV Supervisor and/or the Command Staff.

Selection of PATV Officers:

- (a) The PATV assignment is a part-time, as needed volunteer position of the Woodridge Police Department. Officers may be required to work their regular full-time assignments in addition to any PATV assignments.
- (b) PATV vacancies will be filled by the Chief of Police or designee with input from the PATV Supervisor and other Department Supervisors.
- (c) The Chief of Police or designee shall appoint a Sergeant to supervise the operation of the PATV unit.
- (d) Selection of the PATV Officers should be made from sworn police officers and will be based upon, however not limited to, the following criteria:
 - Full-time sworn police officer
 - Experience
 - Performance
 - Evaluations
 - Communication skills with the public
 - Demonstrated ability and a desire to help members of the community

PATV Officers will serve at the discretion of the Chief of Police.

Police All-Terrain Vehicle Supervisor (PATVS):

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The Chief of Police or designee shall appoint a Sergeant to supervise, coordinate, manage and direct PATV activities:

- Staffing of PATV Officers
- Training of PATV Officers
- Evaluation of PATV Officers
- Requisition, repair, maintenance and record keeping for all PATV equipment
- Liaison with the Deputy Chief of Patrol Operations

Uniforms and Equipment:

PATV Officers must obtain the following safety equipment and wear it AT ALL TIMES while operating the PATV. This equipment may be purchased out of the officer's uniform allowance:

- (a) Approved safety helmet
- (b) Protective eye gear
- (c) Protective gloves
- (d) Approved over the ankle boots
- (e) Earpiece for the Motorola APX7000 radio

Additional equipment may be purchased with the permission of the Chief of Police or designee.

The PATV Officer(s) will wear the uniform of the day as determined by the Chief of Police or designee. Over the ankle boots are required.

PATV Officers will wear all required protective items (helmet, eye protection, gloves) while operating the PATV

The maintenance and/or repair of the PATVs will be coordinated through the PATV Supervisor.

The Deputy Chief who is in charge of vehicle maintenance, or designee, will insure preventative maintenance is performed on schedule. Normal repairs outside of those covered under a factory warranty will be performed by the Vehicle Maintenance Section of Public Works. Vehicle maintenance will be performed should it be required.

All records of maintenance as well as PATV inspection/activity reports shall be maintained by the Woodridge Public Works Department.

NO alterations of any kind will be done to the PATV without prior approval of the Chief of Police, or designee. This includes the placement of any decals and/or lettering upon the PATV.

PATV Officers will be responsible for inspecting the vehicle in the same manner they would inspect their patrol cars for damage and items in need of repair. Damaged and/or missing items will be reported in writing along with photographs immediately to the PATVS or, if not available, the Shift Supervisor.

Daily inspection of the PATV will include, but not be limited to the following items:

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- (a) Tire pressure
- (b) Brakes
- (c) Seat
- (d) Nuts and bolts
- (e) Accessories
- (f) Cleanliness of the PATV
- (g) Oil and fuel
- (h) Lights, siren and switches

The aforementioned inspection, as well as on and off mileage and areas of patrol/assignment shall be documented on the PATV Activity Sheet (Attachment A) which will be kept in each PATV storage compartment. This log sheet will be turned in to the PATVS at the conclusion of the duty tour.

At the conclusion of their duty tour, the PATV Officer is responsible for cleaning the PATV, which shall include washing off any excess mud or dirt from the PATV they operated, in addition to filling its fuel tank.

424.3 OPERATIONS

PATV Program Operations:

The PATV is a part-time assignment of the Patrol Division and thus falls under the command of the Patrol Division or his/her designee. The PATV program shall operate under the following guidelines:

- (a) The PATV schedule will be varied to address day to day operational needs.
- (b) PATV Officers should check in at least once an hour via radio by giving their location to DuComm. This is due to the fact that the PATV officer faces a greater likelihood of encountering situations that are in areas where backup may not be readily available.
- (c) PATV Officers should attend roll call if possible. In all cases the PATV Officers shall advise the Shift Supervisor that they are on duty and what their patrol area or special assignment may be.
- (d) Special details, parades and other special assignments will be approved in advance by the Chief of Police or designee.
- (e) Unless the PATVS is working, or a Sergeant is assigned to the PATV, the PATV officers on duty are under the direct command of the Shift Supervisor unless they are otherwise assigned.
- (f) Any conflict in regard to PATV patrol operations will be immediately addressed through the chain of command by the Shift Supervisor.

PATV Emergency Operations:

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- (a) The PATV shall be defined as a marked, four-wheel drive patrol vehicle as defined in the Vehicle Pursuits General Order of the Woodridge Police Department General Orders for operational and Illinois Motor Vehicle Code purposes.
- (b) The PATV emergency lighting and siren shall only be operated by a sworn police officer of the Woodridge Police Department. A non-sworn member may operate the emergency lighting ONLY when stationary to provide high visibility when it is necessary.
- (c) Pursuits of cars, motorcycles, trucks and other motor vehicles are strictly prohibited.

424.4 SUPERVISOR RESPONSIBILITY

Shift Supervisor: The Shift Supervisor must be cognizant of the fact that PATV Officers are one of the elements of our patrol division as well as our Crime Prevention Unit and as such, PATVs are often following up on problems that they have identified in conjunction with our residents and business people. The responsibilities of the Shift Supervisor during PATV operations shall include, but not be limited to the following:

Unless otherwise assigned by the PATV Supervisor or Administration, the Shift Supervisor will be in direct command of the PATV and will designate their area of patrol.

The Shift Supervisor will be aware of the patrol area of the PATV and insure that the on duty personnel is aware of the same.

The Shift Supervisor may reassign PATV Officers to patrol duties if necessary in the event of severe weather conditions.

- (a) Lightning
- (b) Heavy Rainfall
- (c) Strong Winds
- (d) Tornado Warnings
- (e) Temperatures that fall below 40 degrees Fahrenheit
- (f) Any other conditions deemed to be hazardous to operations by the Shift Supervisor

The Shift Supervisor must insure that backup units are assigned to the PATV in the event of an arrest, to provide assistance, transportation of offenders, victims or witnesses to the Woodridge Police station.

The Shift Supervisor will be advised in advance whenever it is possible to do so by the Deputy Chief of Patrol or the PATV Supervisor of any special details such as block parties, parades or other similar events in which the PATV presence would be beneficial to the event.

Any conflict in regard to the PATV patrol operations will be immediately addressed through the chain of command.

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424.5 TRAINING

PATV Officer Training:

The purpose of the training is to provide operation, patrol and maintenance and equipment procedures to insure proper and safe operations of the PATV under all conditions. The training of the PATV Officers shall be accomplished within the following guidelines:

- (a) The Woodridge Police Department will provide trained PATV Instructors. All training shall be done in accordance with guidelines established by the ATV Safety Institute.
- (b) PATV Officers will successfully complete the training course as designated by the Chief of Police or designee. This training shall be done in accordance with guidelines established by the ATV Safety Institute.
- (c) Documentation of the successful completion of training will be maintained in the Employee Training File.

Citation/Parking Ticket Dismissal, Correction, and Voiding

425.1 PURPOSE AND SCOPE

This policy outlines the responsibility for citations, the procedure for dismissal, correction, and voiding of traffic citations and parking tickets.

425.2 RESPONSIBILITIES

The Records Supervisor shall be responsible for the development and design of all Department traffic citations/parking tickets in compliance with County standards, state law, or the Illinois Supreme Court.

The Records Section shall be responsible for the supply and accounting of all traffic citations/parking tickets issued to employees of this department and the administration of all electronic ticketing programs.

425.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued. Any request from a recipient to dismiss a citation shall be referred to the generating member's Deputy Chief. Upon a review of the circumstances involving the issuance of the citation, it is the decision of the Deputy Chief to recommend dismissal of the citation. If approved, the citation will be forwarded to the prosecutor's office with a request for dismissal. All recipients of citations whose request for the dismissal of a citation has been denied shall be referred to the appropriate court.

Should an officer determine during a court proceeding that a citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate the officer shall explain the circumstances to the prosecutor. The prosecutor will make the determination on how to proceed with the citation. Upon dismissal of the citation by the court, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required. The citation dismissal shall then be forwarded to their Deputy Chief for review.

425.4 NON-SUIT OF PARKING TICKETS

Parking tickets may be non-suited at the discretion of the Watch Commander, Records Supervisor, or their designee, in the event that the ticket was initially written in good faith by an Officer/CSO, but later found to not be a violation of Village Ordinance.

Any recipient of a parking ticket must provide valid proof of their innocence.

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Citation/Parking Ticket Dismissal, Correction, and Voiding

425.5 VOIDING TRAFFIC CITATIONS/PARKING TICKETS

Voiding a citation/ticket may occur when a citation/ticket has not been completed or where it is completed, but not served to the violator. All copies of the citation/ticket shall be presented to a supervisor to approve the voiding of the citation/ticket. The supervisor shall sign the citation/ticket and the original shall then be forwarded to the Records Section.

425.6 CORRECTION OF CITATIONS/PARKING TICKETS

When a citation/ticket is issued and in need of correction, the officer issuing the citation/ticket shall submit the citation/ticket to his/her immediate supervisor, and explain the circumstances regarding the correction. If necessary, the supervisor may require the Officer to submit a written memorandum. The citation/ticket shall then be forwarded to the Records Section. The Records Section shall prepare a letter of correction to the State's Attorney, or Village Prosecutor having jurisdiction and to the recipient of the citation/ticket.

Foot Pursuits

426.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue a pursuit of suspects on foot.

When deciding to initiate or continue a foot pursuit officers should continuously balance the objective of apprehending the suspect with the risk of injury to officers or others. With due consideration of the totality of the circumstances, officers are expected to act reasonably when determining whether to pursue or to coordinate containment.

426.2 PROCEDURES

426.2.1 GUIDELINES FOR FOOT PURSUIT

The team concept of using two or more officers should be used whenever possible. Unless the officer reasonably believes that exigent circumstances exist (e.g., a serious threat to the safety of officers or members of the public if the suspect is not immediately apprehended), officers should consider alternatives to engaging in or continuing a foot pursuit under the following conditions:

1. When the officer is acting alone.
2. When two or more officers become separated, lose visual contact with one another, or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. If exigent circumstances exist, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate containment.
3. When the officer is unsure of his or her location and direction of travel.
4. When pursuing multiple suspects and the pursuing officers do not reasonably believe that they would be able to control the suspects should a confrontation occur.
5. The physical condition of the officers renders them incapable of controlling the suspect if apprehended.
6. The officer loses radio contact with the communications center or with backup officers.
7. The suspect enters a building, structure, confined space, wooded or otherwise isolated area and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the pursuit and coordinating containment, pending the arrival of sufficient officers.
8. The officer becomes aware of unanticipated or unforeseen circumstances that would unreasonably increase the risk to officers or the public.
9. The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
10. The officer loses possession of his or her firearm or other essential equipment.

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11. The officer, or a third party, is injured during the pursuit, requiring immediate assistance and there are no other emergency personnel able to render assistance.
12. The suspect's location is no longer definitely known.
13. The identity of the suspect is established or other information exists that allows for the suspect's apprehension at a later time and it reasonably appears that there is no immediate threat to the officers or the public if the suspect is not immediately apprehended.
14. A supervisor directs that the foot pursuit be terminated. Such an order shall be considered mandatory.
15. The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness, or other conditions.

426.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances present at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

1. Containment of the area.
2. Saturation of the area with law enforcement personnel, including assistance from other agencies.
3. A canine search.
4. Thermal imaging or other sensing technology.

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5. Air support.
6. Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

426.3.1 INITIATING OFFICER'S RESPONSIBILITIES

Unless relieved by another officer or a supervisor, officers initiating a foot pursuit shall be responsible for the initial coordination of the pursuit. When practicable the initiating officer should not attempt to overtake and confront the suspect but should keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

It is essential that officers initiating a foot pursuit broadcast at minimum the following information as soon as it becomes practicable and available:

- Unit identifier
- Officer location and direction of travel
- Reason for the foot pursuit
- Number of suspects and description
- Whether the suspect is known or believed to be armed
- If the suspect dropped or threw something while running that needs to be retrieved
- If the foot pursuit stems from a traffic stop, the initiating Officer shall notify the other responding units if their patrol unit is unsecured and that the violators vehicle is unsecured.

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer should notify communications of his or her location, the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect), and direct further actions as reasonably appear necessary.

426.3.2 ASSISTING OFFICER'S RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize non-essential radio traffic in order to permit the involved officers maximum access to the involved radio frequency.

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Other officers able to intercept a fleeing suspect or assist the primary officers with the apprehension of the suspect shall act reasonably and in accordance with department policy, based upon information provided as well as their own observations.

If the foot pursuit stemmed from a traffic stop, one of the assisting units shall respond to the location of the traffic stop and perform the following:

Check violators vehicle for additional occupants, and secure it, removing the keys.

Secure the initiating Officer's patrol unit, and remove the keys.

426.3.3 SUPERVISOR'S RESPONSIBILITY

Upon becoming aware of a foot pursuit, the responsible supervisor shall make every reasonable effort to ascertain sufficient information necessary to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible, however need not be physically present to exercise control over the pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit at any time he or she concludes that the danger to pursuing officers or the public outweighs the objective of immediate apprehension of the suspect.

Upon the apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-pursuit activity.

426.3.4 REPORTING

The initiating officer shall complete appropriate crime/arrest reports documenting, at minimum, the following:

1. The reason for initiating the foot pursuit.
2. The identity of involved personnel (if known).
3. The course and approximate distance of the pursuit.
4. Whether a suspect was apprehended as well as the means and methods used.
 - (a) Any use of force shall be reported and documented in compliance with the department Use of Force Policy.
 - (b) In any case in which a suspect is not apprehended and there is insufficient information to warrant further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.
5. Any injuries or property damage.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

Homeless Persons

427.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Woodridge Police Department recognizes that members of the homeless community are often in need of special protection and services. It is the goal of the Woodridge Police Department to address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the homeless community.

427.1.1 POLICY

It is the policy of the Woodridge Police Department to provide law enforcement services and to protect the rights, dignity and private property of all members of the community, regardless of their socioeconomic status. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

427.2 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. When encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace officers may consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

However, nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate. Such as:

- DuPage PADS locations
- Other long term shelter information
- Food pantry locations
- Upon approval of the Watch Commander, reasonable transportation to a location of choice (e.g. train station, truck stop, hotel)

427.2.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

Homeless Persons

- (a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
- (b) Document places the homeless person may frequent.
- (c) Provide homeless victims with victim/witness resources when appropriate.
- (d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.
- (e) Consider whether the person may be a dependent adult or elder and if so proceed in accordance with the Adult Abuse Policy.
- (f) Arrange for transportation for investigation related matters, such as medical exams and court appearances.
- (g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.

427.3 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public (775 ILCS 45/10(a)(7)). Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of homeless persons.

When a homeless person is arrested, or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property unless such property appears to involve a trespass, is a blight, or presents a danger to the community or is the subject of a complaint.

427.4 MENTAL ILLNESS AND MENTAL IMPAIRMENT

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention (See the Civil Commitments Policy).

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

Homeless Persons

427.5 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to our environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Firearm Concealed Carry

428.1 PURPOSE AND SCOPE

This policy provides guidance for responding to situations involving individuals who possess concealed carry handgun licenses under the provisions of 430 ILCS 66.

See attachment: [Clear and Present Danger Attachment.pdf](#)

428.2 POLICY

The Woodridge Police Department respects the rights of individuals to carry concealed handguns in compliance with the Illinois Firearm Concealed Carry Act.

It is the policy of the Woodridge Police Department to not unreasonably interfere with or discriminate against individuals who lawfully carry concealed handguns, and to provide guidelines that are designed to assist officers when handling an individual with a weapon, who has been issued a Concealed Carry License.

428.3 OFFICER RESPONSIBILITY

When an officer initiates an investigatory stop, including but not limited to a traffic stop, the officer shall ask the person/vehicle occupants(s) if they have been issued a CCL or if they are armed. If the person(s) is a licensee, the officer will then request the following:

- (a) Present the CCL and valid FOID card.
- (b) Advise the location of the concealed handgun.
- (c) Confirm possession of the firearm under known circumstances is not contrary to the Concealed Carry Act.

When an Officer determines that any persons contacted, including passengers, are in possession of concealed firearms and are license holders, the duration of the contact may only be extended by the amount of time reasonably necessary to verify the validity of the license or to verify that possession of the weapon is lawful, absent reasonable suspicion of other criminal activity.

Further action will, in most cases, not be necessary or lawful with regard to securing or taking temporary custody of the firearm. In some circumstances, it may be necessary to take custody of the firearm for officer safety. If it is necessary to take custody of the firearm, the officer will:

- (a) Call and wait for a backup officer to arrive at the scene.
- (b) Advise the person that you are taking his firearm into temporary custody for officer safety reasons.
- (c) Handcuff the person and take possession of the firearm.
- (d) The firearm will be placed in a portable gun case and secured in the squad car.
- (e) If appropriate, the person may be taken out of handcuffs and interviewed.
- (f) If no further action is necessary, the firearm may be returned to the person at this time.

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- (g) Any time a person is handcuffed and a weapon is taken for officer safety, a case report must be completed. The officer must articulate the facts to support the officer safety issues and taking custody of the weapon.

The Officer should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent). Officers are cautioned that a search warrant may be needed before seizing weapons or entering a residence or other place to search, unless a lawful, warrantless entry has already been made (e.g., exigent circumstances, consent).

428.3.1 OFFICER SAFETY

If an officer reasonably believes it is necessary for the safety of anyone present, the officer may secure a firearm or direct that it be secured during any contact with a licensee lawfully carrying a firearm or non-resident lawfully transporting a firearm in a vehicle. The officer shall return the firearm to the person after it is determined he/she is not a threat to the safety of any person present unless he/she is being transported to another location for treatment, in which case the officer shall proceed as provided in the Firearms in Non-Custody Situations section of this policy (430 ILCS 66/10(h-1)).

428.4 FIREARMS IN CUSTODY SITUATIONS

In circumstances where an officer is going to make a custodial arrest the officer will:

- (a) Take possession of the firearm, after the arrestee is handcuffed, and make the firearm safe. Making the firearm safe may consist of leaving the firearm holstered or ensuring the safety mechanism is engaged. No firearm shall be unloaded on the scene.
- (b) No firearm will be left or secured in the arrestee's vehicle, whether the vehicle is towed or secured at the scene.
- (c) The firearm will be transported to the police department in a portable gun case in the trunk/rear storage area of the squad car. At the police department, the firearm will remain in the trunk/rear storage area of the squad car or will be secured in a locked Property Control locker while the owner is in custody.
- (d) If the firearm is evidence, the officer shall follow established procedure for submitting the Firearm into evidence.
- (e) Conduct a check through LEADS/NCIC to confirm the arrestee possesses a valid CCL and FOID card.
- (f) Conduct a check through LEADS/NCIC of the serial number of the firearm.
- (g) If the arrestee is able to post bond and is released, the firearm will be returned to him in the sallyport. The firearm if in a holster will be returned to the owner. If the firearm is not in holster is shall be unloaded before handing it to the arrestee.
- (h) If the arrestee is unable to post required bond, and is transported to the DuPage County Jail, the firearm shall be submitted into evidence to be returned to the owner during normal business hours after proper identification and proof of ownership is

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established. The firearm may also be released to a person possessing a valid FOID card with written consent of the owner.

428.5 FIREARMS IN NON-CUSTODY SITUATIONS

No person, who is armed with a firearm, shall be transported by a department member. If the person to be transported is a CCL holder, they shall be required to surrender their firearm to the transporting officer, regardless of the circumstances. If the person agrees to be transported the officer shall:

- (a) Take temporary custody of the firearm without permitting the person to handle the firearm. If possible, the firearm should be left in a secured method of carry (holster, case, purse, etc.) in the condition received from the CCL holder. The firearm and method of carry shall be placed in a portable gun case.
- (b) The portable gun case will be secured in the rear storage compartment of the transporting officer's squad car, inaccessible to the CCL holder during transport.
- (c) The firearm and method of carry will be returned to the CCL holder at the conclusion of the transport so long as the destination is not a restricted location prohibiting the CCL holder from lawfully carrying the firearm.
- (d) Community Service Officers shall not provide transportation to an armed CCL holder.

428.6 ASSIST TO FIRE DEPARTMENT

There will be situations where Fire and Emergency Medical Personnel will encounter persons in legal possession of firearms.

- (a) Officers called to a scene where this situation exists shall consult with the patient and Fire Department personnel to safely remove the firearm voluntarily. If the patient has the legal and mental capacity to consent/refuse treatment, has a non-life threatening injury, and is unwilling to relinquish their firearm, officers shall not take the firearm from the patient.
- (b) If the patient is unable to consent voluntarily, due to medical conditions or unconscious, the firearm shall be removed from their person when safe to do so during medical treatment.
- (c) Officers will take possession of the firearm and make it safe. This may consist of leaving the firearm holstered or ensuring the safety mechanism is engaged. No firearm shall be unloaded on the scene.
- (d) Officers will then take temporary possession of the weapon for safekeeping while the initial on-scene treatment or medical evaluation occurs.
- (e) The officer shall then immediately conduct a check through LEADS/NCIC of the patient, for the authority to legally carry a firearm in Illinois.
- (f) The officer shall also conduct a LEADS/NCIC check of the serial number of the firearm.
- (g) If the patient is not transported and refuses further medical treatment, the firearm may be returned to the patient once the officer has verified the patient's legal authority to carry the firearm in Illinois and a check of the serial number of the firearm.

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- (h) If the patient is being transported to a medical facility, the officer will then be responsible for further safekeeping of the firearm.
 - 1. No firearms shall be left or secured in a patient's vehicle being towed or being left unattended.
 - 2. The officer shall complete a case report and transport the firearm to the police department and enter the firearm into evidence immediately, following departmental protocols.
 - 3. All firearms held for safekeeping will be returned to the owner during normal business hours after proper identification and proof of ownership is established. No firearms will be returned or turned over to any other individuals, unless with the written consent of the owner, and the person possesses a valid FOID card.

428.7 CLEAR AND PRESENT DANGER

If an Officer reasonably believes a person is a clear and present danger because the person has engaged in verbally or physically threatening behavior (e.g., violent, suicidal or assaultive threats or actions), the Officer shall report this information to the Illinois State Police (ISP) within 24 hours (430 ILCS 65/8.1) (20 Ill. Admin. Code 1230.120). The fact that ISP has been notified and the manner of notification should be documented. This reporting process is intended to prevent individuals determined to pose a clear and present danger from having access to firearms or firearm ammunition by revoking the individuals FOID Card.

The reporting law enforcement official, or their designee, must complete the Person Determined to Pose a Clear and Present Danger form in its entirety and sign it. See Attachment.

Specific behaviors and statements leading to the determination must be included in the form's narrative section. Dates and times of occurrence, as well as the names and contact information of any witnesses, should also be included. Additional supporting documentation should be referenced in the narrative section and submitted along with the form.

The completed form and attachments must be faxed to the Illinois State Police, FOID Enforcement at 217-782-9139 within 24 hours of determining the person poses a clear and present danger.

Clear and present danger means a person who:

- (a) Communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or
- (b) Demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

Officers submitting a person determined to pose a clear and present danger form to the Illinois State Police are required to attach the accompanying incident report to the form. After notification this form shall be maintained by the Tactical Unit Sergeant.

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- (a) A report documenting an individual determined to be a clear and present danger must be approved prior to the end of the officer's tour of duty.
- (b) Officers shall notify the on-duty supervisor of an incident involving an individual determined to be a clear and present danger.

428.8 OBJECTIONS TO LICENSE APPLICATIONS

State law allows law enforcement agencies to file an objection to a license applicant when there is reasonable suspicion that the applicant is a danger to him/herself or others, or poses a threat to public safety (430 ILCS 66/15(a)).

At the request of the ISP, the Chief of Police has designated an agency administrator, who is the Tactical Unit Sergeant who may submit objections to the issuance of a concealed carry license on behalf of the department.

Any member who becomes aware of a license applicant who the member reasonably suspects is a danger to him/herself or others, or who poses a threat to public safety should promptly forward an incident report or a memorandum, as appropriate, to the Tactical Unit Sergeant for approval and forwarding to ISP.

Designated personnel shall review the ISP data base on a weekly basis to identify CCL applicants that the department has reasonable suspicion to believe is a danger to themselves or others, or a threat to public safety. A local law enforcement review of each applicant shall include, but is not limited to, Woodridge Police Department incident reports, offense reports, local ordinance violations, and Computer Aided Dispatch records.

Based upon the weekly review, the department may submit an objection to the ISP regarding a CCL applicant. The objection must be submitted by the Chief of Police or designee within 30 days after the entry of an applicant into the database. The objection must contain information or documents to support the department's concerns.

If the department submits the objection within the above mentioned time frame, the ISP will submit the objection and all information related to the application to the Concealed Carry Licensing Review Board. The board may request additional information or testimony from the department.

The act does not require the ISP to provide status updates to the department's objections.

The Woodridge Police Department shall maintain a record of local law enforcement reviews conducted on CCL applicants.

428.9 SURRENDER OR SEIZURE OF LICENSES

Members receiving a concealed carry license that has been voluntarily surrendered to the department because it has been revoked, suspended or denied shall provide the individual surrendering the license with a receipt and ensure that the license is forwarded to ISP (430 ILCS 66/70).

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Officers should seize concealed carry licenses when the officer serves an order of protection and the person served is known to possess a concealed carry license. A notification of the order and the license must be forwarded to ISP within seven days of the date the order was served (430 ILCS 66/70).

It is a misdemeanor for a person to fail to surrender a concealed carry license within 48 hours of receiving notice of the revocation, denial or suspension of the license. Officers observing a license in the possession of a person whose license has been revoked, suspended or denied should consider seizing the license as evidence, if there are articulable facts that establish the person was aware of the revocation, suspension or denial. If the license is seized as evidence, ISP should be notified as soon as practicable. A copy of the report should be forwarded to ISP.

Crisis Intervention Incidents

429.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

429.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

429.2 POLICY

The Woodridge Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

429.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response
- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation, lack of control
- (i) Lack of fear
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

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Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

429.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Deputy Chief of Support Services will be designated to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

429.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
- (c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (d) Attempt to determine if weapons are present or available.
- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
- (f) Secure the scene and clear the immediate area as necessary.
- (g) Employ tactics to preserve the safety of all participants.
- (h) Determine the nature of any crime.
- (i) Request a supervisor, as warranted.
- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

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Crisis Intervention Incidents

429.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

429.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that DuComm provide critical information as it becomes available. This includes:

- (a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
- (b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.
- (c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

429.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene, if summoned, of any interaction with a person in crisis.

Responding supervisors should:

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- (a) Attempt to secure appropriate and sufficient resources.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
- (c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

429.8.1 COMMAND STAFF RESPONSIBILITIES

The Chief of Police, or their designee, should determine if a need exists to conduct an after-action tactical and operational debriefing, and designate a member to prepare an after-action evaluation of the incident, which is typically the involved supervisor.

Evaluate whether a critical incident stress management debriefing for involved members is also warranted.

429.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

429.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Civil Commitments Policy, if applicable.

429.9.2 REFERRAL

Members engaging with a person in crisis or any other person as deemed appropriate, who may benefit from further follow-up with a mental health professional shall:

- (a) Explain the circumstances to their immediate supervisor for approval to forward the incident to the social worker.
- (b) Complete an incident report as directed by the report preparation policy.
- (c) Forward a hard copy of the report, along with a summary email to the social worker, outlining the incident and any other pertinent information. If more than one report exists, please reference past report numbers in the email.

The social worker will not be utilized for or respond to in-progress incidents. Their role with the department will be on a follow-up/referral basis, or at the discretion of the Chief of Police.

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429.10 NON-SWORN INTERACTION WITH PEOPLE IN CRISIS

Non-sworn members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

- (a) Members should treat all individuals equally and with dignity and respect.
- (b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
- (c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

429.11 EVALUATION

The Chief of Police, or their designee, shall be designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

429.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

Public Recording of Law Enforcement Activity

430.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence (50 ILCS 706/10-20).

430.2 POLICY

The Woodridge Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

430.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (720 ILCS 5/14-2; 50 ILCS 706/10-20).
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to (50 ILCS 706/10-20):
 1. Inciting others to violate the law.
 2. Being so close to the activity as to present a clear safety hazard to the officers.
 3. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
 4. Engaging in any other action that could interfere with an officer's ability to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations or protect the public safety and order.

430.4 OFFICER RESPONSE

Officers should promptly request a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

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Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

430.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

430.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

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2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy and shall be documented in a case report.

430.7 DISCIPLINE

Departmental discipline consistent with the Personnel Complaints Policy and criminal prosecution may result from unlawful confiscation or destruction of a public recording of law enforcement activity (50 ILCS 706/10-20).

Medical Marijuana

431.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production, or use of cannabis under the Illinois Compassionate Use of Medical Cannabis Program Act (the Act) (410 ILCS 130/1 et seq.).

431.1.1 DEFINITIONS

Definitions related to this policy include (410 ILCS 130/10):

Authorized amount - No more than 2.5 ounces of usable cannabis unless the person has a Department of Public Health-approved quantity waiver for more than 2.5 ounces. The pre-mixed weight of cannabis used in making cannabis-infused products shall apply toward the authorized amount of cannabis.

Cardholder - A person who has been issued a valid registry identification card or valid provisional registration by the Department of Public Health (410 ILCS 130/55).

Dispensary - An organization or business that is registered by the Department of Financial and Professional Regulation to acquire medical cannabis from a registered cultivation center for the purpose of dispensing cannabis, paraphernalia, or related supplies and educational materials to cardholders.

Medical use of cannabis - The acquisition, administration, delivery, possession, transfer, transportation, or use of cannabis to treat or alleviate a person's debilitating medical condition or symptoms associated with the debilitating medical condition.

Qualifying patient - A person who has been diagnosed by a physician, an advanced practice registered nurse, or a physician assistant as having a debilitating medical condition listed in 410 ILCS 130/10(h).

Registered designated caregiver - A person who has a valid registry identification card to assist a qualifying patient with the medical use of cannabis.

Registry identification card - A document issued by the Department of Public Health that identifies a person as a registered qualifying patient or registered designated caregiver.

Usable cannabis - The seeds, leaves, buds, and flowers of the cannabis plant. It does not include the stalks and roots of the plant or the weight of any non-cannabis ingredients combined with cannabis, such as ingredients added to prepare a topical administration, food, or drink.

431.2 POLICY

Illinois medical cannabis laws are intended to provide protection from arrest and prosecution to those who comply with the registration requirements of the law and who use, possess or provide care to mitigate the symptoms of certain chronic or debilitating medical conditions, or produce or deliver cannabis. However, Illinois medical cannabis laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of cannabis. The Woodridge

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Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Illinois law and the resources of the Department.

431.3 INVESTIGATION

Investigations involving the possession, delivery, production or use of cannabis generally fall into one of two categories:

- (a) Investigations when no person makes a medicinal claim
- (b) Investigations when a medicinal claim is made by a cardholder

431.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production, or use of cannabis or drug paraphernalia where no person claims that the cannabis is used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use of marijuana (410 ILCS 705/10-5). A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the cannabis was possessed or produced for medicinal purposes.

431.3.2 INVESTIGATIONS INVOLVING A CARDHOLDER

No enforcement action should be taken when a person is in possession of, delivers, or uses cannabis or cannabis paraphernalia when the following amounts of cannabis are not exceeded (410 ILCS 130/25; 410 ILCS 130/10; 410 ILCS 705/10-5):

- (a) 2.5 ounces of cannabis obtained from a dispensary
- (b) More than 2.5 ounces of cannabis obtained from a dispensary if the person has a Department of Public Health-approved quantity waiver
- (c) Five plants more than 5 inches tall (unless properly licensed to possess more plants under a special license)

The total amount possessed between the patient and caregiver shall not exceed the patient's adequate supply.

Despite the existence of a valid registry identification card, if there is evidence that the conduct related to cannabis was not for the purpose of treating or alleviating the qualifying patient's medical condition or symptoms associated with the medical condition, a criminal investigation should occur (410 ILCS 130/25(a)-(d)).

Registered qualifying patients and their designated caregivers are required to possess their registry identification cards at all times when engaging in the medical use of cannabis (410 ILCS 130/70). However, officers who reasonably believe that a person who does not have a registry identification card in his/her possession has been issued a card may treat the investigation as if the person has the card in his/her possession.

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431.3.3 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving cannabis possession, delivery, production, or use (410 ILCS 130/25):

- (a) No person may be arrested solely for:
 - 1. Selling cannabis paraphernalia to a cardholder, if the person is employed and registered as a dispensing agent of a dispensary.
 - 2. Being in the presence or vicinity of the medical use of cannabis.
 - 3. Assisting a qualifying patient in possession of a registry identification card with the act of administering cannabis.
- (b) Cannabis, cannabis paraphernalia, illegal property, or interest in legal property that is possessed, owned, or used in connection with the medical use of cannabis may not be seized or forfeited. However, nothing in this policy prohibits cannabis exceeding the authorized amounts or unrelated to any cannabis that is possessed, manufactured, transferred, or used under the Act from being seized or forfeited
- (c) Possession of, or application for, a registry identification card or registration certificate does not itself constitute reasonable suspicion or probable cause to search, nor does it preclude the existence of other independent probable cause.
- (d) Because enforcement of medical cannabis laws can be complex, time consuming, and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:
 - 1. The suspect has been identified and can be easily located at another time.
 - 2. The case would benefit from review by a person with expertise in medical cannabis investigations.
 - 3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
 - 4. There are any other relevant factors, such as available department resources and time constraints.
- (e) Registered cultivation centers and dispensaries, as well as their officers, agents, and employees, may not be searched or seized solely because they are a cultivation center or dispensary, or are officers, agents, or employees of such facilities.
- (f) Before proceeding with enforcement related to a cultivation center, officers should consider conferring with appropriate legal counsel or the medical department of the state police (410 ILCS 705/15-135).

431.3.4 EXCEPTIONS

This policy does not apply to the following offenses. Officers may take enforcement action if the person (410 ILCS 130/30):

- (a) Undertakes any task under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct.

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- (b) Possesses or uses cannabis:
 - 1. In a school bus, except as provided under 105 ILCS 5/22-33.
 - 2. On the grounds of any preschool, or primary, or secondary school, except as provided under 105 ILCS 5/22-33.
 - 3. In any correctional facility.
 - 4. In a vehicle, except that a person may possess medical cannabis if it is in a reasonably secured, sealed, container and is reasonably inaccessible while the vehicle is moving (see 625 ILCS 5/11-502.15 for how recreational marijuana may be transported in a motor vehicle).
 - 5. In a private residence that is used at any time to provide licensed child care or other similar social service care on the premises.
- (c) Uses cannabis:
 - 1. In any motor vehicle.
 - 2. In any place except a private residence where an individual could reasonably be expected to be observed by others, except as provided under 105 ILCS 5/22-33.
 - 3. Knowingly in close physical proximity to anyone under the age of 18, except as provided under 105 ILCS 5/22-33.
 - 4. As an active duty law enforcement officer, correctional officer, correctional probation officer, or firefighter.
 - 5. As a person with a school bus permit or a Commercial Driver's License (CDL).
- (d) Smokes medical cannabis in any place where smoking is prohibited under the Smoke Free Illinois Act.
- (e) Operates, navigates, or is in actual physical control of any motor vehicle, aircraft, or motorboat while using or under the influence of cannabis, in violation of Sections 11-501 and 11-502.1 of the Illinois Vehicle Code.
- (f) Uses or possesses cannabis if that person does not have a debilitating medical condition and is not a registered qualifying patient or registered designated caregiver.
- (g) Allows another person who is not allowed to use cannabis under the Act to use cannabis that a cardholder is allowed to possess.
- (h) Transfers cannabis to any person contrary to the provisions of the Act
- (i) Drives any vehicle in violation of Section 11-503 of the Illinois Vehicle Code (reckless driving).

431.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a cannabis investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

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431.5 PROPERTY AND EVIDENCE UNIT SUPERVISOR RESPONSIBILITIES

The Property and Evidence Unitcustodian should ensure that cannabis, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical cannabis is not destroyed. The Property and Evidence Unitcustodian is not responsible for caring for live cannabis plants.

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property and Evidence Unitcustodian should return to the person from whom it was seized any useable cannabis, plants, drug paraphernalia or other related property.

The Property and Evidence Unitcustodian should not destroy cannabis that was alleged to be for medical purposes except upon receipt of a court order.

The Property and Evidence Unitcustodian may release cannabis to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Detective Unit supervisor.

Suspicious Activity Reporting

432.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

432.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

432.2 POLICY

The Woodridge Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism, and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

432.3 RESPONSIBILITIES

The Detective Unit Supervisor, or their authorized designees will manage SAR activities.

The responsibilities of the Detective Unit Supervisor include, but are not limited to:

- (a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.

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- (b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.
- (c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.
- (d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.
- (e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.
- (f) Coordinating investigative follow-up, if appropriate.
- (g) Coordinating with any appropriate agency or fusion center (STIC, JTTF).
- (h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

432.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any non-sworn member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

432.5 HANDLING INFORMATION

The reporting Officer will forward copies of SARs, prior to the end of their shift to the following:

- Detective Unit Supervisor
- Department PIO
- Command Staff

Medical Aid and Response

433.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons who appear to be in need of medical aid and establishes a law enforcement response to such situations.

433.2 POLICY

It is the policy of the Woodridge Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

433.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so (720 ILCS 5/7-15).

Prior to initiating medical aid, the member shall contact DuComm and request response by the appropriate Fire District.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide DuComm with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.

If the member is not performing life saving measures, or providing medical attention, the member should be obtaining the following:

- (a)
 1. Signs and symptoms as observed by the member, or relayed from bystanders.
 2. Changes in apparent condition.
 3. Number of patients, sex and age, if known.
 4. Whether the person is conscious, breathing and alert, or is believed to have consumed drugs or alcohol.
 5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

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433.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers shall search any person who is in custody before releasing that person to EMS for transport.

An Officer should accompany any person in custody during transport in an ambulance, or when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

433.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a civil commitment in accordance with the Civil Commitments Policy.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the Officer shall notify the Watch Commander.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

433.5.1 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the Officer has reason to believe the arrestee is feigning injury or illness, the Officer shall contact the Watch Commander who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the Officer should note the name of the facility person refusing to accept custody and the reason for refusal, and shall notify the Watch Commander to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance.

433.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, Conducted Energy Device, and Extended Range Kinetic Energy Impact Weapons policies.

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433.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

In the event an air ambulance is requested, the Watch Commander, or Incident Command Personnel should consider the following:

- designating a landing zone and determining the size of the landing zone.
- securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

433.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member should use an AED only after he/she has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization or rules existing under the AED Act, 410 ILCS 4/20. AED training will generally be done in conjunction with the CPR recertification.

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433.8.1 AED USER RESPONSIBILITY

Members who are assigned AEDs for use in patrol vehicles should check the AED at the beginning of the shift to ensure it is properly charged (external indicator), and that the unit has new, unopened pads. Any AED that is not functioning properly (dead battery, missing/used pads) shall immediately be taken out of service and given to the Special Projects Sergeant who is responsible for ensuring appropriate maintenance.

AED units deployed in Department vehicles will be carried in an immediately accessible area, such as the passenger compartment or near the other medical items, but shall not be left or stored in the vehicle beyond the employee's shift.

An AED unit will be located in the police facility in the administrative hall near the report room, the Janes Avenue Facility at the front desk, and the Village Hall (First Floor, near south stairwell).

These units will be checked periodically to ascertain battery life and expiration dates of pads.

Any member using an AED shall notify DuComm as soon as possible and request response by EMS (410 ILCS 4/20).

Any AED used on a patient, should be taken out of service and forwarded to the Special Projects Sergeant to have the unit reset and new pads installed.

The assigned officer shall be responsible for decontaminating the unit prior to taking it out of service.

433.8.2 AED OPERATION

On arrival at the scene of a possible cardiac emergency, the Department employee should immediately assess the patient and follow AED and/or CPR protocol to the extent of their training.

No employee shall use an AED on any child under the age of eight years or under the weight of 55 pounds, unless the AED is a Philips – FRx model designed for use on Infant/Children and the employee has received training in the use of this device. These units will be issued to patrol personnel for on duty use.

When emergency medical help arrives, the employee shall follow the direction of the emergency medical personnel. The police employee will give a verbal report to the medics of all actions taken for the patient.

433.8.3 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

433.8.4 AED TRAINING AND MAINTENANCE

The Village of Woodridge Human Resources Department, or their designee, should ensure appropriate training is provided to members authorized to use an AED (410 ILCS 4/20).

The Special Projects Sergeant is responsible for ensuring AED devices are appropriately maintained.

Medical Aid and Response

433.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Members may administer opioid overdose medication in accordance with protocol specified by the health care professional who prescribed the overdose medication for use by the member (20 ILCS 301/5-23).

433.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Special Project Sergeant .

Any member who administers an opioid overdose medication should notify DuComm as soon as possible and request response by EMS.

Officers will use universal precautions and protections from blood borne pathogens and communicable diseases when administering Narcan (Naloxone); and administer the medication following the established training guidelines following a patient assessment; which may include but may not be limited to determining unresponsiveness and other indications of an opiate induced overdose.

Officer(s) will immediately inform responding EMS/Paramedics that they have administered Narcan (Naloxone) and the number of doses used.

433.9.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication shall detail its use in a case report. Copies of the case report will be distributed to Command Staff and the Department PIO.

A copy of the report will be forwarded to the Deputy Chief of Support Services, or their designee.

The Deputy Chief of Support Services, or their designee, shall complete , the “Overdose Reversal and Naloxone Administration Reporting Form” (attached). Notification will then be made to the Narcan (Naloxone) program coordinator at the DuPage County Health Department for statistical value and tracking in compliance with program guidelines and Illinois Compiled Statutes 20 ILCS 301/5-23.

[See attachment: Narcan Reporting Form.pdf](#)

433.9.3 OPIOID OVERDOSE MEDICATION TRAINING

The Deputy Chief of Support Services, or their designee, should ensure training is provided to members authorized to administer opioid overdose medication that includes information and training on drug overdose prevention, recognition and the administration of an overdose antidote as provided in 20 ILCS 301/5-23. The training will follow the guidelines and lesson plan created by the DuPage County Health Department.

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433.9.4 OPIOID OVERDOSE MAINTENANCE AND REPLACEMENT

Narcan kits will be carried and maintained with the Departments mobile AED's to ensure consistent and proper temperature levels to avoid degrading Narcan (Naloxone) effectiveness.

Narcan (Naloxone) kit inspection is an individual officer responsibility per the department equipment checkout procedure. The Narcan coordinator designated by the Chief of Police as the Deputy Chief of Support Services, or their designee, will inspect the Narcan inventory monthly.

A lost or damaged Narcan (Naloxone) kit will be reported to the officer's immediate supervisor and forwarded to the department's Narcan coordinator for replacement.

433.10 ADMINISTRATION OF EPINEPHRINE AUTO-INJECTORS

The Deputy Chief of Support Services or their designee shall create and maintain procedures for the acquisition, storage, transportation, administration and disposal of epinephrine auto-injectors (50 ILCS 705/10.19(e)).

Members who have successfully completed ILETSB-approved training program to recognize and respond to anaphylaxis and administer an epinephrine auto-injector may carry and administer an epinephrine auto-injector for suspected anaphylaxis (50 ILCS 705/10.19(d)).

433.10.1 EPINEPHRINE USER RESPONSIBILITIES

Members who are qualified to carry and administer epinephrine should handle, store and administer epinephrine auto-injectors consistent with their training, any protocol specified by the health care professional who prescribed epinephrine auto-injectors to the Woodridge Police Department and department procedures.

Members should check the auto-injectors at the beginning of their shift to ensure they are not expired. Any expired medication should be removed from service and given to the Deputy Chief of Support Services or their designee for proper disposal and replacement.

Any member who administers epinephrine should contact DuComm as soon as practical and request response by the FD.

Members who have a personally prescribed epinephrine auto-injector are expressly prohibited from administering it to anyone other than themselves.

433.10.2 EPINEPHRINE REPORTING

Any member who administers epinephrine shall detail its use in an appropriate report. Reports shall be forwarded to Command Staff.

433.10.3 EPINEPHRINE TRAINING

The Deputy Chief of Support Services shall ensure that members authorized to administer an epinephrine auto-injector are provided with initial and refresher training that meets the requirements of 50 ILCS 705/10.19(c).

Civil Disputes

434.1 PURPOSE AND SCOPE

This policy provides members of the Woodridge Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Illinois law.

434.2 POLICY

The Woodridge Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

434.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts will be prolonged for any reason. .
- (f) Members should not assist private entities with the enforcement of their rules or policies.

Civil Disputes

434.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available.

434.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

434.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

434.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

First Amendment Assemblies

435.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

435.2 POLICY

The Woodridge Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

435.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, loitering and disorderly conduct. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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435.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

Care should be taken to ensure that any simultaneous audio recording does not violate the Illinois Eavesdropping Act (720 ILCS 5/14-2; 720 ILCS 5/14-3).

435.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to DuComm , and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. If additional resources are needed, the supervisor shall notify Command Staff and the Department PIO regarding the incident. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

435.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

435.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

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- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

435.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for the following:

- (a) Command assignments, chain of command structure, roles and responsibilities
- (b) Staffing and resource allocation
- (c) Management of criminal investigations
- (d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields)
- (e) Deployment of specialized resources
- (f) Event communications and interoperability in a multi jurisdictional event
- (g) Liaison with demonstration leaders and external agencies
- (h) Liaison with Village government and legal staff
- (i) Media relations
- (j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation
- (k) Traffic management plans
- (l) First aid and emergency medical service provider availability
- (m) Prisoner transport and detention
- (n) Review of policies regarding public assemblies and use of force in crowd control
- (o) Parameters for declaring an unlawful assembly
- (p) Arrest protocol, including management of mass arrests
- (q) Protocol for recording information flow and decisions

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- (r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force
- (s) Protocol for handling complaints during the event
- (t) Demobilization Plan

435.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Mutual Aid and Outside Agency Assistance Policy). The Incident Commander should also consider using resources such as, ILEAS Mobile Field Force, or any of the MERIT components.

435.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

435.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, Conducted Energy Device policies, Extended Range Kinetic Energy Impact Weapons, and Firearms).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal

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or arrest of those acting in violation of the law). Control devices and TASER® devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

435.8 ARRESTS

The Woodridge Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

- (a) Reasonable measures to address the safety of officers and arrestees.
- (b) Dedicated arrest, booking and report writing teams.
- (c) Timely access to medical care.
- (d) Timely access to legal resources.
- (e) Timely processing of arrestees.
- (f) Full accountability for arrestees and evidence.
- (g) Coordination and cooperation with the prosecuting authority, jail and courts (see Cite and Release Policy).

435.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the News Media Relations Policy).

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435.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

435.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs
- (d) Vehicle, fuel, equipment and supply records
- (e) Incident, arrest, use of force, injury and property damage reports
- (f) Photographs, audio/video recordings, the Communications Center records/tapes
- (g) Media accounts (print and broadcast media)

435.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with Village legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

- (a) Date, time and description of the event
- (b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
- (c) Problems identified
- (d) Significant events
- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

435.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

Vehicle Lock-outs

436.1 PURPOSE & SCOPE

The purpose of this policy is to establish procedures when responding to requests for vehicles lockouts and attempting to gain access. It is the policy of the Woodridge Police Department to render all possible assistance to citizens who have been locked out of their vehicles.

436.2 PROCEDURE

An officer assigned to a vehicle lockout will meet with the complainant to establish lawful possession of the vehicle. The Officer will:

Ascertain the identity of the complainant and the ownership of the vehicle to insure appropriateness of the entry.

Present a "Release and Hold Harmless" agreement (Attached) to the owner/authorized agent for review and signature.

- (a) If the owner/authorized agent refuses to sign the authorization, the officer will not fill out the top portion of the authorization and indicate the refusal. Officers may provide telephone numbers for service companies. No further action will be taken.
- (b) If the owner/authorized agent agrees, he will sign the authorization and print his name and address next to his signature.

Explain that any damage incurred in an officer's attempt to open the vehicle is the responsibility of the owner/agent. However, if damage is incurred, the Watch Commander shall be notified, and the officer will complete a report detailing all pertinent information about the lockout and forward a copy to the Deputy Chief of Patrol Services.

Fill out the top portion of the form, check the appropriate box for unlocking a vehicle and retain a copy for the department.

Upon completion of the assignment, notify DuComm for a CAD number and give the appropriate disposition code.

[See attachment: Vehicle Lockouts Attachment.pdf](#)

436.2.1 RELEASE AND HOLD HARMLESS

The release form will contain:

- (a) Date
- (b) License/VIN/Make
- (c) WO number/Officer Badge number
- (d) Owner/Agent Signature
- (e) If attempted entry was or was not successful
- (f) If any damage was incurred (an associated case report will follow)

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(g) If there were any unusual circumstances surrounding the opening

After supervisor review, the copy will be forwarded to the Records Section where it will be filed for a month. The release authorizations will be held for a one year period and disposed of on the last day of the appropriate month following the incident.

Responding to Weapons of Mass Destruction

437.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to be followed by personnel of the Woodridge Police Department upon the receipt of a threat of the use of weapons of mass destruction or the actual or suspected use of weapons of mass destruction. These procedures apply to chemical, biological or radioactive weapons of mass destruction.

It is the policy of the Woodridge Police Department that in all incidents involving weapons of mass destruction (WMD), the protection of human life will dictate the exact procedures to be followed in a given situation. Use of specialized equipment and personnel in the handling, disposal and investigation of such incidents is mandatory to help assure the safety of all persons concerned and the proper handling of the technical investigation.

437.2 DEFINITIONS

Weapons of Mass Destruction (WMD): A biological, chemical, nuclear, or radioactive weapon, which is capable of causing a great number of injuries or deaths if the instrument were deployed.

Toxin: Toxic substances of natural origin produced by an animal, plant, or microbe. This includes Ricin.

Virus: A microorganism which lacks its own system of metabolism, thus depending on living cells in order to multiply. A virus will not live long outside of its host.

Bacteria: Single-celled organisms that multiply by cell division and can cause disease in humans, plants or animals.

Incendiary Incidents: An incendiary device is any mechanical, electrical, or chemical device used to intentionally initiate combustion or start a fire.

Chemical Incidents: Fall into five categories:

- (a) Nerve Agents
- (b) Blister Agents
- (c) Blood Agents
- (d) Choking Agents
- (e) Irritating Agents

Nerve Agents: Similar in nature to organophosphate pesticides, but with a higher degree of toxicity.

Blister Agents: Blister Agents are referred to as mustard agents due to their characteristic smell.

Blood Agents: Blood Agents interfere with the ability of the blood to transport oxygen and result in asphyxiation.

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Choking Agents: Choking Agents stress the respiratory tract.

Irritating Agents: Irritating agents are also known as riot control agents or tear gas and are designed to incapacitate. OC spray would fall into this category.

437.3 PROCEDURE

A. The Woodridge Police Department has established the following protocol, which will be followed whenever a possible WMD incident occurs within the corporate limits of the Village of Woodridge. This protocol uses a three level response criteria to assist in determining what response is appropriate:

1. **Level I** No threat, no evidence of potential contamination.
2. **Level II** No threat, known presence of a potential contaminant.
3. **Level III** Known threat, known or unknown presence of potential contaminant.

B. When a WMD threat is received by the Woodridge Police Department, DuComm, department personnel, or other means, the following protocol will be followed:

1. **Level I** (No threat, no evidence of potential contaminant.): A patrol unit will be dispatched to the location of the call and will assess the situation. If a determination is made to collect the possible contaminated object, it will be collected in accordance with the following procedures:
 - a. A Crime Scene Technician will be called to the scene to collect any potentially contaminated substance;
 - b. All evidence collected will be double bagged in clear plastic evidence bags and sealed with biohazard tape;
 - c. All evidence collected will be transported to the Woodridge Police Station where it will be secured in the outside storage container located in the rear of the police building. Officers will contact the Federal Bureau of Investigation (FBI) to obtain an FBI Control Number for this evidence. Evidence will be submitted to the FBI per FBI evidence submission procedures.
2. **Level II** (No threat, transporting known presence of potential contaminant): The Shift Supervisor, along with patrol units, will be dispatched to the location of the threat. The appropriate fire district with jurisdiction of the location will be notified if not already on the scene. The fire department battalion chief will be the incident commander.
 - a. The shift supervisor will ensure that the following agencies and personnel have been notified:
 - Chief of Police
 - Deputy Chief of Patrol
 - Deputy Chief of Support Services
 - DuPage County Health Department

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- b. The first arriving officer will establish a perimeter around the scene.
 - c. No one other than approved emergency personnel will be allowed into the area or building.
 - d. All evidence collected will be transported to the Woodridge Police Station where it will be secured in the outside storage container located in the rear of the police building. Officers will contact the FBI to obtain an FBI Control Number for this evidence. Evidence will be submitted to the FBI per FBI evidence submission procedures.
3. **Level III** (Known threat, known or unknown presence of a potential contaminant.) The Shift Supervisor along with patrol units, will be dispatched to the location of the threat and will contact the ranking officer from the fire department and establish a command post.
- a. The Shift Supervisor will ensure that the following agencies and personnel have been notified:
 - Chief of Police
 - Deputy Chief of Patrol
 - Deputy Chief of Support Services
 - Off-duty personnel call-back if needed
 - Mutual Aid, if needed, will be summoned per the ILEAS Mutual Aid Box Plan
 - FBI Chicago Office
 - Illinois Department of Public Health (800)782-7860
 - DuPage County Health Department
 - b. The first arriving officer will establish a perimeter around the scene.
 - c. No one other than approved emergency personnel will be allowed in the building or area.
 - d. All evidence collected will be transported to the Woodridge Police Station where it will be secured in the outside storage container located in the rear of the police building. Officers will contact the FBI, if not already on the scene, to obtain an FBI Control number for the evidence. Evidence will be submitted to FBI per FBI evidence submission procedures. FBI personnel on the scene may elect to secure and transport the evidence themselves, which is permissible.
4. **Special Considerations**
- a. Officers responding to incidents shall determine if an actual threat exists, and if anyone has been exposed to the threat. Protective equipment should not be required unless hazards or risks are indicated as a result of the investigation. Should the wearing of protective masks and other protective equipment be required, the appropriate General Order covering such equipment will be followed with respect to their use. An investigation

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should be conducted much like a response to a telephone bomb threat. Actions to be taken at this stage include but are not necessarily limited to:

- Information gathering at the scene for investigative and reporting purposes.
- Building evacuation and search. Attention should be paid to appliances or devices which are foreign to the surroundings. Occupants should be contained in a safe area and not allowed to leave.
- Taking control of the building ventilation system may be warranted based upon investigative findings. An assessment of the building ventilation system may be necessary to rule out forced entry and/or tampering.

C. Threat and Suspicious Envelope, Package or Device Present

1. When a WMD threat is accompanied by a suspicious envelope, package or device, or when a suspicious envelope, package or device is found during the initial investigation, these additional procedures will be followed and the following agencies notified in addition to the previous notifications outlined:

- a. Fire Department
- b. DuPage County Bomb Squad
- c. FBI Chicago Office
- d. DuPage County Health Department

2. Establish a Unified Incident Command, which will include personnel from the fire department, FBI, police department, and the state/local health department. A thorough assessment of the threat will be determined by a joint effort.

3. Ensure that the air handling system in the target building is shut down immediately. Increase the perimeter secured to 300 feet around the area if it is possible. If necessary expand the perimeter to ensure an adequate safety zone.

4. If a potential for a bio-chem exposure exists, occupants should be contained in an isolation area in the interior of the building, until the arrival of a HAZMAT Team. If potentially exposed people have already exited the area prior to arrival, they should be identified and assembled in a designated area.

5. The retrieval of any suspicious envelopes, packages or devices containing non-explosive potential WMD will be the responsibility of the responding fire department HAZMAT Team in coordination with the FBI. If an explosive device is suspected, retrieval will be conducted by the responding bomb squad.

6. Evidence handling and related procedures, along with crime scene documentation will be the responsibility of the Woodridge Police Department in coordination with the fire department and the FBI.

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7. Decontamination procedures will be the responsibility of the fire department whose jurisdiction the incident location falls in. The Woodridge Police Department will assist in such efforts as needed or directed.

D. Safety Precautions for a WMD Incident with Casualties – Cause Known or Unknown:

1. Always approach from upwind and stay out of smoke, mist, cloud or dust.
2. Do not attempt a rescue and thereby become another victim.
3. Rescue efforts or extinguishing fires is the responsibility of the fire department and the HAZMAT Team.
4. Keep all victims in one location. DO NOT allow anyone to wander off or leave.
5. Evacuate the area without endangering yourself, and secure the area. Obtain additional manpower as needed. Allow no flame, sparks or smoking in the area, including running vehicles.

Automated License Plate Readers-TEMPORARY POLICY

438.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Woodridge Police Department to convert data associated with vehicle license plates for official law enforcement purposes including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

438.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Deputy Chief of Support Services. The Deputy Chief of Support Services will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

438.3 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (b) An ALPR shall only be used for official and legitimate law enforcement business.
- (c) An ALPR may be used in conjunction with any patrol operation or official department investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (d) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (e) If practicable, the officer should verify an ALPR response through the Illinois Law Enforcement Agencies Data System (LEADS) before taking enforcement action that is based solely upon an ALPR alert.
- (f) No ALPR operator may access LEADS unless otherwise authorized to do so.

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Automated License Plate Readers-TEMPORARY POLICY

438.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Woodridge Police Department and because such data may contain confidential LEADS information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

The Deputy Chief of Support Services, or their designee, is responsible to ensure proper collection and retention of ALPR data and for transferring ALPR data stored in department vehicles to the department server on a regular basis, not to exceed 30 days between transfers.

All ALPR data downloaded to the server should be stored for the minimum period established by the department's record retention guidelines and thereafter may be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. In such circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

438.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Woodridge Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Chief of Police and processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password protected system capable of documenting all access of information by name, date and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted on a regular basis.

Chapter 5 - Traffic Operations

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs. Officers are encouraged to enforce all sections of the Illinois Vehicle Code and applicable Village Ordinances to ensure public safety.

500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for officers of the Woodridge Police Department. Traffic crash information provided by the Illinois Department of Transportation, or by records analysis, is a valuable resource for traffic accident occurrences and therefore officer deployment. Some of the factors for analysis include:

- (a) Location
- (b) Time
- (c) Day
- (d) Violation Factors

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. One violation identified as a major cause of personal injury traffic crashes is speeding. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine, with an emphasis on speeding violations and any other violations found to be contributing to traffic crashes. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are citizen requests, school zones, construction zones or special events.

500.3 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of citations issued by any officer shall not be used as criterion for evaluating officer overall performance, but the number of traffic stops completed, arrests, written warnings, and crime prevention measures are appropriate evaluation criterion (55 ILCS 5/5-1136; 65 ILCS 5/11-1-12).

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Traffic Function and Responsibility

Several methods are effective in the reduction of collisions:

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

500.3.2 CITATIONS

Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

- (a) Explanation of the violation or charge.
- (b) Court appearance procedure including the optional or mandatory appearance by the motorist.
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

500.3.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses outlined in the Illinois Vehicle Code or Illinois Compiled Statutes. These physical arrest cases usually deal with, but are not limited to:

- (a) Reckless homicide.
- (b) Felony and misdemeanor driving under the influence of alcohol/drugs.
- (c) Felony or misdemeanor hit-and-run.
- (d) Refusal to sign notice to appear.
- (e) Any other misdemeanor at the discretion of the officer, such as reckless driving, or driving while license suspended/revoked..

500.3.4 SEIZURE OF ITEMS

Officers who reasonably believe that any certificate of title, registration card, permit, license, registration plate, license plate, disability license plate, parking decal or device, or registration sticker is fictitious, expired, revoked, cancelled, suspended or unlawfully issued shall seize such items for return of the items to the Secretary of State (625 ILCS 5/2-111).

Driver's License Confiscation

Should an Officer have a need to confiscate a motorist's driver's license, the Officer shall:

- (a) Complete the "Law Enforcement License Confiscation Report" (attachment), and attached the license to the bottom left hand corner

Indicate the reason for confiscation of the report, and provide any documentation requested.

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Traffic Function and Responsibility

500.3.5 REFERRAL OF DRIVERS FOR RE-EXAMINATION

Referral of Drivers for Re-examination

Officers who encounter a motor vehicle operator with suspected incompetency, physical or mental disability, or other condition which might prevent the person from exercising reasonable and safe operation of a motor vehicle, can request that notification be made to the Secretary of State's Officer for re-examination (625 ILCS 5/6-207)

- (a) The Officer will complete the "Re-Examination Request Form (Attachment), listing all information requested that indicates good cause for re-examination, and which test the motorist should be ordered to re-take (vision screening, written exam, driving test, or all)
- (b) Once completed, the report shall be forwarded to their Supervisor for approval.
- (c) Once approved, the Records Section will forward the report to the Secretary of State.

500.4 SUSPENDED OR REVOKED DRIVERS LICENSES

If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to 625 ILCS 5/6-303.

500.5 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.5.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

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Traffic Function and Responsibility

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VEST

High-visibility vests shall be maintained by the individual Officer or CSO and carried with their equipment while on duty or participating in a special detail. If an Officer or CSO finds their high visibility vest is in a state of disrepair, soiled, or otherwise unservicable, they are required to purchase a new vest out of their uniform allowance, pursuant to current uniform specifications.

500.6 SPEED MEASURING DEVICES

SPEED MEASURING DEVICES

Officers are encouraged to make speeding offenses a priority in their enforcement activities.

Officers may utilize approved methods of speed timing that may be effective for the nature of the violation:

- (a) Pace: The Officer will maintain a constant speed with the violator's vehicle for 1/8 mile, neither gaining nor losing distance between the Police vehicle and the violator's vehicle.
- (b) Radar/Laser Units: The Officer may use radar in any of the manufacturer approved modes.
- (c) Officer will test the radar/laser units before and after use in accordance with the manufacturer approved methods.
- (d) Officers will be responsible for proper care of the devices, and report any irregularities to their Supervisor.
- (e) Each radar unit and tuning forks will be inspected annually by a certified radar technician to ensure units are properly functioning.
- (f) All Officers authorized to operate radar/laser units will be trained in their use.
- (g) All maintenance and calibration records will be maintained by the Deputy Chief's of Support Services Office.

500.7 TRAFFIC STOPS

TRAFFIC STOPS

Officers should utilize proper guidelines and techniques, as outlined in Policy 507, when stopping vehicles in order to maximize safety. No guidelines can address all possible situations, and all officers should keep informed on advancements and new techniques. Officers stopping vehicles should do so in accordance with the Constitutional requirements and in compliance with all applicable statutes and court decisions. Upon making decision to stop a vehicle, the Officer should

- (a) Choose a suitable location, taking in all factors to maximize safety for the Officer and the violator.
- (b) Notify DuComm with complete location, and registration information. If the stop is for a suspicious vehicle, or some other circumstances, then that information can be relayed at this time.
If there is no visible registration, the Officer shall provide a description of the vehicle, along with any occupant information.

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- (c) Emergency equipment, including red and blue lights, and any horn or siren deemed appropriate should be used to signal the violator to pull their vehicle over. During periods of darkness, a spotlight should also be utilized, if so equipped. The driver should be directed to pull over to the furthest right hand portion of the roadway.
- (d) The Officer shall position their vehicle in manner that maximizes their safety.
- (e) Upon approach, the Officer shall be aware of all occupants and their movements. During periods of darkness, Officer should utilize a flashlight to provide additional illumination of the passenger compartment.
- (f) When circumstances dictate, a non-traditional or tactical advantage approach can be taken by Officers (ex: right-side or passenger side approach).
- (g) Oversized/Commercial vehicles should be stopped in a manner that allows enough room for the vehicle to safely pull over. Officers should avoid climbing on the vehicle in order to speak with the driver. ,

500.8 OCCUPANT PROTECTION

Officers are encouraged to make safety belt and child safety seat laws a priority during their enforcement activities.

Officers should be checking all occupants of a vehicle and verifying their age, and if they are properly secured with either a safety belt, or the appropriate child safety seat.

Based on this assessment, appropriate enforcement action should be taken for any violations.

500.9 COMMERCIAL DRIVERS LICENSES

Woodridge Police Department shall enforce CDL laws and provide uniform enforcement throughout the Village on these violations.

500.9.1 DEFINITIONS

Commercial Driver's License or CDL: Means a license issued by a State to a person which authorizes that person to drive a certain class of commercial motor vehicle or motor vehicles.

Commercial Motor Vehicle: A motor vehicle designed to transport passengers or property as defined in 625 ILCS 5/6-500 of the Illinois Vehicle Code.

Driver: Any person who drives, operates, or is in physical control of a commercial motor vehicle or is required to hold a CDL.

Out of Service Order: A temporary prohibition against driving a commercial motor vehicle.

Gross Vehicle Weight Rating (GVWR): The value specified by the manufacturer(s) as the maximum loaded weight of a single or combination of vehicles; or the registered gross weight; whichever is greater. The GVWR of a combination of vehicles (commonly referred to as the "Gross Combination Weight Rating" or GCWR) is the GVWR of the power unit plus the GVWR of

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the towed unit or units; or the combined registered weight of the power unit plus the towed unit, whichever is greater.

500.9.2 CLASSIFICATION, ENDORSEMENTS, RESTRICTIONS

Class A: Any combination of vehicles with a Gross Combined Weight Rating (GCWR) of 26,001 pounds or more provided the Gross Vehicle Weight Rating (GVWR) of the vehicle(s) being towed is in excess of 10,000 pounds.

Class B: Any single vehicle with a GVWR of 26,001 or more pounds OR any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.

Class C: Any single vehicle with a GVWR of 16,001 pounds or more but less than 26,001 pounds GVWR; OR

- (a) Any such vehicle towing another vehicle not in excess of 10,000 pounds GVWR of less than 26,001 pounds; OR
- (b) Any vehicle less than 26,001 pounds GVWR designed to transport 16 or more people; OR
- (c) Any vehicle less than 26,001 pounds GVWR used in the transportation of hazardous materials which requires the vehicle to be placarded.

Class D: Any single vehicle with a GVWR of 16,001 pounds or less; OR any single vehicle with a GVWR of 16,000 pounds or less towing any vehicle providing the GCWR does not exceed 26,000 pounds, except:

- (a) Those vehicles designed to transport 16 or more people;
- (b) Those vehicles used in transportation of hazardous materials which requires the vehicle to be placarded.

Class L: Any motor-driven cycle (less than 150 cc's)

Class M: Motorcycle and motor-driven cycles.

500.9.3 CDL-UNDER THE INFLUENCE OF ALCOHOL/DRUGS

Enforcement of 625 ILCS 5/6-515: If an officer develops probable cause to believe there is alcohol present in the driver's system, the procedure will be as follows:

Officers without the availability of a portable breath testing (PBT) device will:

Perform Standardized Field Sobriety Tests (SFST).

Issue the "Warning to Commercial Motor Vehicle Driver" by:

- (a) Providing a copy to the driver
- (b) Reading the form to the driver (verbatim)

Request a chemical test:

- (a) If the driver refuses the test:

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- (a) If there is no probable cause for an arrest for Section 11-501 of the IVC, the officer will issue a citation for 625 ILCS 5/6-515; complete a Commercial Driver “Out of Service” Order – Sworn Report or
- (b) If probable cause exists for arrest for Section 11-501A2 of the IVC, the officer will issue a citation under this section; complete a commercial driver “Out of Service” Order – Sworn Report. (The sworn report/warning to motorist authorized by Section 11-501.1 will not be utilized.)

Officers with the availability of a PBT will:

Perform Standardized Field Sobriety tests (SFST).

Request the driver to give a breath sample utilizing a PBT.

If the PBT is refused, the officer will proceed as indicated above.

If the test is performed and the result is:

- (a) less than .04 the officer will issue a citation for 625 ILCS 5/6-515, complete a commercial driver “Out of Service” Order – Sworn Report, and do not request a chemical test.
- (b) .04 or more, the officer will issue a warning to commercial motor vehicle driver as directed above and request a chemical test. If the driver refuses the test, the officer will follow the procedures listed above; if the driver submits to the test, follow procedures listed above.

If the driver is suspected of having consumed alcoholic beverages and drugs, he will be processed according to this policy.

If the driver is suspected of having consumed any type of drugs, the driver must submit to tests administered at the direction of the officer when the officer has probable cause to believe the person has any amount of a drug in his system. The officer must follow the same procedure as necessary for CDL alcohol and DUI arrest, 625 ILCS 5/6-515 to 520.

Removal of Vehicles:

When encountering a commercial driver who has consumed alcoholic beverages, a decision must be made regarding the removal of the vehicle. The procedure listed below will be followed.

Officers without a PBT:

If the officer believes it is safe to do so, he may permit the driver to remove the vehicle to a place of safety prior to placing the driver out of service.

If the officer believes the driver is unable to safely operate the vehicle, he or she will cause the vehicle to be removed (i.e. by towing, or permitting another authorized driver to remove the unit.)

Officers with a PBT:

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If the PBT result is less than .04 and the officer believes the driver can safely operate the vehicle, he will permit the driver to remove the vehicle to a place of safety prior to placing the driver out of service.

If the PBT result is .04 or more, the officer will cause the vehicle to be removed as stated above.

Distribution of Forms:

Warning to commercial vehicle driver – copies are to be distributed as indicated on the form.

Commercial driver “out of service” order – sworn report – copies are to be distributed as indicated on the form. If chemical testing is conducted by means of a blood or urine test, the form labeled “mail to motorist” will be mailed to the driver regardless of test results. The form may be destroyed if it is not needed.

Traffic Crash Reporting

501.1 PURPOSE AND SCOPE

The Woodridge Police Department prepares traffic crash reports in compliance with the Illinois Department of Transportation, Division of Traffic Safety Illinois Traffic Crash Report (Form SR1050) Manual and as a public service makes traffic crash reports available to the community with some exceptions.

501.2 RESPONSIBILITY

The Records Supervisor, at the direction of the Deputy Chief of Support Services, will be responsible for administering the computerized crash reporting software, iyeTek (Lexis Nexis), which follows the guidelines set forth in the Illinois Traffic Crash Report Manual. The Records Supervisor will receive all changes in the state manual and ensure conformity with this policy.

501.3 TRAFFIC CRASH REPORTING

All traffic crash reports taken by members of this department shall be submitted, via computer software, to their immediate supervisor for approval. Once approved, the report will move to the records section for final approval and submittal to IDOT.

501.4 REPORTING SITUATIONS

501.4.1 TRAFFIC CRASHES INVOLVING VILLAGE VEHICLES

Traffic crash reports shall be taken when a Village of Woodridge-owned vehicle is involved in a traffic crash upon a roadway or highway or on private property when any damage or injury results. Whenever there is damage to a Village owned vehicle, an Employee Statement Form shall be completed and forwarded to the appropriate Supervisor.

Photographs of the crash scene and vehicle damage shall be taken and included with the report.

In the event that a crash occurs in that involves personal injury, or other circumstances as determined by the supervisor, and outside jurisdiction may be called to investigate the crash.

1. DuPage County Sheriff's Office
2. Illinois State Police (appropriate district for location)

501.4.2 TRAFFIC CRASHES WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic crash within the jurisdiction of the Village of Woodridge resulting in an injury, fatality, or other circumstances as determined by the supervisor, the supervisor shall notify an outside jurisdiction to investigate the crash. ,

1. DuPage County Sheriff's Office
2. Illinois State Police (appropriate district for location)

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501.4.3 TRAFFIC CRASHES WITH OTHER VILLAGE EMPLOYEES OR OFFICIALS

The on-duty supervisor shall request assistance from an outside jurisdiction, the DuPage County Sheriff's Office, or the Illinois State Police (appropriate district for location) for the investigation of any traffic crash involving any Village of Woodridge official or employee where a serious injury, fatality, or other circumstances as determined by the supervisor have occurred.

501.4.4 TRAFFIC CRASHES ON PRIVATE PROPERTY

Generally, Community Service Officers may take traffic crash reports for traffic crashes occurring on private property, unless there is a death or injury to any person involved, damage to the property of any one person in excess of \$1,500 (or \$500 if any of the involved vehicles are uninsured in violation of 625 ILCS 5/7-601), a hit-and-run violation where the offender is known, other criminal traffic violation or a school bus is involved. Exceptions may occur at the discretion of any supervisor (625 ILCS 5/11 406).

501.4.5 TRAFFIC CRASHES ON ROADWAYS OR HIGHWAYS

Traffic crash reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

- (a) When there is a death or injury to any persons involved in the crash.
- (b) When there is damage to the property of any one person valued over \$500, including the driver.
- (c) When there is an identifiable violation of the Illinois Vehicle Code or similar local ordinance.
- (d) When a report is requested by any involved drivers.
- (e) Whenever a school bus is involved.
- (f) Whenever directed by a supervisor

501.5 NOTIFICATION OF TASK FORCE TEAM

In the event of a serious personal injury crash involving a criminal act, a fatality, or any other circumstances deemed necessary, the on-duty supervisor shall request assistance from a Crash Reconstruction Team to assist in the investigation.

The M.E.R.I.T (Metropolitan Emergency Response and Investigation Team) Crash Reconstruction Team should be contacted for any requests or guidance with handling a qualifying incident. This request is facilitated through DuComm.

In the event that a team is dispatched to your location, a Command notification should be completed.

Woodridge Police Department officers will still be responsible for completing any and all crash and follow up reports, as well as filing any charges against involved parties.

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Traffic Crash Reporting

501.5.1 SUPERVISORY DISCRETION

A supervisor may, if appropriate to the circumstances, request assistance from an outside jurisdiction, the DuPage County Sheriff's Office, the Illinois State Police, or any other law enforcement agency for the investigation of any traffic crash.

501.5.2 TOTAL STATION

The total station unit will be used to assist members in making detailed and accurate scale diagrams during various types of investigations.

The total station will be under the control of the Deputy Chief of Support Services, or their designee.

The total station will be operated, serviced and maintained within manufacturer's specifications.

Only members specifically trained on the operation of the total station may utilize the equipment.

The total station will be stored in a secure location.

Outside requests for the equipment will only be authorized by the Deputy Chief of Support Services, or their designee.

Vehicle Towing

502.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the Woodridge Police Department. It is the policy of the Woodridge Police Department to provide for free movement of vehicle traffic, provide for the security of vehicles, enforce Illinois law regarding the seizure and forfeiture of vehicles, and to enforce Village ordinances regarding the return of vehicles within the Department's custody.

502.2 PROCEDURE

An approved tow company list will be maintained by the Deputy Chief of Support Services, or their designee. Requests for police tows will be handled by the companies on the list, in rotation through DuComm.

- (a) All companies accepted for the list will receive notice of the expectations of the Department and execute an agreement to respond appropriately on request. Companies may be suspended or removed from the towing list by order of the Chief of Police or his designee, for failure to meet these expectations. Towing companies may also voluntarily request to be removed from the towing list.
- (b) If a tow or service call is found to be beyond the capabilities of any company on the rotation list, companies not on the list may be contacted.

Any vehicle towed by the Woodridge Police Department without the owner present or notified will be entered into LEADS as a towed or impounded vehicle by DuComm.

Fees: Fees incurred for towing services, as well as any administrative fees as created by Village ordinance, will be the responsibility of the vehicle owner.

502.2.1 OWNERS/OPERATOR REQUEST

If the owner or operator of a disabled vehicle requests a specific tow company, DuComm or the Officer on scene will contact that company on behalf of the owner. All fees and costs will be the responsibility of the owner or agent.

502.2.2 TRAFFIC HAZARDS

Vehicles may be immediately towed if:

- (a) The vehicle is abandoned, unoccupied, or otherwise present on the public right of way and poses a threat to the free and safe movement of traffic.
- (b) The vehicle is involved in an accident and is incapable of being driven or the driver or agent is physically incapable of removing the vehicle due to injury, transport or arrest.
- (c) The vehicle constitutes a general safety hazard, and no owner or agent is available to arrange for its removal or the owner or agent fails to act.

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- (d) Abandoned vehicles or vehicles in need of relocation on private property will normally be the responsibility of the property owner. Such vehicles on private property will not routinely be towed unless it is pursuant to criminal investigation, or it can be shown to be an extreme safety hazard, or with the express consent of the Chief of Police.

502.2.3 ARREST/TRAFFIC VIOLATORS

Vehicles under the control of arrestees or certain traffic violators may be towed if:

- (a) The violator cannot legally drive, is impaired, or has been taken into custody.
- (b) The vehicle either contains evidentiary items or is itself of evidentiary value.
- (c) Current Illinois law allows or requires the impoundment, seizure or possible forfeiture of the vehicle. In this instance it is recommended that the vehicle be driven in to WPD by on duty personnel whenever possible.

502.2.4 CHRONIC PARKING VIOLATOR

Any vehicle which has accumulated five (5) or more parking violations in the Village, within a single calendar year (January 1 to December 31).

- (a) Any vehicle found illegally parked, in violation of Village ordinance, on a public way (not private property), which has already received four (4) prior parking violations (paid or unpaid), within the calendar year, is subject to being towed.
- (b) Prior to towing, members shall verify through the Chronic Parking Violator List, maintained by WPD Records, or their designee, that the registered owner has been given proper legal notice that their vehicle is subject to tow for subsequent illegal parking violations.
- (c) Members shall request DuComm request the next tow company from the rotation list, and generate a call for service (CFS).
- (d) Members shall complete a vehicle tow report (attached).
- (e) Members shall remain on scene until the vehicle is completely removed.

After the vehicle is removed, the member shall:

- (a) Complete a parking ticket for the current violation (If the owner is on scene, they may be served with the ticket immediately).
- (b) Generate a case report for the incident.
- (c) Complete a LEADS entry for towed/impounded vehicle through DuComm.
- (d) Complete Form 250 for the administrative fee and assign a hearing date.
- (e) Complete a vehicle tow release.
- (f) Check with Records to obtain the amount owed for any unpaid violations.

Members shall leave the completed parking ticket, Form 250, and vehicle tow release in Records, to be served to the registered owner, or authorized agent.

When the registered owner, or authorized agent, responds to the PD for the vehicle release. The officer handling the release shall:

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- (a) Verify with Records that all past due violations have been paid.
- (b) Complete the vehicle release and collect the administrative fee.
- (c) Complete a LEADS cancellation for the towed/impound through DuComm.
- (d) Completed a supplemental report to the original incident indicating actions taken.

502.3 REPORTING

When a vehicle is towed other than at an owner's request or pursuant to a traffic crash investigation, a vehicle tow report will be prepared (attached).

For the protection of the owner's property, protection of the police against claims of lost or stolen property, and protection of the police from potential danger, a thorough and complete inventory search of the car will be made. This will include closed containers and the trunk/cargo area. Items will be noted on the tow report.

If the vehicle is available for release, a vehicle release form (Attached) will be prepared. If the owner or agent claiming the vehicle needs to meet certain requirements, such as a 12/24-hour DUI hold, proof of insurance, payment of the impound fee or providing a licensed driver, this should be noted on the release sheet.

[See attachment: 510.0 Vehicle Tows Attachment.pdf](#)

502.4 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation system established by the Department for tow services should be followed (625 ILCS 5/4-203.5).

502.4.1 TOW ROTATION LIST

The Deputy Chief of Support Service, or their designee, is responsible for ensuring that tow rotation lists to be used by department members when authorizing tows is established and maintained (625 ILCS 5/4-203.5). All complaints regarding the process for inclusion on a tow rotation list or the use of a tow rotation list shall be forwarded to the Deputy Chief of Support Services.

Members should only deviate from the rotation list in the following circumstances (625 ILCS 5/4-203.5):

- (a) A safety emergency justifies deviation.
- (b) The tow service next on the list is incapable of or not properly equipped for handling a specific task related to the tow that requires special skills or equipment.

Towing firms are prohibited from soliciting tows that have not been requested by a member or the owner or operator of a disabled vehicle. Members should tell any such tow operator who is present or arrives to leave the scene (625 ILCS 5/4-203.5).

Vehicle Tow, Storage and Impound Hearings

503.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings.

503.2 VEHICLE TOWS, STORAGE OR IMPOUNDS

When a vehicle is towed or stored by any member of the Woodridge Police Department, a hearing may be conducted upon the request of the registered or legal owner of the vehicle or their agent. Hearings for vehicles that are impounded pursuant to a local impound ordinance shall follow hearing procedures provided within the ordinance. Vehicles that are impounded for the purpose of statutory seizure shall have hearings in compliance with the statute.

503.2.1 HEARING PROCEDURES

The vehicle tow or storage hearing is an informal process, during which formal or technical rules of evidence shall not apply, to evaluate the validity of the tow or storage of a vehicle. Any relevant evidence may be submitted and reviewed by the hearing officer to determine if the vehicle in question was properly towed and/or stored in accordance with the law and Woodridge Police Department policies and procedures. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

After an employee causes the storage or removal of a vehicle, that employee will complete a Form 250 or Form 500 setting a hearing date more than 10 days, but not more than 45 days from the storage and removal of the vehicle. Form 250 will be used for tows incident to arrest. Form 500 will be used for a vehicle subject to impound for Article 36/Narcotic Law violations. The hearing officer shall be an attorney licensed to practice law in this state for a minimum of three years and the hearings must be recorded.

The vehicle storage/towing hearing officer shall consider all information provided and, if after the hearing, the hearing officer determines, by preponderance of the evidence, that the vehicle was subject to seizure, tow and impoundment, the hearing officer shall enter a written decision finding the vehicle owner civilly liable for the administrative fee. If the hearing officer finds that there was no probable cause to determine the vehicle was subject to seizure, tow and impoundment, the owner may secure the release of the vehicle without the payment of any tow, storage, or administrative fee.

If payment has already been secured, a refund may be issued.

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504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI). The Woodridge Police Department understands the importance of enforcing DUI laws, and considers it a priority of all officers assigned to patrol and traffic functions.

504.2 POLICY

The Woodridge Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Illinois's impaired driving laws.

504.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence and are responsible for DUI enforcement as part of their regular duties. Officers are expected to become familiar with when and where impaired drivers are most likely to travel through their respective beats and to take appropriate action when necessary.

504.4 FIELD TESTS

The Investigating Officer should identify the primary standardized field sobriety tests (SFSTs) and any approved alternate tests for use when investigating violations of DUI laws.

504.4.1 MEDICAL CANNABIS CARDHOLDER

A person who is a medical cannabis card holder and is reasonably suspected of driving or in actual physical control of a motor vehicle while impaired by the use of cannabis is deemed to have consented to standardized field sobriety tests (625 ILCS 5/11-501.9(a)).

504.5 CHEMICAL TESTS

A person is deemed to have consented to a chemical test or tests under any of the following (625 ILCS 5/11-501.1):

- (a) The arresting officer has probable cause to believe that the person was driving or in actual physical control of a vehicle while under the influence of alcohol, drugs, intoxicating compounds or any combination thereof (625 ILCS 5/11-501.1(a)).
- (b) The person is arrested for driving a vehicle involved in a motor vehicle accident resulting in personal injury or death of any person (625 ILCS 5/11-401(b)).
- (c) The person was driving or in actual physical control of a vehicle and involved in a personal injury or fatality accident (625 ILCS 5/11-501.6).
- (d) The person is dead, unconscious or otherwise in a condition rendering the person incapable of refusal (625 ILCS 5/11-501.1(b)).

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- (e) The person is under the age of 21, was driving or in actual physical control of a vehicle and the officer has probable cause to believe that the person has consumed any amount of an alcoholic beverage (625 ILCS 5/11-501.8).

Chemical tests shall be taken pursuant to the standards promulgated by the Department of State Police (625 ILCS 5/11-501.2(a)(1)).

504.5.1 BREATH SAMPLES

The Deputy Chief of the Support Services, or their designee, should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested and that a record of such service and testing is properly maintained. The booking room is equipped with an Intoxilyzer EC/IR breath alcohol detection instrument, approved by the U.S DOT and Illinois Department of Public Health.

Monthly testing of the Intoxilyzer EC/IR is authorized by law and shall be conducted by an Officer who has been certified by the State of Illinois as a Breath Analysis Operator (BAO).

The testing shall be conducted monthly and occur by the 5th day of each month. The Officer shall follow the instructions (attached) and the results shall be maintained in the breath book.

- Each monthly record in the breath book shall be by month in order to present in court that the machine is accurately determining a subject's BAC.

Breath Analysis Operators (BAOs) obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the breath book and promptly reported to the Deputy Chief of Support Services, or their designee. If necessary, the machine shall be taken out of service. If the machine is out of service, a similar machine at another local agency should be used.

[See attachment: Intox ECIR Accuracy Checks.pdf](#)

504.5.2 BLOOD SAMPLES

Only persons authorized by law to withdraw blood shall collect blood samples (625 ILCS 5/11-501.2(a)(2)). The withdrawal of the blood sample should be witnessed by the assigned Officer. No Officer, even if properly certified, should conduct the blood withdrawal

Upon an Officer making an arrest for Driving Under the Influence and returning to the Woodridge Police Department for processing, the Officer shall:

Read the Warning to Motorist as required by State Statute.

- (a) If the arrestee is felony eligible, the Officer shall first draft a search warrant to draw the defendant's blood, using the procedure designated by the County. The Officer shall then make contact with the on call State's Attorney's office for review of said warrant.
- (b) If the warrant is approved, the Officer should follow the video conference procedure designated by the County to appear before the on-call duty judge.

The Officer shall then read the Blood Draw Advisement (attached).

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The Officer shall then check the appropriate box after explaining the options to the arrestee.

In the event the arrestee agrees to the blood draw, the Officer shall contact Brightstar at (877)899-3680 and request a phlebotomist respond to the Woodridge Police Department. The Officer shall explain the requirement for videotaping said procedure.

The Officer shall prepare for the phlebotomist by gathering a video recorder to ensure the camera is operational prior the arrival of the phlebotomist.

In the event the arrestee does not consent to the videotaping of the procedure, the Officer will turn off the audio portion of the camera and shall still record the procedure.

The Officer shall secure the DUI kit provided by the phlebotomist as required by department policy.

The Officer shall ensure he has the proper identifying information from the phlebotomist including the correct e-mail address.

If an arrestee cannot submit to a blood test because he/she is a hemophiliac or is using an anticoagulant, he/she shall not be required to take a blood test. Such inability to take a blood test should not be treated as a refusal. However, the person may be required to complete another available and viable test.

[See attachment: Blood Draw Advisements.pdf](#)

[See attachment: Protocol on Phlebotomists.pdf](#)

504.5.3 URINE SAMPLES

If a urine test will be performed, the person should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff of the same sex as the person giving the sample. The person tested should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the specimen.

The collection kit shall be marked with the person's name, offense, Woodridge Police Department case number and the name of the witnessing officer. The collection kit should be refrigerated pending transportation for testing.

504.5.4 STATUTORY NOTIFICATIONS

An officer requesting that a person submit to a chemical test, or to a field sobriety test during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis, shall provide the person with the mandatory statutory warning pursuant to 625 ILCS 5/11-501.1 and/or 625 ILCS 5/11-501.9.

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If the person refuses to acknowledge in writing receipt of the warning regarding failure to submit to a chemical test, the officer shall document on the warning that the person refused to sign. See generally, 625 ILCS 5/11-501.1a1; 625 ILCS 5/11-501.6; 625 ILCS 5/11-501.8; 625 ILCS 5/11-501.9).

504.6 REFUSALS

When an arrestee refuses to provide a chemical sample during a DUI investigation, or to submit to field sobriety tests during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis, officers should:

- (a) Advise the arrestee of the requirement to provide a sample or submit to field sobriety tests (see generally, 625 ILCS 5/11-501.1; 625 ILCS 5/11-501.6; 625 ILCS 5/11-501.8; 625 ILCS 5/11-501.9).
- (b) Document the refusal in the appropriate report and in case report.
- (c) If practical, or at the direction of a State's Attorney or Supervisor, an Audio- and/or video-recording of the admonishment and the response should be made.

504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test, or to submit to a field sobriety test during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis as required by law, officers shall personally serve the notice of statutory summary suspension or revocation upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person and issue the person a temporary driving permit (625 ILCS 5/11-501.1(f); 625 ILCS 5/11-501.9).

504.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

- (a) A search warrant has been obtained.
- (b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol in the person's blood stream. Exigency can be established by the existence of special facts such as a lengthy delay in obtaining a blood sample due to a crash investigation or medical treatment of the person.
- (c) Exigent circumstances exist and the person was driving or in actual physical control of a vehicle while under the influence of alcohol, drugs, intoxicating compounds or any combination thereof and caused death or personal injury (Type A) to another person (625 ILCS 5/11-501.2).
- (d) A non-consensual blood draw shall only be conducted at a hospital by a licensed healthcare professional.

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504.6.3 FORCED BLOOD SAMPLE

If a person indicates by word or action that he/she will physically resist a blood draw, the Officer shall contact a supervisor immediately.

The responding supervisor should:

- (a) Contact felony screening or direct the investigating officer to do so.
- (b) Prepare for a possible drafting of a search warrant.
- (c) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (d) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.
- (e) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another Officer) and attempt to persuade the person to submit to such a sample without physical resistance. .
- (f) Ensure that the withdrawal is taken in a medically approved manner.
- (g) Supervise any use of force and ensure the forced withdrawal is recorded on audio and/or video when practicable.
- (h) Monitor and ensure that the type and level of force applied is reasonable under the circumstances.
- (i) 1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
- (j) Ensure that the use of force, the methods used to accomplish the blood sample draw, and the State's Attorneys directions are documented in the related report

If a supervisor is unavailable, Officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

504.7 ARREST AND INVESTIGATION

504.7.1 STATUTORY WARNING

An officer requesting that a person submit to a chemical test or field sobriety test during an investigation of a medical marijuana cardholder driving while impaired by the use of cannabis shall provide the person with the mandatory warning pursuant to 625 ILCS 5/11-501.1 and/or 625 ILCS 5/11-501.9.

504.7.2 PRELIMINARY BREATH SCREENING TEST

An officer having reasonable suspicion to believe that a person is DUI may, prior to arrest, request that the person provide a sample of his/her breath for a preliminary breath screening (PBS) test using a portable device approved by the Department of State Police. The person may refuse the test, however, if a test is administered, the results may be used by the officer for the purpose of determining whether probable cause exists to require a chemical test as authorized by 625 ILCS 5/11-501.1 and 625 ILCS 5/11-501.2 (625 ILCS 5/11-501.5).

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504.7.3 ADDITIONAL TESTING

A person submitting to a chemical test may have qualified medical personnel of his/her own choosing administer an additional chemical test (625 ILCS 5/11-501.2). This will be done after the person is released from custody, at their own expense and on their own time.

504.7.4 OFFICER RESPONSIBILITIES

If a person refuses to submit to a chemical test or submits to a test that discloses a prohibited alcohol concentration, the officer shall immediately submit a sworn statement of such fact to the circuit court of venue and the Secretary of State (SOS) (625 ILCS 5/11-501.1(d)).

If a medical marijuana card holder refuses to submit to field sobriety tests or submits to a test that discloses impairment by the use of cannabis, the Officer shall immediately submit a sworn statement of such fact to the circuit court of venue and the Secretary of State (SOS) (625 ILCS 5/11-501.9(e)).

504.7.5 TRAFFIC CRASHES

An officer having probable cause to believe that a motor vehicle driven by or in actual physical control of a person under the influence of alcohol, other drugs, or intoxicating compounds or any combination thereof has caused the death or Type A injury of another person, shall request that the person submit to a chemical test (625 ILCS 5/11-501.2(c)(2)).

504.7.6 REPORTING

The Deputy Chief of the Support Services Unit shall ensure that the Department complies with all state reporting requirements pursuant to 20 ILCS 2630/5.

504.7.7 DESIGNATION OF CHEMICAL TESTS

The Chief of Police shall designate which chemical tests shall be administered to a person in violation of DUI laws (625 ILCS 5/11-501.1(a)).

Officers may generally administer up to two additional tests of urine or other bodily substance even if a blood or breath test, or both, has been administered (625 ILCS 5/11-501.1(a); 625 ILCS 5/11-501.6(a); 625 ILCS 5/11-501.8(a)).

504.8 RECORDS SECTION RESPONSIBILITIES

The Records Supervisor will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

504.8.1 WARNING NOTIFICATION

The Records Supervisor shall forward the warning notification and sworn report in accordance with 625 ILCS 5/11-501.1, 625 ILCS 5/11-501.6, 625 ILCS 5/11-501.8, and 625 ILCS 5/11-501.9.

504.9 ADMINISTRATIVE HEARINGS

The Records Supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the Secretary of State (SOS).

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Any Officer who receives notice of required attendance to an administrative license suspension hearing should promptly notify the prosecuting attorney.

Officers called to testify at an administrative hearing should document the hearing date and the SOS file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified. The Records Section should forward this to the prosecuting attorney as part of the case file.

504.10 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification. Training on Standardized Field Sobriety Tests (SFST) shall be conducted every two years.

504.11 DUI REIMBURSEMENT

Any motorist who causes a traffic crash while in violation of DUI (625 ILCS 5/11-501) is responsible for restitution to the Village of Woodridge for personnel's time, medical equipment, etc., not to exceed the statutory maximum.

The Reporting officer will apply for reimbursement by filling out the Emergency Response Cost Affidavit (Attached) for each accident case where a DUI driver was the proximate cause of the accident. The reimbursement form indicates how many police vehicles were on the scene of the accident. A notary will sign the certification at the bottom of the affidavit.

The Reporting Officer will place the original Emergency Response Cost Affidavit in the case report. The records section will forward the paperwork to the appropriate county of venue.

Upon conviction, the Judge will issue an order for reimbursement, and the offender will be ordered to reimburse the agency as part of the fin

[See attachment: Emergency Response Cost Affidavit.pdf](#)

Disabled Vehicles

505.1 PURPOSE AND SCOPE

All law enforcement agencies having responsibility for traffic enforcement should develop and adopt a written policy to allow for the safe movement of traffic and to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

505.2 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the telecommunicator should be advised of the location of the disabled vehicle and the need for assistance. The telecommunicator should then assign another available officer to respond for assistance as soon as practical.

505.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

General assistance will be rendered to the motoring public, including, but not limited to:

- (a) Information and directions
- (b) Obtaining service or other assistance for disabled vehicles
- (c) Use of the public vehicle and its warning equipment to protect vehicles on the public way from passing traffic
- (d) Obtaining vehicle tows
- (e) Transportation to a place of safety
- (f) Obtaining fire or emergency medical services as needed
- (g) Push a disabled vehicle to a point of safety with a completed waiver form signed by the vehicle operator and/or owner.

505.3.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair. The routine changing of a flat/disabled tire shall not be construed as mechanical repairs and can be done at the discretion of the officer.

505.3.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

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Tows at the request of the owner/operator:

- (a) If the owner or operator of a disabled vehicle requests a specific tow company, DuComm or the Officer on scene will contact that company on behalf of the owner. The requested tow company should be able to respond within a reasonable amount of time. All fees and costs will be the responsibility of the owner or agent.

Reporting: When a vehicle is towed other than at an owner's request or pursuant to a traffic crash investigation, a vehicle tow report will be prepared (Attachment A).

- (a) For the protection of the owner's property, protection of the police against claims of lost or stolen property, and protection of the police from potential danger, a thorough and complete inventory search of the car will be made. This will include closed containers and the trunk/cargo area. Items will be noted on the tow report.
- (b) If the vehicle is available for release, a vehicle release form (Attachment B) will be prepared. If the owner or agent claiming the vehicle needs to meet certain requirements, such as a DUI hold, proof of insurance, payment of the impound fee or providing a licensed driver, this should be noted on the release sheet.
- (c) Any vehicle towed by the Woodridge Police Department without the owner present or notified will be entered into LEADS as a towed or impounded vehicle by DuComm.
- (d) Fees incurred for towing services will be the responsibility of the vehicle owner.

505.3.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person's consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

505.4 ROADWAY HAZARDS

Field service units which observe traffic hazards will report them to DuComm. DuComm will relay the report to the appropriate agency when it is necessary. This may include the state or county highway departments, Woodridge Public Works, another police agency or private contractor.

Field service units detecting or dispatched to the location of a road hazard within our jurisdiction will take appropriate actions to mitigate the hazard.

Traffic hazard vehicles may be towed immediately if:

- (a) The vehicle is abandoned, unoccupied, or otherwise present on the public right of way and poses a threat to the free and safe movement of traffic.
- (b) The vehicle is involved in an accident and is incapable of being driven or the driver or agent is physically incapable of removing the vehicle due to injury, transport, or arrest.
- (c) The vehicle constitutes a general safety hazard, and no owner or agent is available to arrange for its removal or the owner or agent fails to act.
- (d) Abandoned vehicles or vehicles in need of relocation on private property will normally be the responsibility of the property owner. Such vehicles on private property will not

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routinely be towed unless it is pursuant to criminal investigation, or it can be shown to be an extreme safety hazard, or with the express consent of the Chief of Police.

505.5 POLICY

It is the policy of the Woodridge Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

Traffic Control and Direction

506.1 PURPOSE AND SCOPE

The purpose of the policy is to establish procedures and guideline for handling traffic incident through proper traffic direction and control. It is the policy of the Woodridge Police Department to provide necessary traffic control and direction in order to maintain safe and efficient movement of vehicles and pedestrians, while providing maximum safety for its employees who may operate in or near moving vehicle traffic. It is also the policy of the Woodridge Police Department, pursuant to Chapter 105 ILCS Act 5/10-22.28(a), to authorize and provide, as necessary, non-sworn personnel to serve as school crossing guards.

506.2 DEFINITIONS

Manual Traffic Control: To direct vehicular and pedestrian movement through the use of uniform hand signals and gestures.

Point Traffic Control: The control of vehicular and pedestrian movement at a particular place on a roadway such as an intersection.

Special Events: Activities which would bring in a large volume of vehicular or pedestrian traffic such as parades, sporting events, highway construction and maintenance activities, picketing, etc.

Traffic Shadow: A protected area created by positioning of emergency vehicles.

Traffic Incident: An emergency road user occurrence, a natural disaster, or other unplanned event that affects or impedes the normal flow of traffic. Typed of incidents falls into three categories:

- (a) Major- expected duration of more than 2 hours
- (b) Intermediate- expected duration of 30 minutes to 2 hours
- (c) Minor- expected duration under 30 minutes

506.3 PROCEDURE

TRAFFIC DIRECTION AND CONTROL FUNCTIONS:

Upon arrival to a traffic incident, the responding member should make an initial determination as to the type of incident (major, intermediate, minor) and the expected duration. This initial assessment will provide a guideline for the type of traffic control and direction that will be needed. If the scene evolves beyond the scope of the initial assessment, modification should be made to the plan.

Generally, these duties are performed by sworn and non-sworn personnel when needed at traffic accidents, fire scenes, special events, parades and non-routine incidents. Departmental personnel shall utilize the Auxiliary Power Unit (APU), public works, or ILEAS mutual aid when additional resources are needed at a scene.

Officers may need to direct traffic due to circumstances that occur as the result of a traffic crash, fire or other event that occurs. **Officers shall wear an (ANSI) Class II high-visibility safety**

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vest when directing or controlling traffic . Officers shall reduce the patrol vehicles emergency lighting to reduce glare for oncoming motorists which allows traffic control personnel to be more visible to oncoming traffic.

In the event that any scene and the surrounding roadways may need to be secured or traffic patterns may need to be altered beyond a reasonable period of time, the Watch Commander shall coordinate the closure with the Public Works Department and other applicable agencies. This shall include but not be limited to:

- (a) Ensure that adequate and proper barricades are in place prior to relieving officers.
- (b) Notification to local Police and Fire Districts about said closures.
- (c) Notification to Command Staff.

PERIODIC SURVEY – POINT TRAFFIC CONTROL:

In cooperation with the Village Engineer, and other appropriate County and State engineers, the Woodridge Police Department Traffic Unit shall conduct periodic surveys to identify locations and times where point traffic control may be needed.

Additional surveys may be conducted when traffic accident data, enforcement data and/or citizen complaints indicate the existence of unsafe conditions at certain locations.

PERIODIC SURVEY – PARKING CONTROL:

It shall be the responsibility of the Village Engineering Department and the Police Department to study the parking needs within the Village. Engineering will forward completed studies to the Village Administrator for review and approval. The Village will forward a list of traffic control agreements to the Police Department on a periodic basis.

IDENTIFYING MANUAL TRAFFIC CONTROL NEEDS:

The criteria used to identify the need for manual traffic control will include but not be limited to the following:

- (a) Traffic speed and volume
- (b) Number of pedestrians present
- (c) Duration of congestion period
- (d) Presence or absence of traffic control devices

The decision to assign personnel to carry out traffic direction and control shall be made only if the analysis indicates that the unmanned signals/devices cannot adequately ensure the safe and efficient movement of traffic during peak traffic periods.

Manual traffic control may be utilized prior to the installation of traffic control standards, as approved by the Chief of Police.

UNIFORM SIGNALS AND GESTURES:

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All personnel assigned to traffic control will use the signals and gestures as depicted in the attachment.

HIGH VISIBILITY CLOTHING:

Any department member who directs traffic will be equipped with an (ANSI) Class II high-visibility safety vest, which shall be worn when directing/controlling traffic.

MANUAL OPERATION OF TRAFFIC CONTROL SIGNALS:

Officers shall report traffic signal malfunctions to DuComm and request that they make contact with the proper repair service.

During emergencies or malfunctions officers shall flip open the temporary stop signs located on the traffic signal poles and notify the on duty supervisor.

Police personnel may manually override automatic signals under special circumstances, such as special events, accidents, traffic congestion, etc.

506.3.1 TEMPORARY DEVICES

Temporary traffic control devices such as portable signs, message boards, movable barricades, flares and other devices intended for a limited period, will be used to temporarily ensure the safe and efficient movement and control of vehicular and pedestrian traffic during special events or accident scenes. The type and quantity of temporary devices will be dictated by the type of traffic incident (major, intermediate, minor).

The use of temporary traffic control devices during special events may be deployed only with specific prior approval of supervisory personnel. Supervisory personnel shall also assign personnel to see to their removal as soon as possible.

Special events that require closing of streets or a traffic pattern that is different from the norm shall be coordinated with Public Works, or the agency which has authority for any said roadway of the event for the placement of barricades and other temporary traffic control devices.

506.3.2 SPECIAL EVENTS

Police Officers and civilian personnel may be used to assist in traffic control during special events as necessary to provide for the safe and orderly movement of pedestrian and vehicular traffic.

The Traffic Unit Supervisor or his designee will coordinate the planning of traffic direction and control functions at special events.

The planning process will include but not be limited to the following concerns:

- (a) Routes are to be planned to allow for normal and emergency activities with minimal disruption.
- (b) Fire, Police and ambulance response will be provided unrestricted access from at least one direction.
- (c) Temporary traffic control devices will be provided, if needed.

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- (d) Officers will provide adequate crowd control when required.
- (e) Provisions for news media personnel will be provided if necessary.
- (f) A means for identifying persons walking directly with a parade or special event shall be provided to traffic control personnel.
- (g) Temporary public transportation shall be provided as needed.
- (h) If private security services are involved, the need to review and determine the adequacy of such services for a particular event will be accomplished.
- (i) Provisions will be provided for officer relief and scheduling, and interagency assistance and cooperation. Adequate breaks will be scheduled as needed depending on the duration of the traffic control or direction service.
- (j) Personnel should provide adequate warning to oncoming motorists and pedestrians of a controlled traffic scene in order to reduce the possibility of crashes or injuries. Police personnel shall channel traffic into a single lane if required to control the flow and speed of approaching traffic. If possible, message boards should be utilized to direct/warn of altered traffic patterns.

506.3.3 FIRE SCENE

The department shall coordinate its efforts with the fire department at emergency scenes to provide crowd control and adequate safety measures for vehicle and pedestrian traffic.

Department personnel engaged in traffic control and direction shall provide and maintain access to and from the fire scene for fire and other emergency vehicles.

506.3.4 ADVERSE ROAD CONDITIONS

Upon discovering adverse road or weather conditions, department personnel shall notify the appropriate agency, provide traffic control as needed and protect or barricade the scene until the problem or condition is rectified.

Adverse weather and road conditions may include but are not limited to:

- (a) Hazards such as debris that have fallen on the roadway, downed power lines, etc.
- (b) Acts of nature, such as fog, snow and ice, storms, flooding, windstorms/tornadoes, etc.
- (c) Engineering hazards such as exposed guardrail ends or any other object that may cause unnecessary damage or injury should a vehicle impact with such object.

506.4 TRAFFIC HAZARDS

On initial arrival to a traffic hazard in the roadway:

Arriving units should position their vehicles to create a traffic shadow with the hazard downstream in the traffic flow.

This traffic shadow should isolate the scene, protect damaged vehicles, debris and first responder work areas.

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Generally, all emergency lights should be activated. Responding units should be mindful that some lighting may blind approaching vehicles, and modify the lighting as needed.

If the emergency situation occurs at a location of limited visibility, such as over the crest of a hill, or when road or weather conditions make additional early warning of the hazard helpful, consideration should be given to placing an emergency vehicle or warning device further upstream in traffic to alert motorists.

Lanes in the traveled portion of the roadway should be blocked according to the following guidelines:

- (a) If emergency operations require any space in any portion of a lane that is normally used by traffic, that lane should be blocked.
- (b) The number of lanes blocked should not be more than needed.

Employee Safety:

- (a) High visibility traffic vests will be worn by all employees during operations in and around moving traffic.
- (b) Before exiting any vehicle, employees will check for traffic and exit only when it is safe to do so.
- (c) When possible, employees should retrieve equipment or use radios from the protected side of a vehicle, and employees should avoid walking on the vehicle side which is towards moving traffic.
- (d) Awareness of moving vehicles will be maintained at all times. All employees should remain alert and avoid turning their back to any moving traffic.
- (e) When practical, while placing warning devices such as cones, flares or signage, employees should face the traffic flow.

506.5 SCHOOL CROSSING GUARDS

The function of the crossing guard is to expedite the safe passage of children to and from school on school days. The guards accomplish this movement by directing the children across the street at a safe moment or temporarily creating gaps in the vehicular traffic to allow for safe passage.

Crossing guards are not authorized to, nor will direct traffic.

The crossing guard has full authority and responsibility for directing pedestrian traffic at the intersection or crossing.

Dangerous motor vehicle code violations observed by the crossing guard while on a school crossing will be reported to DuComm via 911 for investigation by an on-duty officer.

A report will be made to the on duty supervisor via DuComm/911 on any activity or emergency situation taking place in the immediate area of the crossing.

All crossing guards will conduct themselves in a courteous and efficient manner which will reflect favorably on the Department.

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Crossing guards are issued safety vests, a florescent rain coat, a hand held "STOP" sign and a 911 phone. They are expected to wear and/or use the equipment properly while on duty. Crossing guards are not issued a specific uniform other than a safety vest.

The use of alcoholic beverages while in uniform or on duty shall not be permitted. School Crossing Guards must be legally sober while performing school crossing guard duties.

All pedestrians will be instructed to walk at the crossing point. Running to the crossing point and running while crossing will be prohibited.

Halted traffic will not be released until the last pedestrian is safely on the opposite side of the crossing.

The crossing guard will work with the traffic light at controlled intersections.

Motorists or pedestrians who fail to obey the orders and direction of a crossing guard will be reported to DuComm via 911 to be investigated by an on-duty officer.

Uniformed police officers and/or community service officers may be called upon to assist at school crossings and, therefore, are responsible for being aware of the crossing guard procedures.

High visibility traffic vests will be worn during the performance of Crossing Guard duties. In addition, hand held "STOP" signs should be used to assist in traffic control methods when available.

506.5.1 SELECTION OF SCHOOL CROSSING GUARDS

Applicants for all positions are tested and selected on the basis of the Village of Woodridge's job description which maintains certain physical and mental abilities consistent with the skills required to perform manual traffic control and direction functions.

Crossing Guards will be screened and selected on the basis of their knowledge, skills and abilities required for the job performance associated with the Crossing Guard function. This screening will include a criminal background conducted by the Department.

The department will provide on-the-job training in manual traffic direction and control prior to assignment to these duties.

Equal employment opportunity practices will be strictly observed in the screening and selection process.

506.5.2 IDENTIFYING LOCATION REQUIRING SCHOOL CROSSING GUARDS

The department, in cooperation with Woodridge School District 68, will periodically review surveys to identify locations that require adult and/or safety patrol school crossing supervision.

The data used to determine these locations may include the following:

- (a) Traffic volume and speed
- (b) Number of turning movements
- (c) Width of the intersection

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- (d) Terrain features
- (e) Existence or absence of traffic control devices
- (f) Applicable ordinances and statutes
- (g) Number and age of children crossing
- (h) Other pertinent information

506.5.3 PERIODIC SURVEY OF SCHOOL CROSSING GUARD LOCATIONS

The department will assist school crossing authorities with periodic surveys to identify locations that require school crossing guard supervision.

Information gathered from these surveys will provide the basis for the selection, continuation or elimination of school crossing locations and specific school routes.

Decisions are reviewed with school officials and timely notifications are made to parents by the school district.

506.5.4 STUDENT SAFETY PATROL PROGRAM

The department shall be available to work with school authorities to assist in organizing, instructing and supervising student safety patrol as needed.

The student safety patrol activities are intended to compliment the adult school crossing guards.

Student safety patrols will not direct or control vehicle traffic in any way.

The formal training of student patrols is the sole responsibility of the school district.

Traffic Stops

507.1 PURPOSE AND SCOPE

It is the policy of the Woodridge Police Department to provide guidelines on techniques for officers when stopping and approaching vehicles and occupants which provides the maximum safety to both parties. No set of guidelines can address all possible situations and all officers should keep informed of advancements in safe techniques and perform expertise in this function.

507.2 PROCEDURE

Officers stopping vehicles will do so in accordance with constitutional requirements and in compliance with all applicable statutes and court decisions.

Upon making the decision to stop a vehicle, the officer should:

- (a) Choose a location for the stop which provides maximum safety to all parties. Consideration should be given to road conditions, lighting, visibility, traffic conditions and conditions around the stop such as pedestrian traffic, traffic flow, etc.
- (b) Notify DuComm with a complete location of the stop, registration information for the vehicle, and any other information which may be important for officer safety. If the stop is on a suspicious vehicle, suspected DUI or other reason for which a backup officer is normally sent, this should be communicated at this time.
- (c) If there is no registration information displayed, the officer will radio a description of the vehicle and include any occupant information.

To stop the vehicle, the officer will provide a signal by activating red and blue emergency lights, and may additionally use hand signals, horn or siren. During hours of darkness, if the police unit is equipped with a spotlight, this should be used and directed into the interior of the vehicle being stopped.

- (a) The driver of the stopped vehicle should be instructed to pull over to the furthest right hand portion of the roadway.
- (b) The recommended positioning for a stop on the right hand portion of the roadway will be with the patrol vehicle approximately 15 feet behind the stopped vehicle, with the police vehicle offset to the left. Officers retain the option of modifying this position depending on the conditions.
- (c) When exiting the patrol vehicle, the officer should first check passing traffic and see that it is safe to do so.
- (d) In observing the stopped vehicle, the officer should be particularly alert to doors, trunk lids and hatchbacks which may be ajar. The approaching officer should also be alert to suspicious movements or actions of the vehicle driver and/or passengers. In the hours of darkness the officer should carry and use a flashlight. Takedown lights and high beam headlamps, if available on the police vehicle, can be used for additional illumination of the stopped vehicle.

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- (e) Approaching from the driver's side, the officer should be observant of the passenger compartment and stop at a point to the rear of the trailing edge of the left door in order to communicate with the driver.
- (f) Whenever circumstances dictate, a non-traditional or tactical advantage approach should be taken by the officer approaching the stopped vehicle from the right-hand passenger side and stop at the trailing edge of the right front door.
- (g) When the stopped vehicle has occupants in the rear seat, the officer should be particularly observant of occupant movements and choose a path that will not allow the occupants to thrust the door open against the officer.
- (h) Generally, no conversation, interview or field sobriety testing should be conducted in the roadway or between the squad and the stopped vehicle. However, if there is a necessity for the use of this area, such as gathering of video evidence by the in-car camera system, this location can be used after the arrival and positioning of the second squad behind the initiating officer's squad to provide additional safety and blocking of the scene.

In the event an officer needs to stop large commercial or similar oversize or overweight vehicles, it is recommended that the officer:

- (a) Select a location for the stop that provides enough room for the vehicle and sufficient stability to support the vehicle's weight, and allow the operator sufficient time and distance to make the stop.
- (b) Approach the cab from the rear, on either the right or left hand side, using the driver's outside mirror to observe the driver and activity in the cab.
- (c) Avoid climbing onto the vehicle to make contact with the operator. Maintain a position to the rear of the door and if necessary, ask the driver to exit the vehicle and relocate to the shoulder of the roadway.

No elements of this order should be construed as limiting the officer's tactical options to changing conditions.

Roadside Safety Checks

508.1 PURPOSE AND SCOPE

It is the policy of the Woodridge Police Department to promote and maintain highway traffic safety through education and enforcement of the traffic laws of the State of Illinois. The use of Roadside Traffic Safety Checkpoints is one strategy in pursuing the policy of highway traffic safety through education, prevention, detection and enforcement.

508.2 PROCEDURE

In conjunction with the authority granted by statute and case law, the enforcement of Illinois driver's license, equipment and DUI laws will be exercised in good faith.

Any procedure used by Woodridge police officers in roadside safety checks should be measured against the following considerations and priorities.

- (a) Enhancement of officer and motorist safety.
- (b) Avoidance of undue inconvenience to the public.
- (c) The deterrent effect created by the roadside safety check.

PRE-DETAIL REQUIREMENTS:

The Chief of Police or his designee will specify in writing when and where the check will be utilized.

An "Operational Plan" (Attached) shall be completed and signed prior to the execution of the roadblock. The location used should have a history of being a high violation/accident risk area:

The Chief will designate an officer to serve as the Detail Officer-in-Charge (OIC) of the Roadside Safety Checkpoint who will conduct pre-detail briefing immediately prior to setting up and activating a checkpoint. All participating officers must attend the briefing. During the briefing, legal issues, policy, assignments, site set-up, etc. will be covered. The briefing should be conducted at a location conducive to maximize officer attention.

Close cooperation will be arranged between the checkpoint operations and DuComm to assure open communications.

Ensure connectivity with LEADS via mobile computers. There should be no anticipated delay in response time. Mobile Data Terminals will be utilized whenever possible.

The selection sequence of the vehicles to be stopped (e.g. every vehicle, every fifth, tenth, or fifteenth vehicle) will be prescribed and uniformly controlled by the Detail OIC and may be adjusted to reduce motorist delay.

Assigned officers do not have the authority to change the operational plan. Officer discretion will not be used in adjusting the plan with the exception of the Detail OIC who must document the reason(s) for any adjustments.

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Checkpoints should be highly publicized by the agency to enhance general deterrence. Enough marked police cars, uniformed officers and official traffic control devices shall be present to clearly indicate to the public that an official police operation is being conducted.

No interference shall be made to rush hour traffic.

The availability of equipment and personnel certified to operate breath alcohol testing equipment shall be ensured.

The opportunity for avoiding or escaping the check site should be addressed to allow officers the ability to take appropriate action against drivers who disregard traffic control devices or officer's traffic commands at the checkpoint or make obvious U-turns to avoid coming through the checkpoint.

DETAIL REQUIREMENTS:

After the Pre-Detail arrangements have been made, attention must be given to the checkpoint location.

The location to be used as a roadside safety check site will fulfill certain minimum requirements:

- (a) Selected for its safety and history of high accident, violation or DUI rate
- (b) Ample room for police and subject vehicles
- (c) Secondary screening area
- (d) Freedom from business and residential driveways, alleys, and intersecting streets on highway
- (e) Well drained, all-weather roadway and parking areas
- (f) Freedom from obvious hazards in the highway
- (g) Nearby bonding locations and back-up breathalyzer testing instrument location.
- (h) Adequate advance warning signs and sufficient lighting to ensure motorist and officer safety. Special care is required to warn approaching motorists of the checkpoint.

Basic equipment for motorist warnings and safety methods will include, but is not limited to:

- Warning signs placed in advance of the checkpoint
- Flares, fuses or similar devices
- Safety cones or similar devices
- Permanent/portable lighting
- Marked patrol vehicles with activated emergency lights and flashers

The use, placement and types of traffic control devices must comply with federal, state and local transportation codes.

The Detail OIC and all the other personnel and equipment will be in the proper place and ready to go before the first subject vehicle is stopped.

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At the check site, traffic will be directed by using appropriate procedures.

- (a) Roadside safety checks will only be conducted when personnel are available to reasonably ensure an efficient operation with officer motorist safety. It is the Detail OIC's responsibility to close down the checkpoint if there are unreasonable delays in traffic or due to having limited personnel. The Detail OIC shall note the time of shutdown and the reasons for the shutdown. If the checkpoint is reopened, the Detail OIC shall also note the time operations resumed.
- (b) Uniformed officers and official vehicles will be in sufficient quantity and visibility to show the presence of legal authority.

A Detail Supervisor will be present on the scene to guide operations. Should it be necessary for the Detail Supervisor to leave the scene, an Acting Supervisor will be appointed.

Next to alertness, the most important personal quality required of officers at roadside safety checks is courtesy.

DETAIL PROCEDURE:

A driver's license that appears valid on its face will be considered a prima facie proof that the driver is in compliance with the Illinois driver licensing law.

A check of Secretary of State Driver's License files will not be made unless the officer has a significant reason or ground to believe that a violation has been or is being committed.

If an officer has probable cause to believe that a driver is in violation of the law, the driver will be directed to a secondary screening area and appropriate enforcement action taken.

Any case arising from use of the authority afforded by the statutes will be judged on its own merit. If the officer detects a violation or acquires probable cause to believe an offense has been committed or observed contraband in plain sight, enforcement action will be taken.

Officers should be observant of the physical and mental symptoms of alcohol/drug intoxication.

Officers should check the vehicle for any equipment violations.

Do not allow traffic to accumulate. Traffic congestion defeats the purpose of the checking operation.

Any police department that wishes to assist the Department in a roadside safety check will be expected to abide by the same policy as a member of the department.

POST-DETAIL REQUIREMENTS:

At the conclusion of the detail, the Detail Supervisor will prepare a statistical tabulation of all arrests/citations issued, within 72 hours after conclusion of the detail, and submit it through the chain of command to the Chief of Police.

Chapter 6 - Investigation Operations

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Woodridge Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - 1. An initial statement from any witnesses or complainants.
 - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
 - 1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 - 2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 - 3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
 - 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 - 5. Collect any evidence or request an evidence technician to the scene.
 - 6. Take any appropriate law enforcement action.
 - 7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.
- (d) Regardless of the determination, the Officer shall follow the direction of a supervisor for any additional guidance or requirements.

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600.3.2 NON-SWORN MEMBER RESPONSIBILITIES

A non-sworn member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS

All custodial interrogations at the Woodridge Police Department of suspects in investigations of offenses listed in 725 ILCS 5/103-2.1 shall be electronically recorded in their entirety (motion picture, audiotape or videotape, or digital recording) (725 ILCS 5/103-2.1; 705 ILCS 405/5-401.5). Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of an interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Detective Unit supervisor. Copies of recorded interrogations or interviews may be made in the same or different format provided they are true, accurate and complete copies and are made only for authorized and legitimate law enforcement purposes. Electronic recordings of a custodial interrogation in connection with an investigation for the offenses listed in 725 ILCS 5/103-2.1 shall be preserved until the conclusion of all criminal proceedings, including the exhaustion of habeas corpus appeals or the prosecution is barred by law (725 ILCS 5/103-2.1(c); 705 ILCS 405/5-401.5(c)).

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
 1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.

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2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.6 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of the appropriate Deputy Chief or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the policy 803 Records Release and Security).

600.7.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses,

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requires supervisor approval prior to access. The supervisor will review the justification for accessing the information. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should consult with the appropriate State's Attorneys office for guidance.

600.8 CELL SITE SIMULATOR USE

A member may only use a cell site simulator device for the purpose of locating, tracking or identifying a communications device and only after obtaining a warrant unless an exception exists as provided by 725 ILCS 168/15 (725 ILCS 137/10).

The member shall delete non-target data that is obtained no later than once every 24 hours if a cell site simulator device is used to locate or track a known communications device, and no later than within 72 hours of the time that the unknown communications device is identified if a cell site simulator device is used to identify an unknown communication device (725 ILCS 137/15).

600.9 INVESTIGATIVE PROCEDURES

The Deputy Chief of Support Services or the authorized designee is responsible for the development of investigative procedures, including:

- (a) Management of criminal investigative case files.
- (b) Preliminary and follow-up criminal investigation responsibilities and checklists.
- (c) Multijurisdictional investigative task force roles and responsibilities.
- (d) Use of polygraph examinations.
- (e) Cold case investigations.
- (f) Undercover, surveillance, decoy, and raid operations, including use of surveillance and undercover equipment.
- (g) Collecting, processing, and preserving digital evidence.
- (h) DNA collection from a known source.

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- (i) Submission of ballistic evidence to the National Integrated Ballistics Information Network (NIBIN) or to an Illinois State Police laboratory for NIBIN processing (720 ILCS 5/24-8).

Asset Forfeiture

601.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Woodridge Police Department seizes property for forfeiture or when the Woodridge Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

Property subject to forfeiture -

- (a) Profits, proceeds, property, etc. derived from or used for crimes set forth in 725 ILCS 5/124B-10 may be subject to forfeiture
- (b) Receipts obtained, and any interests in, claims against, receipts from, or property or rights resulting from calculated and gang criminal drug conspiracies (720 ILCS 570/405; 720 ILCS 570/405.2)
- (c) Profits, proceeds, property, etc. forfeitable through civil action under the Illinois Controlled Substances Act, the Cannabis Control Act, the Illinois Food, Drug and Cosmetic Act, or the Methamphetamine Control and Community Protection Act
- (d) Counterfeit trademark items and instrumentalities used for a violation of the Counterfeit Trademark Act (765 ILCS 1040/9)
- (e) Vehicles, vessels, or aircraft used with the knowledge and consent of the owner in the commission of, or in the attempt to commit any of the offenses identified in 720 ILCS 5/36-1
- (f) Illegal gambling devices or funds (720 ILCS 5/28-5)
- (g) Profits, proceeds, property, etc. derived or used to launder money or conduct unlawful financial transactions (720 ILCS 5/17-10.6; 720 ILCS 5/29B-5)
- (h) Any interest in any enterprise, real property, or personal property including money in violation of the Illinois Street Gang and Racketeer Influenced and Corrupt Organizations Law (720 ILCS 5/33G-6)
- (i) Any profits, proceeds, and property derived or used or intended for use in any manner to facilitate street gang related activity (740 ILCS 147/40)

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Seizure - The act of law enforcement officials taking property, cash, or assets that have been used in connection with or acquired by specified illegal activities.

601.2 POLICY

The Woodridge Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Woodridge Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

601.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

601.3.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

- (a) Property that is subject to forfeiture because it constitutes evidence of a crime and may be legally seized as part of a criminal investigation, search warrant or by other court order.
- (b) Property seized without a court order when there is probable cause to believe that the property is subject to forfeiture, the property is seized under circumstances in which a warrantless seizure or arrest would be reasonable (i.e., property would be lost without immediate seizure), and the seizure is authorized by statute, as in:
 1. Seizure of vessels, vehicles, and aircraft under the Criminal Code of 2012 (720 ILCS 5/36-1.1).
 2. Money laundering (720 ILCS 5/29B-6).
 3. The Illinois Controlled Substances Act (725 ILCS 150/3.1).
 4. The Cannabis Control Act (725 ILCS 150/3.1).
 5. The Illinois Food, Drug and Cosmetic Act (410 § 620/3.23; 725 ILCS 150/3.1).
 6. The Methamphetamine Control and Community Protection Act (725 ILCS 150/3.1).

Officers may request the Attorney General or a state's attorney seek a court order to seize property when there is probable cause to believe that it may be subject to forfeiture upon a successful criminal prosecution (725 ILCS 5/124B-805; 725 ILCS 5/124B-150).

Whenever practicable, a court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

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601.3.2 SEIZED CURRENCY

Currency seized subject to forfeiture will be counted by the seizing Officer and a witness, following the guidelines set forth in Policy 801: Property and Evidence. The currency will be placed in a green money envelope with the denomination of the currency, totals of each denomination and total amount of currency enclosed noted on the money envelope. The Officer counting and witness verifying money will sign the envelope when sealed. If the currency will not fit into a standard money envelope, place the currency in a larger envelope or bag, sealing and affixing a completed money envelope to the outside of the larger envelope or bag which contains the currency. The currency will be submitted to the Evidence, Recovered Property Unit, pursuant to the evidence policy.

601.3.3 SEIZED VEHICLES

Vehicles seized subject to forfeiture will be taken to the Police Department, or a designated secure off-site storage facility. The Officer seizing the vehicle shall notify the Tactical Unit Supervisor, or their designee, of the seizure of the vehicle and circumstances of the seizure as soon as possible.

If the vehicle cannot be driven by an Officer/CSO, a tow truck will be used to tow the vehicle to the Police Department, or designated secure off-site storage facility.

Officers should encourage the arrestee/owner to remove any items promptly. If the vehicle has already been impounded, then arrangements shall be made for the owner to be escorted back to the vehicle to gather their property after release from custody, or at a later date. Any property of significant value that cannot be removed shall be submitted to the Evidence Recovered Property Unit as either evidence or for safekeeping.

The reporting officer shall forward the following information to the Tactical Unit Supervisor, or their designee, prior to the end of their shift:

- (a) Vehicle keys
- (b) Completed case/arrest report
- (c) Criminal history of driver
- (d) Vehicle title search
- (e) Driving abstract of driver
- (f) Impounded vehicle form
- (g) Innocent owner questionnaire
- (h) Tow bill (if applicable)

601.3.4 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the statutory or state attorney's current minimum forfeiture thresholds.

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- (b) If reasonably known to the officer, property held by a person known as an “innocent owner” or a “lender” who did not have knowledge or intent that would reasonably justify a seizure (720 ILCS 5/29B-17; 725 ILCS 5/124B-130; 725 ILCS 150/8)
- (c) Property that the officer reasonably believes would be excessive as it relates to the offense in question (720 ILCS 5/36-3.1; 725 ILCS 150/9.5)

601.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following (720 ILCS 5/36-1.2; 725 ILCS 150/3.2):

- (a) Complete the applicable seizure forms and present the property receipt to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.
- (b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.
- (c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will submit seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.” Property seized subject to forfeiture shall be submitted on a separate property form. No other evidence from the case shall be submitted on this form.

Photographs should be taken of items seized, particularly cash, jewelry, and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

601.5 MAINTAINING SEIZED PROPERTY

The Property and Evidence Unit supervisor is responsible for ensuring compliance with the following:

- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition (720 ILCS 5/36-1.3; 725 ILCS 150/3.3).
- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
- (d) Property received for forfeiture is not used unless the forfeiture action has been completed.

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601.6 FORFEITURE REVIEWER

The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a department-approved course on asset forfeiture. Generally the Tactical Unit Supervisor will be designated as the reviewer.

The responsibilities of the forfeiture reviewer include:

- (a) Remaining familiar with forfeiture laws, particularly the Seizure and Forfeiture Reporting Act, the Drug asset Forfeiture Procedure Act, and the forfeiture policies of the State's Attorney and the Illinois State Police (5 ILCS 810/10 et seq.).
- (b) Serving as the liaison between the Department, the State's Attorney, and the Illinois State Police and ensuring prompt legal review of all seizures.
 - 1. Presentation for review should generally be accomplished as soon as practicable but within seven days of a seizure (720 ILCS 5/29B-8; 720 ILCS 5/29B-9; 720 ILCS 5/36-1.4; 720 ILCS 5/36-1.5; 725 ILCS 150/3.5; 725 ILCS 150/5).
 - 2. Presentation for review shall include a form 4-64 when required.
- (c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.
- (d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.
- (e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
- (f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form, and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:
 - 1. Names and contact information for all relevant persons and law enforcement officers involved.
 - 2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
 - 3. The signature of the person from whom cash or property is being seized.
 - 4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure, and a detailed description of the items seized (720 ILCS 5/36-1.2; 725 ILCS 150/3.2).
 - 5. Any other information that may be required for reporting under 5 ILCS 810/10.
- (g) Ensuring that those who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins

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(DTBs), or Special Order. The training should cover this policy and address any relevant statutory changes and court decisions.

- (h) Reviewing each asset forfeiture case to ensure that:
 1. Written documentation of the seizure and the items seized is in the case file.
 2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
 3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property (720 ILCS 5/36-2.1; 720 ILCS 5/29B-10; 725 ILCS 150/4).
 4. Property is promptly released to those entitled to its return (720 ILCS 5/29B-25; 720 ILCS 5/36-2; 720 ILCS 5/36-6; 725 ILCS 150/9; 725 ILCS 150/13.1).
 5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
 6. Any cash received is deposited with the fiscal agent.
 7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
 8. Current minimum forfeiture thresholds are communicated appropriately to officers.
 9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
 10. Inventories of seized property and their estimated value are forwarded to the Illinois State Police as appropriate (720 ILCS 5/29B-7; 720 ILCS 5/36-1.3; 725 ILCS 150/3.3).
- (i) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.
- (j) Ensuring that the process of selling or adding forfeited property to the department's regular inventory is in accordance with all applicable laws and consistent with the department's use and disposition of similar property.
- (k) Upon completion of any forfeiture process, ensuring that no property is retained by the Woodridge Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.
- (l) When the property seized for forfeiture is a vehicle, notifying the Secretary of State immediately that forfeiture proceedings are pending against the vehicle (720 ILCS 5/29B-8; 720 ILCS 5/36-1.4).
- (m) Completing the required seizure reporting under 5 ILCS 810/10.
- (n) Assisting the Auditor General when required (5 ILCS 810/15).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

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Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and Village financial directives.

601.7 DISPOSITION OF FORFEITED PROPERTY

Distribution and use of forfeited assets related to the Food, Drug and Cosmetic Act, Illinois Cannabis Control Act, Illinois Controlled Substance Act, and Methamphetamine Control and Community Protection Act should be conducted in accordance to the procedures set forth in the Drug Asset Forfeiture Procedure Act (410 ILCS 620/3.23; 720 ILCS 550/12; 720 ILCS 570/505; 720 ILCS 646/85; 725 ILCS 150/13.2)

Distribution and use of forfeited assets related to obscenity offenses should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-420.

Distribution and use of forfeited assets related to child pornography should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-505.

Distribution and use of forfeited assets related to computer and financial crimes should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-605.

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

Informants

602.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Woodridge Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Woodridge Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

602.2 POLICY

The Woodridge Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

602.3 USE OF INFORMANTS

602.3.1 INITIAL APPROVAL

Before using an individual as an informant, an Officer must receive approval from the Tactical Unit Supervisor. The Officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility. All informants shall go through deconfliction through the DEA-Chicago HIDTA(attached) or any other law enforcement entity deemed appropriate.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

[See attachment: HIDTA Decon.pdf](#)

602.3.2 JUVENILE INFORMANTS

The use of informants under the age of 18 is generally prohibited.

In extreme cases, a juvenile 16 years of age or older may only be used as an informant with the written consent of each of the following:

- (a) The juvenile's parents or legal guardians
- (b) The juvenile's attorney, if any
- (c) The court in which the juvenile's case is being handled, with prior approval and direction of the State's Attorney if applicable
- (d) The Chief of Police or the authorized designee

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Alcohol and tobacco agents used by the Department for license compliance are to be exempt from this section.

602.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department's "Cooperating Individual Agreement" form (attached) and "Confidential Informant Report" form. (attached). The officer using the informant shall discuss each of the provisions of the agreements with the informant and have them sign each form.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

[See attachment: Confidential Informant report.pdf](#)

[See attachment: Cooperating Individual Agreement.pdf](#)

602.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Deputy Chief, or Tactical Unit supervisor or their authorized designees.
 - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the Woodridge Police Department, and that they shall not represent themselves as such.
- (d) The relationship between department members and informants shall always be ethical and professional.
 - 1. Members shall not become intimately involved with an informant.
 - 2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Tactical Unit supervisor.
 - 3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Tactical Unit supervisor.
 - 1. Officers may meet informants alone in an occupied public place, such as a restaurant only with the prior approval of a supervisor. It is recommended that an additional officer act as surveillance during this meeting.
- (f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

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- (g) In all instances when department funds are paid to informants, The Woodridge Police Department "Receipt for payment" (attached) for shall be completed in advance, itemizing the expenses.
- (h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

602.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the Tactical Unit supervisor, who will initiate a review to determine suitability. Until a determination has been made by the Tactical Unit supervisor, the informant should not be used by any member. The Tactical Unit supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The Tactical Unit supervisor shall document the decision and conditions in file notes and mark the file "unsuitable" when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
- (d) The informant appears to be using his/her affiliation with this department to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

602.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Tactical Unit. The Tactical Unit supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Deputy Chief of Support Services, Tactical Unit supervisor or their authorized designees.

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The Deputy Chief of Support Services, or their designee should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis. If the Tactical Unit supervisor is replaced, the files may be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by the Deputy Chief of Support Services, or their designee. The designee should not have normal access to the informant files.

602.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number indicating the year and informant number (e.g. CI 15-01). All four sections of the "Personal History Report" (attached) shall be completed prior to using the informant. Sections include:

- (a) Descriptive and Identifying Data
- (b) Current Arrest Data
- (c) Personal Data
- (d) Arrest/Drug Data

Any other information that the Officer deems appropriate may also be collected to determine the suitability of an informant.

[See attachment: Personal History Report.pdf](#)

602.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

The Tactical Unit supervisor will discuss the above factors with the Deputy Chief of Support Services and recommend the type and level of payment subject to approval by the Chief of Police.

602.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

- (a) Payments of \$500 and under may be paid in cash from a Tactical Unit buy/expense fund.

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1. The Tactical Unit supervisor shall complete and sign the Woodridge Police Department "receipt for payment" form for cash payouts from the buy/expense fund.
- (b) Payments exceeding \$500 may be made by issuance of a cashier's check, payable to the Confidential Informant. This payment should not be subject to any FOIA requests.
 1. The check shall list the case numbers related to and supporting the payment.
 2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
 3. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
 4. An authorization signature upon the "Receipt for Payment" form from the Chief of Police is required for disbursement of these funds.
- (c) To complete the payment process for any amount, the officer delivering the payment shall complete the Woodridge Police Department "Receipt for payment" form. .
 1. The form shall include the following:
 - (a) Date
 - (b) Payment amount
 - (c) Woodridge Police Department case number
 - (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
 2. The form shall be signed by the informant.
 3. The form will be kept in the informant's file.

[See attachment: Receipt for Payment.pdf](#)

602.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as other income and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

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602.6.3 AUDIT OF PAYMENTS

The Tactical Unit supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once annually, the Village Finance Department or the authorized designee should conduct an audit of all informant/petty cash and drug purchase funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

Felony Investigation Discovery

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for proper management of discovery issues in homicide and “non-homicide felony” investigations as mandated by 725 ILCS 5/114-13.

603.2 INVESTIGATIVE MATERIALS

In every homicide investigation and “non-homicide felony” investigation conducted by the department, or when the Department participates in an investigation of a homicide or “non-homicide felony,” the Department shall exercise due diligence to provide to the State’s Attorney’s Office all investigative materials that have been generated or come into the possession of the department concerning the homicide or “non-homicide felony.”

Investigative materials include, but are not limited to, reports and memoranda. In homicide investigations, investigative materials also include field notes.

603.3 COMPLIANCE

The Detective Unit Supervisor, shall implement appropriate procedures, including the periodic review of all homicide and “non-homicide felony” case files to ensure that all investigative materials and exculpatory evidence has been provided to the State’s Attorney’s Office.

All department personnel shall document in writing the tendering of investigative materials to the State’s Attorney’s Office and include the date, description of materials transmitted and to whom the materials were tendered.

The Department shall cooperate with all requests for investigative materials made by the State’s Attorney in a timely and efficient manner.

603.4 CONTINUING OBLIGATIONS

The duty to disclose exculpatory information under this policy continues throughout the course of the prosecution of the case, remains after a defendant’s conviction and until the fact finding proceedings, or the possibility of further proceedings, have ended.

Brady Material Disclosure

604.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

604.1.1 DEFINITIONS

Definitions related to this policy include:

Brady information - Information known or possessed by the Woodridge Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

604.2 POLICY

The Woodridge Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Woodridge Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

604.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or protected personnel files, attorney-client information, attorney work product), the Officer should discuss the matter with their supervisor, their respective Deputy Chief and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

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Brady Material Disclosure

604.4 DISCLOSURE OF PERSONNEL INFORMATION

If a member of this department is a material witness in a criminal case, a person or persons designated by the Chief of Police shall examine the personnel file and/or internal affairs file of the officer to determine whether they contain *Brady* information. If *Brady* information is located, the following procedure shall apply:

- (a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member shall be notified of the potential presence of *Brady* material in the member's personnel file.
- (b) The prosecuting attorney or Village counsel should be requested to file a motion in order to initiate an in camera review by the court.
 1. If no motion is filed, the supervisor should work with Village counsel to determine whether the records should be disclosed to the prosecutor.
- (c) A person designated by the Human Resources Department shall accompany all relevant personnel files during any in camera inspection to address any issues or questions raised by the court.
- (d) If the court determines that there is relevant *Brady* material contained in the files, only that material ordered released will be copied and released to the parties filing the motion.
 1. Prior to the release of any materials pursuant to this process, the designated Human Resources representative should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.
- (e) If a court has determined that relevant *Brady* information is contained in the member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

The person or persons designated by the Chief of Police will examine the personnel files and/or administrative review files of all officers who may be material witnesses in criminal cases to determine whether they contain *Brady* information. The obligation to provide *Brady* information is ongoing. If any new *Brady* information is identified, the prosecuting attorney should be notified.

604.5 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

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Brady Material Disclosure

604.6 BRADY PROCESS

The Chief of Police shall select a member of the Department to coordinate requests for Brady information. This person shall be directly responsible to the Support Services Division Chief or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Working with the appropriate prosecutors' offices and the Village Attorney's office to establish systems and processes to determine what constitutes Brady information and the method for notification and disclosure.
- (b) Maintaining a current list of members who have Brady information in their files or backgrounds.
 - 1. Updating this list whenever potential Brady information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

604.7 SUBPOENA PROCESSING

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have Brady information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

Unmanned Aerial System (UAS) Operations

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines under which unmanned aerial systems (UAS) may be used, and the storage, retrieval and dissemination of images and data captured by such systems.

605.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned Aerial System (UAS) - An unmanned aircraft or drone of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

Authorized Operators - Members who have completed the required training and passed all requisite testing to safely and legally operate the UAS.

605.2 POLICY

Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations. Authorized operators assigned to MERIT may be governed by additional requirements.

605.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

605.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.

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Unmanned Aerial System (UAS) Operations

- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.
- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, especially regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic program reports to the Chief of Police.

605.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted during daylight hours and a UAS should not be flown over populated areas without FAA approval. Nighttime operations should be limited to emergency or exigent circumstances and done in accordance with all FAA regulations governing night flights. These regulations apply to the authorized operator and the UAS.

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Unmanned Aerial System (UAS) Operations

The UAS, or images and data produced by its use, shall not be used for personal business of any type. Any use of the UAS that is not specifically related to the operation or mission of this department shall require the express authorization of the Chief of Police or the authorized designee.

The Woodridge Police Department may not use the UAS to gather information except (725 ILCS 167/15):

- (a) To counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates there is a risk.
- (b) Pursuant to a search warrant based on probable cause. The warrant must be limited to a period of 45 days, renewable by a judge upon showing good cause for subsequent periods of 45 days.
- (c) Upon reasonable suspicion that under particular circumstances, swift action is needed to prevent imminent harm to life, forestall the imminent escape of a suspect or prevent the destruction of evidence. The use of a UAS under this paragraph is limited to a period of 48 hours. Within 24 hours of UAS initiation under this paragraph, the Chief of Police must report its use, in writing, to the State's Attorney.
- (d) To locate a missing person while not also undertaking a criminal investigation.
- (e) To obtain crime scene and traffic crash scene photography in a geographically confined and time-limited manner. The use of the UAS under this paragraph on private property requires either a search warrant or lawful consent to search.
- (f) To obtain information necessary for the determination of whether a disaster or public health emergency should be declared, to manage a disaster by monitoring weather or emergency conditions, to survey damage, or to coordinate response and recovery efforts.

605.5.1 PRIVATE UAS OWNERS

This policy and its restrictions apply to the department's directed use of a UAS owned by a private third party and information gathered by a UAS voluntarily submitted to the Department by a private third party (725 ILCS 167/40).

605.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

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Unmanned Aerial System (UAS) Operations

605.7 RETENTION AND DISCLOSURE OF UAS INFORMATION

Within 30 days of UAS use, the Records Section supervisor shall destroy all information gathered by the UAS except when there is reasonable suspicion that the information contains evidence of criminal activity, or the information is relevant to an ongoing investigation or pending criminal trial (725 ILCS 167/20).

The disclosure of information gathered by the UAS is prohibited except to another government agency when there is reasonable suspicion that the information contains evidence of criminal activity, or the information is relevant to an ongoing investigation or pending criminal trial (725 ILCS 167/25).

605.8 REPORTING

The program coordinator shall report annually, by April 1, to the Illinois Criminal Justice Information Authority the number of UAS's owned by the Woodridge Police Department (725 ILCS 167/35).

Sexual Assault Investigations

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims (725 ILCS 203/15).

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any of the following (725 ILCS 203/10):

- (a) Any crime or attempted crime defined in 720 ILCS 5/11-1.20 through 720 ILCS 5/11-1.60 of the Criminal Code of 2012
- (b) Any crime or attempted crime defined in sections 720 ILCS 5/12-13 through 720 ILCS 5/12-16 of the Criminal Code of 1961
- (c) Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/11-0.1 of the Criminal Code of 2012
- (d) Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/12-12 of the Criminal Code of 1961

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

606.2 POLICY

It is the policy of the Woodridge Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

606.2.1 WRITTEN GUIDELINES

The Detective Unit supervisor should ensure that written procedures are in place for members responding to reports of sexual assaults or assigned to these investigations. These procedures shall be consistent with the Illinois Attorney General guidelines on response to, and investigation of, sexual assaults (725 ILCS 203/15).

606.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

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- (a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations (50 ILCS 705/10.19).
- (b) Conduct follow-up interviews and investigation.
- (c) Present appropriate cases of alleged sexual assault to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.
- (e) Provide referrals to therapy services, victim advocates and support for the victim.
- (f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

606.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

606.4.1 REPORTING REQUIREMENTS

Written reports shall include to the extent reasonably known to the reporting member the following (725 ILCS 203/20):

- (a) The victim's name or other identifier
- (b) The victim's contact information
- (c) The time, date and location of the offense
- (d) Information provided by the victim
- (e) The suspect's description and name, if known
- (f) The names of persons with information relevant to the time before, during or after the offense, and their contact information
- (g) The names of medical professionals who conducted a medical forensic examination of the victim, and any information provided about the offense
- (h) Whether an Illinois State Police Sexual Assault Evidence Collection Kit was completed, the name and contact information for the hospital, and whether the victim consented to testing of the Evidence Collection Kit by law enforcement
- (i) Whether a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen by law enforcement
- (j) Information the victim related to medical professionals during a medical forensic examination and which the victim consented to disclose to law enforcement
- (k) Other relevant information

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606.4.2 THIRD-PARTY COMPLAINTS

A written report shall be completed even if the information regarding a sexual assault or sexual abuse is reported by a third party, unless the third party fails to provide the following (725 ILCS 203/22):

- (a) His/her name and contact information
- (b) Affirmation that the victim of the sexual assault or sexual abuse gave consent to the third party to provide information about the sexual assault or sexual abuse

606.4.3 JURISDICTIONAL ISSUES

If the sexual assault investigation determines that the sexual assault occurred outside the jurisdiction of Woodridge, the Watch Commander should ensure that the report is forwarded to the appropriate agency within 24 hours by fax or email (725 ILCS 203/20), utilizing Form D of P.A 99-0801 (attached).

See attachment: [FORM_D_ConfirmationofTransferofSexualAssaultReport.pdf](#)

Within 24 hours of receiving a report from a law enforcement agency in another jurisdiction regarding a sexual assault that occurred in our jurisdiction, the Watch Commander should ensure that a written confirmation or receipt is sent by fax or email or delivered in person. The written confirmation shall contain the name and identifier of the officer who is confirming receipt of the report and a name and contact phone number that will be given to the victim (725 ILCS 203/20).

In all reported or suspected cases of sexual assault that may have occurred in another jurisdiction, a report should still be written and forwarded to the appropriate law enforcement agency within 24 hours unless the other agency promptly responds to the location of the initiating interview and takes responsibility for the investigation (725 ILCS 203/20). If an agency from the other jurisdiction responds to take responsibility for the investigation, the Woodridge member who initially responded should report any statements obtained up until that point, relevant observations and the name and contact information of the member of the agency that is taking responsibility for the investigation.

606.5 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Detective Unit supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes. The Detective Unit Supervisor shall coordinate with Command Staff and the Department PIO.

606.6 TRAINING

Training will be provided to (725 ILCS 203/20; 50 ILCS 705/10.21):

- (a) Members who are first responders. This includes:

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1. Initial response to sexual assaults.
 2. Legal issues.
 3. Victim advocacy.
 4. Victim's response to trauma.
- (b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
1. Interviewing sexual assault victims.
 2. SART.
 3. Medical and legal aspects of sexual assault investigations.
 4. Serial crimes investigations.
 5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
 6. Techniques for communication with victims to minimize trauma.

606.7 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to DuComm, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

No victim shall be compelled or required to submit to an interview (725 ILCS 203/20).

Victims shall not be asked or required to take a polygraph examination or any form of a mechanical or electrical lie detector test (34 USC § 10451; 725 ILCS 200/1).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

Victims shall be provided with Form A of P.A 99-0801 (attached).

[See attachment: FORM_A_MandatoryNoticeforSurvivorsOfSexualAssault.pdf](#)

606.8 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim. Victims should be permitted to have an advocate present during the medical evidentiary

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and physical examination whenever reasonably practicable. Victims may also have an additional person present for support during the examination (725 ILCS 120/4.6).

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be collected.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should still be collected and stored appropriately.

Victims that **do not consent** to have the evidence analyzed/tested shall be given Form C of P.A 99-0801 (attached).

See attachment: [FORM_C_StorageandFutureTestingofSexualAssaultEvidence.pdf](#)

Victims that **do consent** to having the evidence analyzed/tested, or who decide after a period of time to have previously untested evidence sent to the lab, shall be given Form B of P.A 99-0801 (attached).

See [attachment: FORM_B_MandatoryNoticeofVictimsRighttoInformationRegardingSexualAssaultEvidenceTesting.pdf](#)

606.8.1 MEMBER RESPONSIBILITIES

Members investigating sexual assaults or handling related evidence are further required to do the following (725 ILCS 203/30; 725 ILCS 202/10):

- (a) Take custody of sexual assault evidence as soon as practicable. Sexual assault evidence collected from a forensic examination shall be collected within five days after the completion of the exam.
- (b) Document the date and time the sexual assault evidence is picked up from a hospital and the date and time the sexual assault evidence was sent to a lab.
- (c) Prior to submitting forensic examination evidence for testing, obtain the appropriate written consent from the victim or authorized representative (410 ILCS 70/6.5(a)).
- (d) Document the date when consent was given by a victim to have his/her forensic examination evidence tested.
- (e) Submit any sexual assault evidence for testing within 10 business days of the consent of the victim or authorized representative.
- (f) Not be present in the examination room during a medical examination, unless summoned in an emergency (77 Ill. Adm. Code 545.60).

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- (g) Provide the victim with information about the Illinois State Police sexual assault evidence tracking system, including the victim's unique log-in information to access the system (725 ILCS 203/11).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Unit Policy.

606.8.2 RELEASE PROTOCOL

The Detective Unit supervisor shall ensure that a procedure is in place for responding to a victim who wants to sign a consent form for the release of sexual assault evidence for testing (725 ILCS 203/30).

606.8.3 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of the status and results of any DNA test as set forth in 725 ILCS 203/35.

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assault cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

606.9 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Detective Unit supervisor.

Classification of a sexual assault case as unfounded requires the Detective Unit supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

606.10 CASE REVIEW

The Detective Unit supervisor, at the direction of the Deputy Chief of Support Services, should periodically review dispositions of sexual assault cases. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

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606.10.1 INVENTORY REPORT

The Detective Unit supervisor or the authorized designee is responsible for ensuring an annual inventory is conducted of all sexual assault cases in the custody of the Woodridge Police Department and that a written report of the findings is submitted to the local State's Attorney's office (725 ILCS 202/20).

606.11 CRIMINAL INVESTIGATION OF AN OFFICER

Any member uncovering or receiving a complaint of a criminal sexual assault involving an officer of the Woodridge Police Department should as soon as practicable notify his/her supervisor, who should immediately notify his/her chain of command so that the Chief of Police can contact an outside agency to conduct the criminal investigation (5 ILCS 815/10).

The Chief of Police or the authorized designee may pursue an intergovernmental or interagency agreement to facilitate such an investigation should it be needed (5 ILCS 815/20).

An administrative investigation of the involved officer may be conducted pursuant to the Personnel Complaints Policy and will be conducted in a manner that does not interfere with the criminal investigation (5 ILCS 815/15).

Warrant Service

607.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

607.2 POLICY

It is the policy of the Woodridge Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

607.3 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the Officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. The Officer will consult with the Tactical Unit Supervisor and complete a risk assessment of the service, along with the warrant affidavit, to be approved by the appropriate supervisor for review and classification of risk (see the Operations Planning and Deconfliction Policy). Command notification shall be made before any high-risk search warrants are executed.

Search Warrants for items under Department control generally will not require a risk assessment (DUI Blood/Urine, vehicle already in sally port, etc).

607.4 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the Officer should consult with the Tactical Unit Supervisor for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated with the Tactical Unit Supervisor. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

Warrant Service

607.5 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.
- (b) A clear explanation of the affiant's training, experience, and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
- (f) A specific description of the location to be searched (numerical address, location relative to other buildings, color, unique identifying features), including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).
- (i) Additional information required by 725 ILCS 5/108-8 (e.g., ability to record warrant execution).

607.6 HIGH-RISK WARRANT SERVICE

The Tactical Unit Supervisor or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

- (a) Notification of MERIT SWAT.
- (b) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.
- (c) The warrant service is video-recorded when practicable and legal to do so under 720 ILCS 5/26-4. The warrant service may be audio-recorded if done in an open and conspicuous manner or with the consent of all parties (720 ILCS 5/14-2).

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- (d) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.
- (e) Reasonable efforts are made during the search to maintain or restore the condition of the location.
- (f) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (g) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).
- (h) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
- (i) A copy of the search warrant is left at the location.
- (j) The condition of the property is documented with video recording or photographs after the search.

607.7 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

607.8 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts, and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

Officers shall notify a supervisor as soon as practicable if a warrant is executed at a location other than that listed in the warrant. Supervisors should take steps to arrange an internal investigation into the circumstances (725 ILCS 5/108-8).

Warrant Service

607.9 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The Tactical Unit or Detective Unit Supervisor will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding (if applicable) and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the Tactical Unit or Detective Unit Supervisor. The supervisor should confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The supervisor should ensure that members of the Woodridge Police Department are utilized appropriately. Any concerns regarding the requested use of Woodridge Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the Tactical Unit or Detective Unit Supervisor is unavailable, the on duty Watch Commander should assume this role.

If officers intend to serve a warrant outside Woodridge Police Department jurisdiction, the Tactical Unit or Detective Unit Supervisor should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Woodridge Police Department when assisting outside agencies or serving a warrant outside Woodridge Police Department jurisdiction.

607.10 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the News Media Relations Policy.

607.11 TRAINING

The Tactical Unit Supervisor should ensure that Tactical Unit officers and officers who routinely participate in warrant services receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

Operations Planning and Deconfliction

608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

608.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY

It is the policy of the Woodridge Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 RISK ASSESSMENT

608.3.1 RISK ASSESSMENT PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall coordinate their efforts with the Tactical Unit Supervisor. Together, a risk assessment will be conducted regarding the operation.

When preparing the assessment, the Officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the Officer should also submit information to these resources.

The Officer should gather available information that includes, but is not limited to:

- (a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.
- (b) Maps of the location.
- (c) Diagrams of any property and the interior of any buildings that are involved.
- (d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

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- (e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
- (f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
- (g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
- (h) Other available options that may minimize the risk to Officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

608.3.2 HIGH-RISK OPERATIONS

If the Tactical Unit Supervisor determines that the operation is high risk, the operations director should:

- (a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
 1. Felony Investigation Assistance Team (FIAT) SWAT team
 2. Additional Departmental personnel as needed
 3. Outside agency assistance as needed
 4. Special equipment
 5. Notification to the proper fire protection district to place EMS personnel on notice if this notification will not compromise confidentiality
 6. Persons trained in negotiation (FIAT SWAT will provide trained negotiators)
 7. Additional surveillance
 8. Canines
 9. Forensic specialists provided by the DuPage County Sheriff's Department as needed.
 10. Specialized mapping for larger or complex locations
- (b) Contact the appropriate department members or other agencies as warranted to begin preparation.
- (c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
- (d) Coordinate the actual operation.

608.4 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are

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planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The Tactical Unit Supervisor who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation.

If any conflict is discovered, the Tactical Unit Supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

608.5 OPERATIONS PLAN

The Tactical Unit Supervisor should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

- (a) Operation goals, objectives and strategies.
- (b) Operation location and people:
 - 1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
 - 2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids
 - 3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
 - 4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
- (c) Information learned from the risk assessment by it in the operational plan.
 - 1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information learned from the risk assessment to ensure clarity and highlighting of critical information.
- (d) Participants and their roles.
 - 1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.
 - 2. How all participants will be identified as law enforcement.

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- (e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.
- (f) Identification of all communications channels and call-signs to be included with a communication plan.
- (g) Use of force issues.
- (h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
- (i) Plans for detaining people who are not under arrest.
- (j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.
- (k) Evidence collection responsibilities.
- (l) Responsibilities for writing, collecting, reviewing and approving reports.

608.5.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately by the Tactical Unit Supervisor and retained in accordance with the established records retention schedule.

608.6 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

- (a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.
- (b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the operation plan. Any items to be seized should be identified at the briefing.
- (c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.
 - 1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.
- (d) The briefing should include details of the communications plan.

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Operations Planning and Deconfliction

1. It is the responsibility of the operations director to ensure that DUCOMM is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.
2. If the radio channel needs to be monitored by DUCOMM the dispatcher assigned to monitor the operation may attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan or be briefed by the operations director.
3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

608.7 FIAT SWAT PARTICIPATION

If the operations lead determines that FIAT SWAT participation is appropriate, the lead and the SWAT Commander/Team Leader shall work together to develop a written plan. The SWAT Commander/Team Leader shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT Commander/Team Leader shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

608.8 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the News Media Relations Policy.

608.9 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

608.10 TRAINING

The Tactical Unit Supervisor should ensure that Tactical Unit Officers or any other member who routinely participates in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Electronic Monitoring

609.1 PURPOSE AND SCOPE

The purpose of this policy is to define and establish procedures for video and audio recording by the Department within and out of the Police Department building. It is the policy of the Woodridge Police Department to fully document interviews by the best means possible, and in compliance with Illinois law.

609.2 PROCEDURE

Equipment:

- (a) Specific interview rooms will be equipped with permanently mounted electronic monitoring equipment.
- (b) The entrances to these rooms will give notice in a conspicuous way that the occupants are subject to video and audio recording.
- (c) The video equipment may be used for pre and post interview monitoring of the room.
- (d) New, unused recording media will be used to record all interviews. Only one interview will be placed on each.
- (e) All recorded media will be considered evidence and handled, submitted and stored in accordance with evidence procedures.
- (f) As evidence, this media may be tendered or copied as part of the judicial discovery process.

Other equipment may be used in other areas of the police department building, or outside of it, if the interview rooms with permanent equipment are unavailable or their use is not practical. This other equipment may include video and audio, or audio only.

Users of electronic monitoring equipment will be trained in the methods and technical aspects of conducting electronic interrogations as may be proscribed by the Illinois Police Training Board.

Recording Process:

The decision to record an interview rests with the interviewer, except in cases which are mandated by statute. In these mandated offenses, recordings will be made. Notation of recordings made for any type case will be documented by mention in the case report.

At the beginning of the interview, the interviewer will state for the record his name, the date and time, the interviewee's name and the case number.

- (a) In a custodial interview, the interviewer should reread the interviewee his Miranda Rights from the waiver form. The interviewee should then be asked to sign the form at that time or verbally acknowledge his prior signature on the form.

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- (b) The time should be monitored, and the recording media changed as required. This may be through a break in the interview or in another manner that minimizes any unmonitored time.

If there is a need to change recording media, the interviewer should again state his name, date and time, case number, and the recording is a continuation of the initial recording.

The recording media shall continue to run until the end of the interview, even through short breaks, to assure continuity of the record.

At the conclusion of the interview, the interviewer will state that fact and the date and time.

Liquor and Tobacco Enforcement

610.1 PURPOSE AND SCOPE

The purpose of this policy is to define procedures for routinely monitoring licensed establishments that sell alcoholic beverages and tobacco products. It is the policy of the Woodridge Police Department to uniformly enforce the Village Liquor and Tobacco Codes by conducting controlled “buy” operations on a continuous basis.

610.2 DEFINITIONS

Licensee: Holder of a license to sell alcoholic beverages, tobacco or both.

Observers: Civilians that are pre-approved by the Chief of Police to view the control buy operations.

Official Identification: Picture identification issued by the State of Illinois in the form of a driver’s license or state ID card.

Supervising Officer (SO): An officer assigned to the controlled buy operation to oversee the special agent. This will usually be the Tactical Unit Sergeant or his designee.

Special Agent: A volunteer under the legal age to purchase alcohol or tobacco products who assists the Police Department with the controlled buy operations.

610.3 PROCEDURE

Pre-operation Activities:

The Tactical Unit Sergeant will be responsible for establishing a schedule for monitoring all liquor and tobacco licensees in the Village which are open to the public. He/she shall submit the schedule to the Chief of Police or designee for review prior to implementation. Licensees that limit sales to employees or members will not be checked on a regular basis (e.g. Sam’s Club or VSA.) Operations will be conducted at least three times a year or as otherwise directed by the Chief of Police.

Not more than one week prior to a scheduled operation, the Tactical Unit Sergeant will notify the chief of Police or designee. The Tactical Sergeant shall obtain a current list of all liquor and tobacco licensees from the Village Clerk.

Prior to scheduled liquor license compliance checks, the Chief of Police or designee will send via first class U.S. Mail, to all liquor licensees official notification that the police department will be conducting compliance checks within 60 days.

Operations may also be conducted, with the approval of the Chief of Police or designee in response to documented citizen complaints of underage purchases and/or suspicious activities.

The Tactical Unit Sergeant shall explain the reasons for this special operation in writing to the Chief of Police or designee.

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The Tactical Unit Sergeant will assist in obtaining the Special Agent to be utilized for the operations. Special Agents will be approved prior to the operation date by the Chief of Police or designee.

- (a) A photograph of the special agent's current State Driver's License or State I.D. card shall be furnished to the SO and photocopied prior to the operation.
- (b) Tobacco special agents will be from 15 to 17 years of age. Liquor special agents will be from 18 to 20 years of age.
- (c) All Special Agents should be of good character. They will have no record of Liquor or Tobacco related violations, nor will they have made any prior attempts to unlawfully purchase liquor or tobacco products.
- (d) Special Agents should have the appearance, demeanor and mannerisms appropriate to their age.
- (e) Special Agents will dress appropriate for their age group to include current fashion trends.
- (f) Special Agents under the age of 18 will have a parent complete a Parental Consent Form (Attached) prior to the operation.
- (g) Special Agents over the age of 18 will complete a Special Agent Consent Form (Attached).
- (h) Special Agents will be available for testimony at all hearings and field court proceedings at the request of the Village Prosecutor. If possible, the same clothing will be worn for these proceedings as worn during the operation.
- (i) A briefing will be held prior to the operation by the Tactical Unit Sergeant or the SO.
- (j) The SO will approve the special agent's appearance and will photograph the special agent. The Special Agent's appearance will not deviate from that point.
- (k) The SO will verify that the Special Agent has proper official identification showing his/her true date of birth. This will be the only identification carried or presented throughout the course of the operation.
- (l) The operation will not be conducted during extremely busy times (e.g. rush hours) at the licensee's locations and the SO will also have the authority to terminate the operation at any time for safety reasons.
- (m) The Special Agent will be instructed/advised:
 - To go directly to the targeted merchandise and then directly to the check-out;
 - That at no time should he/she try and persuade the licensee/clerk to complete the sale, and that he/she should speak only as necessary.
 - That if asked about his/her age, he/she is to reply with his/her correct age and if he/she is asked for his/her identification, he/she is to present his/her previously approved identification.
 - If a transaction is completed, he/she should try to obtain a receipt; and

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- That the success of the operation and/or his/her continued performance as a Special Agent is not contingent upon making successful purchases.

Operational Instructions:

Tobacco Dealers – The SO will station himself either inside the store or at a point from which he can observe the sale. He should not appear to be with Special Agent. The Special Agent will enter the establishment alone. The Special Agent shall ask the licensee or representative for the specified item or, if accessible, pick up the specified item and attempt to make the purchase. In the event that a Tobacco Vending Machine is in place, the Special Agent will attempt to make the purchase from the machine.

Package Liquor Stores – The SO shall station himself either inside the establishment or at a point from which he can view any transaction between the Special Agent and any representative of the establishment. He should not appear to be with the Special Agent. The Special Agent will enter the store alone, pick up a specified item, and attempt to make the purchase.

Restaurants – If practical, the SO shall station himself outside the establishment where he can view any transactions between the Special Agent and the licensee or any representative of the establishment. If this cannot be accomplished, the SO will enter the restaurant along with the Special Agent. The SO will order a non-alcoholic beverage, while the Special Agent orders an alcoholic beverage. Food will not be ordered.

Bars – The Special Agent will enter alone and order for himself/herself. The SO will station himself either inside the bar or in an area from which he can observe any transactions. The SO should not appear to be accompanying the Special Agent.

Completed Transactions:

Tobacco Dealers

- (a) If the transaction occurs, the agent will exit the establishment and immediately turn the purchased item over to the SO, along with any receipts.
- (b) The Special Agent should be able to identify the seller.
- (c) The SO will re-enter the establishment and identify himself and ask to see the on-duty manager, explain the circumstances, and answer any questions pertaining to the transaction. The SO will honor a request to view the Special Agent on scene.
- (d) The SO will issue a citation for unlawful delivery of tobacco to a minor to the clerk/seller.
- (e) The tobacco items will be preserved per the procedures governing evidence preservation.

Package Liquor Dealers

- (a) If the transaction occurs, the agent will exit the store and immediately turn the purchased item over to the SO along with any receipts.
- (b) The Special Agent should be able to identify the seller.

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- (c) The SO will re-enter the establishment and identify himself and ask to see the on-duty manager, and explain the circumstances as well as answer any questions pertaining to the transaction. The SO will honor a request to view the Special Agent on scene.
- (d) The SO will issue a citation for the unlawful delivery/sale of alcohol to a minor to the clerk/seller.
- (e) The alcoholic beverage will be preserved per the procedures governing evidence preservation.

Restaurants and Bars

- (a) When served, the special agent will not consume any alcoholic beverage.
- (b) If the drink appears to be alcoholic, the special agent shall signal the SO. The SO will verify the alcoholic content.
- (c) The Special Agent should be able to identify the seller.
- (d) The SO will identify himself and ask to see the on-duty manager. The SO will explain the circumstances, with the agent present, and answer any questions pertaining to the transaction.
- (e) The SO will issue a citation for unlawful delivery of alcohol to a minor to the seller/clerk.
- (f) If possible, a small amount of the beverage will be preserved for procedures governing evidence preservation.

The SO is responsible for reporting. A case report will be generated and an Operation Enforcement Report (Attached) will be completed on all violations.

The SO will verify that current licenses and other required notices are displayed at all establishments checked.

[See attachment: Liquor and Tobacco Enforcement Parental Consent.pdf](#)

[See attachment: Liquor and Tobacco Enforcement Special Agent.pdf](#)

610.3.1 REPORTING

Prior to the end of shift, the Tactical Unit Sergeant or the SO will prepare an informational memorandum to the Chief of Police on the operation. It will indicate all licensees checked, regardless of whether or not a violation occurred. If any licensees are not checked, this memorandum should include the reasons why.

The Tactical Unit Sergeant shall submit copies of all completed reports within twenty-four hours to the Chief of Police.

Copies of all reports will be forwarded to the Village Prosecutor, Village Attorney, Village Clerk, and Liquor/Tobacco Control Commissioner by the Chief's Office.

610.3.2 OBSERVERS

From time to time, special observers will be permitted to observe control buy operations. Observers are not to interfere with any police action.

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Observers are not to identify themselves or speak with the agent until the operation at that particular site is completed. Observers will not enter a store, stand next to or sit with an agent.

Observers are not to interview store clerks or other employees of the licensee without specific permission from the manager on duty. Photographs or video recordings showing the store's name, address or logo will not be taken or edited out before any public use.

Observers requesting information concerning police department procedures or operations, including the one described in this general order, will be directed to the Chief of Police.

Eyewitness Identification

611.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (725 ILCS 5/107A-2).

611.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process -Any field identification, live lineup or photographic identification.

Field identification -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, commonly referred to as a show up.

Live lineup -A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

611.2 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.

611.3 INTERPRETIVE SERVICES

Members 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 (policy 331 LEPS).

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

611.4 EYEWITNESS IDENTIFICATION FORM

The Detective Unit supervisor shall be responsible for the development and 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 (725 ILCS 5/107A-2):

- (a) The date, time and location of the eyewitness identification procedure.
- (b) The name and identifying information of the witness.

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- (c) The name of the person administering the identification procedure.
- (d) If applicable, the names of all of the individuals present during the identification procedure.
- (e) An admonishment that it is as important to exclude innocent persons as it is to identify a perpetrator.
- (f) An admonishment that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification. Also the witness shall be instructed not to assume that the member conducting the lineup knows which person may be the perpetrator.
- (g) An admonishment that the investigation will continue regardless of whether an identification is made by the witness.
- (h) Notice that if an audio and video recording of the lineup is made it will be of the persons in the lineup and the witness.
- (i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

The process and related forms should be reviewed at least annually and modified when necessary to ensure compliance with 725 ILCS 5/107A-2 and applicable judicial decisions. There shall be written guidelines setting forth when simultaneous lineups may be conducted rather than sequential lineups.

611.5 EYEWITNESS IDENTIFICATION

Members 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. Members should avoid mentioning that:

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

In order to avoid undue influence, witnesses shall view suspects or a lineup individually and outside the presence of other witnesses (725 ILCS 5/107A-2). Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses. Witnesses should be separated or monitored and the lineup administrator shall ensure that all eyewitnesses are monitored to prevent them from conferring with one another while waiting to view the lineup and during the lineup (725 ILCS 5/107A-2).

Whenever feasible, the eyewitness identification procedure shall be audio and/or video recorded and the recording should be retained according to current evidence procedures. If the witness refuses to allow a recording of the process, the refusal shall be recorded and the member shall document in the report that no recording was made and the reason (725 ILCS 5/107A-2).

Eyewitness Identification

611.6 DOCUMENTATION

A thorough description of the eyewitness process and the results of any eyewitness identification shall be documented in the case report (725 ILCS 5/107A-2). Witness comments of how certain he/she is of the identification or non-identification should be quoted in the report. If practicable, an audio or video recording of the witness statements shall be made.

If a photographic lineup is utilized, the actual photographic lineup presented to the witness shall 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. If a live lineup is utilized, a photograph or other visual recording shall be included in the case report (725 ILCS 5/107A-2).

If an automated computer process or other similar device is used to conduct a photographic lineup, the results of that lineup, including the photographs displayed, will be saved in a manner that permits the process to be repeated and shall be made part of the case report.

611.7 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member composing the lineup and the member presenting the lineup shall not be directly involved in the investigation of the case (725 ILCS 5/107A-2). When this is not possible, the member presenting the lineup must take the utmost care not to communicate the identity of the suspect in any way.

When practicable, the member presenting a lineup to a witness shall not know which photograph depicts the suspect or which person in a live lineup is the suspect (e.g., randomly numbering photographs, shuffling folders, using a computer program).

Other persons or photos used in any lineup should bear similar characteristics to the suspect to avoid causing him/her to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect and with the approval of the prosecuting attorney. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

611.7.1 ADDITIONAL CONSIDERATIONS

Members presenting a lineup shall also ensure that (725 ILCS 5/107A-2):

- (a) Only one suspect is presented in a photo lineup and a minimum of five filler photos is utilized.
- (b) When practicable there should be five filler subjects used in a live lineup. In no case will fewer than three filler subjects be used.
- (c) No writings or information related to the persons presented is visible or made known to the witness.

Eyewitness Identification

- (d) If the witness requests to view a photograph or person again, he/she may do so, but only after first viewing each person or photograph.
- (e) If the witness identifies a person as the perpetrator, he/she shall not be provided with any information concerning the person until after the lineup is completed.
- (f) An automated computer program or other device may be used to display a photo lineup to an eyewitness provided the member administering the lineup cannot view the photos until completion of the lineup process.

611.8 FIELD IDENTIFICATION CONSIDERATIONS

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. A field elimination show-up or one-on-one identification may not be necessary when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup may be the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

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

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- (g) The person who is the subject of the show-up 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.
- (h) If a witness positively identifies a subject of a show-up as the perpetrator, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

Chapter 7 - Equipment

Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline.

- (a) Employees shall promptly report to their immediate supervisor, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.2.1 ISSUING PATROL EQUIPMENT

Officers, Community Service Officers or other members of the Woodridge Police Department may be issued equipment when they begin their tour of duty. All members who are issued equipment at the beginning of their tour of duty will be required to return the issued equipment at the completion of their tour of duty, or immediately report to their supervisor if the equipment is lost or damaged while in their care. Members shall log all equipment that they check out on the equipment board and mark it as "returned" at the end of their tour.

If an piece of equipment cannot be accounted for, the shift supervisor or their designee will immediately conduct an investigation as to the whereabouts of the item.

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In the event the missing/lost piece of equipment cannot be located, the shift supervisor or designee will notify the Deputy Chief of Patrol, that a piece of equipment is missing and give a summary of the investigation.

700.2.2 DISPOSAL OF DIGITAL MEDIA

Pursuant to CJIS requirements, any digital media used to access protected information, as defined by this policy manual, shall be disposed of using any of the following methods.

1. Sanitizing the digital media by overwriting it at least 3 times.
2. Degaussing the digital media.
3. Physically destroy the digital media by shredding.

The Department shall ensure that the sanitization or destruction is witnessed or carried out by authorized personnel.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property, as defined by the member's collective bargaining agreements, must be made in writing, through the chain of command.

The immediate supervisor shall direct a memo to their respective Deputy Chief, which shall include the results of their investigation/inquiry and whether the employee followed proper procedures. The supervisor's findings shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written memo shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.
- (c) If appropriate, a case report should also be completed for the incident the officer was handling at the time of the loss.
- (d) If applicable, or directed by a Supervisor, IRMA paperwork may be required. In that event, all relevant IRMA paper is to be completed in a timely manner.

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Department Owned and Personal Property

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the Village, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Deputy Chief.

If applicable, or directed by a Supervisor, IRMA paperwork may be required. In that event, all relevant IRMA paper is to be completed in a timely manner.

Beat Phones

701.1 PURPOSE

The purpose of this policy is to enhance communications between the Woodridge Police Department and the public and to establish guidelines for the use of department owned beat cellular telephones.

701.2 POLICY

It is the policy of the Woodridge Police Department to provide and maintain continuous 24-hour communications between the Department personnel, persons requesting police services and other public service agencies.

701.3 PROCEDURE

- (a) The Woodridge Police Department shall provide cellular beat telephones to on duty Patrol Officers. These telephones will allow Officers to contact citizens to clarify issues that require police intervention. These phones should be used by Officers to enhance communication with citizens.
- (b) The Shift Supervisor should ensure these phones are assigned to each on-duty beat Officer. Cell phones and batteries shall be marked with the appropriate beat number(s).
- (c) In those incidences where it is appropriate for Officers to return a telephone call to a victim, complainant or citizen, the Officers will request DuComm to send the name and phone number over the PMDC/CAD system. The Officer will then make direct contact with the caller by cellular or landline phone.
- (d) The use of these phones is intended for making contact with reporting parties, witnesses, victims, complainants, hospitals, coroners, etc.
- (e) Personal use is restricted to emergency situations or as authorized by the Shift Supervisor.
- (f) This phone is intended to supplement the flow of information already provided by DuComm via PMDC.
- (g) Upon completion of a shift, cellular beat phones shall be returned to the equipment room and checked in by the Shift Supervisor to ensure the phones availability for the next shift. One additional battery shall be provided for each beat phone. Officers shall check the battery level on the phone and replace with a freshly charged battery if needed. Spare batteries, charging units and cellular phones shall be stored in the equipment room when not in use.
- (h) Calls to information (411) should not be made unless authorized by the Shift Supervisor. If additional telephone numbers are needed, they shall be supplied to the officer by DuComm.

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Damage or loss of phone or phone parts shall be reported to the Shift Supervisor immediately.

The loss or damage of a phone shall be reported in writing/e-mail explaining the circumstances to the Deputy Chief of Support Services who shall immediately contact the wireless vendor for deactivation.

Personal Communication Devices

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the Department or personally owned, while on-duty or when used for authorized work-related purposes. This policy shall not apply to Department owned beat telephones, which are governed by a separate policy.

This policy generically refers to all such devices as Personal Communication Devices (PCD) but is intended to include all mobile telephones, personal digital assistants (PDA) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games and accessing sites or services on the Internet.

702.2 POLICY

The Woodridge Police Department allows employees to utilize department-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy and the Village of Woodridge Electronic Communications policy and the guidelines set forth in the Village of Woodridge Employee Handbook.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, employees are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the employee and the employee's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Employees who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel, or the Village of Woodridge Human Resources Department.

702.3 PRIVACY POLICY

Pursuant to the Village of Woodridge Electronic Communications Policy, employees shall have no expectation of privacy with regard to any communication made with or stored in or through PCDs issued by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities. The use of any department-provided or -funded PCD, computer, Internet service, telephone service or other wireless service while on-duty is without any expectation of privacy that the employee might otherwise have in any communication, including the content of any such communication. Communications or data reception on personal, password-protected, web-based e-mail accounts and any other services are subject to monitoring if department equipment is used.

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702.4 DEPARTMENT-ISSUED PCD

Depending on an employee's assignment and the needs of the position, the Department may, at its discretion, issue a PCD. Such devices shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

The employee is solely responsible for the care and maintenance of the PCD. Any lost, damaged or compromised PCD's should be reported to the supervisor immediately.

702.5 PERSONALLY OWNED PCD

Employees may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Carrying a personally owned PCD is a privilege, not a right.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) Employees shall promptly notify the Department in the event the PCD is lost or stolen.
- (d) The PCD and any associated services shall be purchased, used and maintained solely at the employee's expense.
- (e) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Employees will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.
- (f) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.
- (g) Use of a personally owned PCD for work related purposes, constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations.

Except with prior express authorization from their supervisor, employees are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If an employee is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the employee has prior express authorization from his/her supervisor, the employee may engage in business-related communications. Should employees engage in such approved off-duty communications or work, employees entitled to compensation shall promptly document the time

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worked and communicate the information to their supervisor to ensure appropriate compensation. Employees who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

Any employee who conducts department related business on their personal PCD, off-duty, must obtain approval from their supervisor before any compensation may be requested.

702.6 USE OF PERSONAL COMMUNICATION DEVICES

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
- (b) For tactical considerations, all PCDs, carried on patrol, should be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications.
- (d) Employees may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
- (e) Officers are prohibited from taking pictures, video or making audio recording or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.
- (f)
- (g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any employee having knowledge of such conduct shall promptly notify a supervisor.

702.7 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, employees who are operating non-emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (625 ILCS 5/12-610.2). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

Personal Communication Devices

702.8 OFFICIAL USE

Employees are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, employees shall conduct sensitive or private communications on a land-based or other department communications network.

The following situations are examples of when the use of a PCD may be appropriate:

- (a) Barricaded suspects
- (b) Hostage situations
- (c) Mobile Command Post
- (d) Catastrophic disasters, such as plane crashes, earthquakes, floods, etc.
- (e) Major political or community events
- (f) Investigative stakeouts
- (g) Emergency contact with an allied agency or allied agency field unit
- (h) When immediate communication is needed and the use of the radio is not available or appropriate and other means are not readily available

Tire Deflation Devices

703.1 PURPOSE

It is the policy of the Woodridge Police Department to deploy tire deflation devices, if time is available, during pursuits in an attempt to stop/slow the offender from fleeing, or for use on stationary vehicles with the potential of fleeing. This includes pursuits or fleeing vehicles entering the Village of Woodridge from an outside jurisdiction. All Department Officers will be trained before using any tire deflation devices.

703.2 PROCEDURE

To deploy the tire deflation devices, the Officer will adhere to the following procedure:

1. Supervisor approval must be obtained before deployment of any devices.
2. Be certain to advise all police units involved in the pursuit or officers on scene, of your intentions to deploy tire deflation devices and their location.
3. Get to a safe position, path or roadway well ahead of the progressing police pursuit or fleeing vehicle.
4. Take the tire deflation devices and position them appropriately, at or near the roadway, or directly in front of or behind the wheel of a stationary vehicle.
5. If necessary, tire deflation devices may be thrown into the path of a fleeing vehicle from a stationary or moving position.
6. Once the tire deflation devices are positioned, move away to a reasonable safe distance from the roadway or vehicle.
7. Tire deflation devices shall only be used on vehicles with four or more wheels.

Tire deflation devices shall not be used for motorcycles, motor-drive cycles or other two or three wheeled vehicles, unless the use of deadly force is legally justified.

703.2.1 CARE

All tire deflation devices shall be handled with care as they contain sharp objects.

All tire deflation devices shall be maintained and serviced according to manufacturers recommendations.

Any tire deflation device found to be in disrepair or malfunctioning should be taken out of service immediately and the on-duty supervisor should be notified.

703.2.2 ADDITIONAL REQUIREMENTS

If the fleeing vehicle has impacted the tire deflation device, or any device becomes unusable, the deploying officer or the on-duty supervisor will notify Command Staff so the unit can be replaced.

703.3 REPORTING

Each officer deploying a tire deflation device, regardless of whether the deployment was successful, is responsible for completing the appropriate incident report or supplemental incident

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report describing the circumstances and actions taken. Each officer shall also complete the Tire Deflation Device Deployment Form (attached). A copy of the incident report and the completed deployment form shall be forwarded to Command Staff by the end of the officer's shift.

[See attachment: Tire Deflation Devices Form.pdf](#)

Vehicle Maintenance

704.1 PURPOSE AND SCOPE

Members of the Woodridge Police Department are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

704.2 MONTHLY INSPECTIONS

All vehicles assigned to patrol, including APU, shall be inspected monthly, and the results documented on a Vehicle Inspection Logs (attached).

[See attachment: APU Monthly Inspection Sheet.pdf](#)

[See attachment: Vehicle Inspection Log.pdf](#)

704.3 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance for repair. If the condition is a result of neglect or other means of damage, then that shall be reported to the on-duty Watch Commander immediately. Any vehicle that is down for service should be marked as such on the vehicle board.

704.4 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties. If these items are found in disrepair, or missing, they shall be replaced by the employee who discovered the issue. If the equipment cannot be readily replaced, then the on-duty Watch Commander shall be notified, and the missing equipment shall be indicated on the vehicle board. To insure that all items are present, all employees signing out a vehicle shall perform a cursory check of all equipment. In addition, monthly vehicle inspections will be conducted, and recorded, indicating all the equipment is present and functioning properly.

704.5 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, all Department owned vehicles will be refueled immediately after being used. Vehicles shall only be refueled at Village owned pumps, or other designated locations. If a vehicle is found to have not be refueled by the previous user, then the on-duty Watch Commander shall be notified.

704.6 WASHING OF VEHICLES

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Vehicle Maintenance

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Officers in patrol shall obtain clearance from the Watch Commander before responding to the car wash. Only one marked unit should be at the car wash at the same time unless otherwise approved by a supervisor. Officers with a permanent vehicle assignment shall have the sole responsibility of keeping their vehicle's clean.

Employees using a vehicle shall remove any trash, debris, or any other items at the end of their shift, or when they are finished using the vehicle. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

704.7 NON-SWORN EMPLOYEE USE

Non-sworn employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Non-sworn employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor, with the exception of Community Service Officers driving their assigned vehicles in the performance of their duties.

Respirator Masks

705.1 PURPOSE AND SCOPE

The purpose of this policy is to promote a safe working environment and to provide protection for first responders in an incident involving nuclear, biological, or chemical weapons.

It is the policy of the Woodridge Police Department to provide protection and training for those first response employees during incidents of nuclear, biological, or chemical weapons. Air purifying respirators will be issued to all employees designated as first responders with the Woodridge Police Department and are only to be used for **emergency escape**.

705.2 DEFINITIONS

Air Purifying Respirator (APR): A respirator to be used in toxic environments where the breathable level of oxygen is known to be sufficient. Air-purifying respirators are designed to protect the wearer for short periods ONLY.

Escape-Only Respirator: A respirator intended to be used only for emergency exit.

Fit Test: A test to ensure that an issued respirator is the proper size for the wearer and that an air tight seal is achieved between their face and the respirator in order to determine a correct respirator size and fit.

Licensed Health Care Professional (LHCP): Includes medical doctor, registered nurse, paramedic or EMT.

Program Administrator: The administrator of the Respiratory Protection Program.

Qualitative Fit Test (QLFT): An annual pass/fail test to assess the adequacy of respirator fit that relies on the individual's response to a test agent.

Quantitative Fit Test (QNFT): An assessment of respirator fit by numerically measuring the amount of leakage into the respirator.

Respirator Medical Evaluation Questionnaire: A mandatory questionnaire required by both the Illinois Department of Labor (IDOL) and the Occupational Safety & Health Administration (OSHA)

705.3 PROCEDURE

All employees designated as first responders shall be issued an APR respirator and filtering canister for use in any incident where it is suspected that a nuclear, biological or chemical weapon has been used.

The Department has selected the AVON FM-12 Air-purifying respirator. The issued canister will protect the wearer from Alpha Chloroacetophenone (CN); O-Chlorobenzylidene Malononitrile (CS); Organic Vapors (OV); Chlorine (CL); Phosphine (PH) and Particulates; for a limited amount of time.

Medical Evaluations:

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- (a) Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee.
- (b) Prior to issuing of an APR to any employee, that employee will complete an internal respirator class given by trained department employees.
- (c) The employee will then be issued an appropriate respirator, carrying pouch, filter canister and user handbook. At this point the employee will NOT be allowed to wear the mask, until all medical testing has been completed.
- (d) Once the mask and associated equipment has been issued, the employee will receive all medical clearance paperwork, which may include a medical evaluation questionnaire (approved by IDOL and OSHA) and reporting instructions for medical tests. The employee will complete the questionnaire and will be responsible for making a medical appointment at the department LHCP if one is required. The employee will transport the completed questionnaire, APR and all departmental medical paperwork to the authorized LHCP for testing and/or examination
- (e) If the LHCP needs to clarify any question he/she will contact the employee directly
- (f) If the LHCP feels a medical condition of the employee may restrict their ability to safely wear and use a respirator the employee may be referred to a physician for follow-up.
- (g) After consulting with the employee, the physician will then be requested to communicate their findings with the Chief of Police, or his/her designee, regarding the employee's ability to safely wear and use the respirator.
- (h) The medical evaluation questionnaire will be maintained, on file, with the LHCP.

Fit Testing Procedures:

- (a) At the time of initial issuance and thereafter on an annual basis, an inspection along with a respirator fit testing shall be used to determine the ability of each member to obtain a satisfactory fit with the issued APR.
- (b) Fit testing will be conducted by a trained employee from the police department, authorized fire department, or LHCP.
- (c) Fit testing will be conducted using either a qualitative or quantitative method.
- (d) A written record of the fit testing will be completed and maintained by the Administrator of the Respiratory Protection Program.
- (e) Any facial hair, which may interfere with a clean seal between the user's face and the respirator's face piece, is prohibited.

Issuance of Respirators:

Each designated first responder will be issued the following equipment:

- (a) One Avon FM-12 respirator
- (b) One NBC Toxic Agent filter canister
- (c) One storage/duty bag

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- (d) User handbook

Prescription eyewear:

- (a) Use of prescription eyeglasses is not recommended for use with an APR respirator.
- (b) Employees who wear prescription eyeglasses to correct their normal vision will be provided with monacle inserts for the respirator so the prescription of eye lenses may be placed into the APR. The department will recommend a local optometrist that can perform this function; the costs of the lenses may be taken out of the individual's uniform allowance.
- (c) Employees who need monacle inserts for their respirators may pick up the monacle inserts during the in-house training, or from the program administrator.

Use of Respirators:

- (a) Whenever an employee reasonable believes that an imminent threat of a nuclear, biological, or chemical nature exists they should put on the respirator along with the canister that was provided with it.
- (b) Canisters are to remain in their sealed bag until needed. The normal shelf life of a canister in a sealed bag is 10 years. Once the canister has been removed from the sealed bag the shelf life is reduced to approximately 1 year.
- (c) After putting the respirator on, the employee should ensure that it has a proper seal by performing a negative pressure test as demonstrated in testing.
- (d) If possible, employees should remove themselves from the area of the threat before taking off the respirator.
- (e) If the employee is unable to be removed from the threat area, it is imperative that the respirator remains intact and properly seals the face throughout the duration of the incident.

705.4 LIMITATIONS

The respirator is intended primarily for use as a means of **emergency escape** in an incident involving nuclear, biological, or chemical hazards. Information received from credible intelligence sources as well as information from any law enforcement agency that indicates any real threat to the community will require Officers to keep the respirator with them at all times when on duty

The Avon FM-12 respirator shall not be used for firefighting or other oxygen deficient environments.

Nothing in this order restricts officer discretion for the carrying of the respirator.

705.5 MAINTENANCE AND INSPECTION

Employees issued a respirator will ensure quick accessibility of their respirator while on duty.

Respirators should be stored at the department. Respirators are not to be left in a place where employees cannot quickly access it in the event it is needed. Shift Supervisors will periodically conduct an equipment inspection.

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Cleaning:

- (a) Employees shall be responsible for cleaning the respirator after each use.
- (b) Employees shall be responsible for replacing the filters when necessary.
- (c) Cleaning will be done according to the procedures set forth in the training conducted for the Respiratory Protection Program.

705.6 TRAINING

All designated as first responders shall be trained and will have all appropriate medical testing completed prior to utilizing a respirator.

Training shall cover the proper use of the respirators, including:

- (a) Putting the respirator on;
- (b) Putting the canister on the respirator;
- (c) Taking off the respirator;
- (d) Storage of the respirator;
- (e) Proper care and cleaning.

Refresher training shall be conducted on an annual basis.

705.6.1 ADMINISTRATION

Administration of Respiratory Protection Program

- The Chief of Police will designate a supervisor to administer the Respiratory Protection Program.

Program Evaluation

- The Respiratory Protection Program will be evaluated on an annual basis.
- The purpose of the evaluation will be to determine the effectiveness of the program.
- The program administrator will be responsible for conducting the evaluation and making any changes to the program based on feedback from the evaluation.

Vehicle Use

706.1 PURPOSE AND SCOPE

This policy establishes a system of accountability to ensure all Village-owned vehicles are used appropriately. For the purposes of this policy, "Village-owned" includes any vehicle owned, leased or rented by the Village of Woodridge/Woodridge Police Department .

706.2 POLICY

The Department provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations.

706.3 USE OF VEHICLES

Village-owned vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to department-related business outside their regular work hours.

Members shall not operate a Village-owned vehicle at any time when impaired by drugs and/or alcohol.

Any member operating a vehicle equipped with a two-way communications radio shall ensure the devices are on and set to an audible volume whenever the vehicle is in operation.

All Department vehicles will have a vehicle log which is for documenting any damage, discrepancies or issues with the vehicle. Typically the vehicle log is kept within the vehicle. Any damage, discrepancies or issues shall also be reported immediately to a supervisor (706.8).

All patrol unit vehicle keys will be secured on the KEYper board system, which will be mounted in a designated central location. Every sworn member and designated civilian members will be issued a KEYper peg, with their badge number or other identifying number on it. Employees using one of these vehicles will use their issued KEYper peg to remove the vehicle's keys from the KEYper board. On completing their use of the vehicle they will return the vehicle keys to the KEYper board and retrieve their issued KEYper peg.

- (a) If more than one employee is using the vehicle, the driver will be responsible for obtaining the vehicle's keys.
- (b) Members are discouraged from loaning their issued KEYper pegs to other employees. The badge number or other identifying number used to check out the vehicle keys shall be ultimately responsible for that vehicle.
- (c) Civilian members not assigned a KEYper peg, shall contact their supervisor or watch commander for assistance in checking out a vehicle.
- (d) Sworn members who have forgotten their assigned KEYper peg shall notify the watch commander for assistance in checking out a vehicle. Lost or misplaced KEYper pegs shall be handle in accordance with section 706.5 of this policy.

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Vehicle mileage shall be logged in the MPS system at the beginning of a member's tour and at the end of their tour. In the event that a vehicle is not equipped with a computer, or the computer is not being utilized (e.g. court/training), then mileage will not have to be recorded.

After the member is finished using the vehicle, If the vehicle is not to be immediately used by another operator, all electronics should be powered down and the vehicle keys returned to the KEYper board.

706.3.1 SHIFT ASSIGNED VEHICLES

Employees who use a fleet vehicle as part of their work assignment shall ensure that the vehicle is properly checked out and logged on the daily shift roster/vehicle board, according to current procedures, prior to taking it into service. If for any reason during the shift the vehicle is exchanged, the member shall ensure that the exchanged vehicle is likewise properly noted on the daily shift roster/vehicle board.

Employees shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of the shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate. The pre and post inspection shall include, but not be limited to:

- (a) A visual inspection of the exterior and interior for cleanliness and/or damage.
- (b) A check of the passenger compartment for misplaced items, concealed evidence, weapons, or other contraband.
- (c) A check of basic vehicle equipment (lights, sirens, tires, etc.)
- (d) A check of electronic equipment and computers for condition and operability.
- (e) A check of the serviceability and completeness of items carried in the trunk, i.e. first aid kits, fire extinguishers and other items.
- (f) A check of long guns assigned to the vehicle, such as the patrol rifle and/or less lethal weapon. These weapons should be serviceable and properly secured.

706.3.2 UNSCHEDULED USE OF VEHICLES

Members utilizing a Village-owned vehicle for any purpose other than their regularly assigned duties shall first notify the Watch Commander of the reason for use and a notation will be made on the shift roster/vehicle board indicating the operator's name and vehicle number. This section does not apply to members permanently assigned an individual vehicle (e.g., Command Staff, Detectives, Tactical Unit, Traffic Unit, Community Outreach Unit), who regularly use the vehicle on an unscheduled basis as part of their normal assignment. The member will conduct the same pre and post trip inspection as outlined in section 706.3.1.

706.3.3 UNMARKED VEHICLES

Except for use by the assigned member, unmarked units shall not be used without first obtaining approval from the supervisor of the unit to which the vehicle is assigned. Unmarked units (pool

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vehicles) shall be utilized for court and training assignments when possible. An unmarked unit (pool vehicle), that is not fully equipped with emergency lighting shall not be utilized for patrol functions without approval by a supervisor.

706.3.4 DETECTIVE UNIT VEHICLES

Detective Unit vehicle use is restricted to investigative personnel during their assigned work hours unless approved by an Detective Unit supervisor. Detective Unit members shall record vehicle usage via the vehicle log. Use of Detective Unit vehicles by members not assigned to the Detective Unit shall be approved by the Detective Unit Sergeant.

706.3.5 AUTHORIZED PASSENGERS

Employees operating Village-owned vehicles shall not permit persons other than Village members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle. Members assigned a permanent take home vehicle are expressly prohibited from transporting family members. Exempt rank employees may be authorized by the Village Administrator as terms of their employment.

706.3.6 PARKING

Except when responding to an emergency or other urgent official business requires otherwise, members driving Village-owned vehicles should obey all parking regulations at all times.

Village-owned vehicles should be parked in their assigned stalls. Members shall not park privately owned vehicles in any stall assigned to a Village-owned vehicle or in any other areas of the parking lot that are not designated as a parking space, unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

706.3.7 INSPECTIONS

The interior of any vehicle that has been used to transport any person other than a member should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee the transporting officer shall search all areas of the vehicle that are accessible by the person before and after the person is transported.

706.3.8 PRIVACY

All Village-owned vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

706.4 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to the workplace and for department-related business. The member must be approved for an assigned vehicle by his/her Deputy Chief and shall be bound by the following criteria:

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- (a) Except as may be provided by a collective bargaining agreement time spent during normal commuting is not compensable.
- (b) Members shall take the most direct route during normal commuting.
- (c) Village-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor. Exempt rank employees may be authorized by the Village Administrator as terms of their employment.
- (d) The member will be responsible for the care and to make sure the vehicle is properly maintained by the Village garage.
- (e) The vehicle shall be parked, whenever possible, in secure off-street parking when parked at the member's residence.
- (f) Vehicles shall be locked when not attended.
- (g) If the vehicle is not secured inside a locked garage, every effort should be exercised to make sure all firearms and kinetic impact weapons are secure. (see the Firearms and Qualification Policy regarding safe storage of firearms at home).
- (h) When the member will be away (e.g., on vacation) for periods exceeding one week the vehicle shall be stored in a secure garage at the member's residence or at the appropriate department facility.
- (i) All department identification, portable radios and equipment should be secured.

The assignment of vehicles is at the discretion of the Chief of Police, or their designee. Assigned vehicles may be changed at any time and/or permission to take home a vehicle may be withdrawn at any time.

706.5 KEYS AND SECURITY

Officers shall not duplicate keys without the authorization of their division Deputy Chief.

Members assigned a permanent vehicle should be issued keys for their assigned vehicle.

The loss of any key shall be promptly reported in writing through the member's chain of command.

The loss of any member issued KEYper peg shall be promptly reported, in writing, through the member's chain of command.

706.6 ENFORCEMENT ACTIONS

When driving an assigned vehicle to and from work outside of the jurisdiction of the Woodridge Police Department, an officer should avoid becoming directly involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions Policy and the Law Enforcement Authority Policy).

Officers may render public assistance (e.g., to a stranded motorist) when deemed prudent.

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Officers shall, at all times while driving a marked Village-owned vehicle, be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

706.7 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles as outlined in Policy 704.

Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage. It is the assigned member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule. The member shall schedule maintenance before the vehicle reaches the mileage set by the Village garage as being due for service.

A check of the mileage for the next scheduled routine servicing for the vehicle should be periodically checked by the Officers. This information will be affixed to the vehicle by the Village garage, and the user should submit a request for servicing if the current mileage of the vehicle is within 500 miles for autos and 50 miles for ATVs.

Monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with policy.

706.7.1 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or removal of any equipment or accessories shall be made to the vehicle without written permission from the Division Deputy Chief .

706.8 VEHICLE DAMAGE, ABUSE AND MISUSE

When a Village-owned vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see also the Traffic Crash Reporting Policy).

When a crash involves a Village vehicle or when a member of this department is an involved driver in a crash that occurs in this jurisdiction, and the crash results in serious injury or death, the supervisor should request that an outside law enforcement agency investigate the crash.

The member involved in the crash shall complete the appropriate IRMA forms and completed a written memorandum. If the member is unable to complete the form, the supervisor shall complete the form.

Any damage to a vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Watch Commander. An administrative investigation should be initiated to determine if there is any vehicle abuse or misuse.

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Special care must be taken with beverages or other items which may be spilled or dropped into the units. In the event of any liquid spill on an electronic component, the unit will be immediately shut down and the event reported to a supervisor.

No vehicle equipped with an in-car computer or server should be used to jump start another vehicle.

Cash Handling, Security and Management

707.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence Unit and Informants policies.

707.2 POLICY

It is the policy of the Woodridge Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

707.3 PETTY CASH FUNDS

The Chief of Police shall designate a person as the fund manager responsible for maintaining and managing the petty cash fund. Generally an Administrative Assistance will hold this position.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

707.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on a receipt, which is retained. Transactions should include the name of the member and the appropriate cost center for the expense.

Transactions that are not documented by a receipt, must be submitted to the Finance Department with a memorandum stating specific reasons for the absence of a receipt.

707.5 PETTY CASH AUDITS

The Village of Woodridge Finance Department will conduct a yearly audit on the petty cash fund, and reserves the right to conduct periodic audits as needed.

707.6 ROUTINE CASH HANDLING

Tactical Unit supervisor duties shall discharge those duties in accordance with the Property and Evidence Unit and Informants policies.

Members who routinely accept payment for department services (e.g. parking tickets payment, tow release payments) shall discharge those duties in accordance with the procedures established for those tasks. Swornofficers accepting such payments after hours will deposit cash in the drop vault in the duty room.

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707.7 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and submit the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Unit Policy.

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Chapter 8 - Support Services

Criminal Intelligence

800.1 PURPOSE

The purpose of this general order is to provide Woodridge Police Officers, and personnel assigned to the intelligence function in particular, with guidelines and principles for the collection, analysis, and distribution of intelligence information.

800.2 POLICY

It is the policy of the Woodridge Police Department that information gathering is a fundamental and essential element in the all-encompassing duties of any law enforcement agency. When acquired, information is used to prevent crime, pursue and apprehend offenders, and obtain evidence necessary for conviction. It is the policy of the Woodridge Police Department to gather information directed toward specific individuals or organizations where there is reasonable suspicion that said individuals or organizations may be planning or engaging in criminal activity, to gather it with due respect for the rights of those involved, and to disseminate it only to authorized individuals as defined. While criminal intelligence may be assigned to specific personnel within the Woodridge Police Department, all members of this agency are responsible for reporting information that may help identify criminal conspirators and perpetrators.

800.3 DEFINITIONS

Criminal Intelligence: The end product of a process that converts individual items of information either into evidence or, more often, into insights, conclusions, or assessments (perhaps less solid than fact but always more helpful than raw information) that can form the basis for law enforcement strategies, priorities, policies, or investigative tactics regarding a specific crime, suspect, criminal organization, etc. The intelligence process includes the systematic collection of raw information that, after collation, evaluation, and analysis, is disseminated to appropriate units of the agency.

Threshold for Criminal Intelligence: The threshold for collecting information and producing criminal intelligence shall be the “reasonable suspicion” standard in 28 CFR, Part 23, Section 23.20c.

800.4 PROCEDURE

Mission: It is the mission of the intelligence function to gather information from all sources in a manner consistent with the law and to analyze that information to provide tactical and/or strategic intelligence on the existence, identities, and capabilities of criminal suspects and enterprises generally and, in particular, to further crime prevention and enforcement objectives/priorities identified by the Woodridge Police Department.

- (a) Information gathering in support of the intelligence function is the responsibility of each member of this agency although specific assignments may be made as deemed necessary by the Chief of Police.

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- (b) Information that implicates, suggests implication or complicity of any public official in criminal activity or corruption shall be immediately reported to the Chief of Police.

Organization: Primary responsibility for the direction of intelligence operations, coordination of personnel, and collection, evaluation, collation, analysis, and dissemination of intelligence information is housed in this agency's Tactical Unit under the direction of the Tactical Sergeant.

- (a) The Tactical Sergeant shall report directly to the Chief of Police or his designee in a manner and on a schedule prescribed by the Chief.
- (b) To accomplish the goals of the intelligence function and conduct routine operations in an efficient and effective manner, the Tactical Sergeant shall ensure compliance with the policies, procedures, mission, and goals of the Woodridge Police Department.

Professional Standards: The intelligence function is often confronted with the need to balance information gathering requirements for law enforcement with the rights of individuals. To this end, members of the Woodridge Police Department shall adhere to the following:

- (a) Information gathering for intelligence purposes shall be premised on circumstances that provide a reasonable suspicion that specific individuals or organizations may be planning or engaging in criminal activity.
- (b) Investigative techniques employed shall be lawful and only so intrusive as to gather sufficient information to prevent criminal conduct or the planning of criminal conduct.
- (c) The intelligence function shall make every effort to ensure that information added to the criminal intelligence base is relevant to a current or on-going investigation and the product of dependable and trustworthy sources of information. A record shall be kept of the source of all information received and maintained by the intelligence function.
- (d) Information gathered and maintained by the Woodridge Police Department for intelligence purposes may be disseminated only to the appropriate persons for legitimate law enforcement purposes in accordance with law and procedures established by the Woodridge Police Department. A record shall be kept regarding the dissemination of all such information to persons within this agency or from another law enforcement agency.

800.5 COMPILING INTELLIGENCE

Intelligence investigations/files may be opened by the Tactical Sergeant with sufficient information and justification. This includes but is not limited to the following types of information:

- (a) Subject, victim(s), and complainant as appropriate; summary of suspected criminal activity.
- (b) Anticipated investigative steps to include proposed use of informants, photographic, or electronic surveillance.
- (c) Resource requirements, including personnel, equipment, buy/flash monies, travel costs, etc.
- (d) Anticipated results

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- (e) Problems, restraints or conflicts of interest.

Officers shall not retain official intelligence documentation for personal reference or other purposes but shall submit such reports and information directly to the Tactical Sergeant.

Information gathering using confidential informants as well as electronic, photographic, and related surveillance devices shall be performed in a legally accepted manner and in accordance with procedures established for their use by the Woodridge Police Department.

All information designated for use by the intelligence functions shall be reviewed by the officer's immediate supervisor prior to submission.

800.6 ANALYSIS

The intelligence function shall establish and maintain a process to ensure that information gathered is subjected to review and analysis to derive its meaning and value.

Where possible, the above described process should be accomplished by professional, trained analysts.

Analytic material (i.e., intelligence) shall be compiled and provided to authorized recipients as soon as possible where meaningful trends, patterns, methods, characteristics or intentions of criminal enterprises or individuals emerge.

800.7 EVALUATION OF INTELLIGENCE

Receipt/Evaluation of Information: Upon receipt of information in any form, the Tactical Sergeant shall ensure that the following steps are taken:

- (a) Where possible, information should be evaluated with respect to reliability of source and validity of content. While evaluation may not be precise, this assessment must be made to the degree possible in order to guide others in using the information. A record shall be kept of the source of all information where known.
- (b) Reports and other investigative material and information received by the Woodridge Police Department shall remain the property of the originating agency, but may be retained by this agency. Such reports and other investigative material and information shall be maintained in confidence, and no access shall be given to another agency except with the consent of the originating agency.
- (c) Information having relevance to active cases or that requires immediate attention shall be forwarded to responsible investigative or other personnel as soon as possible.
- (d) Analytic material shall be compiled and provided to authorized sources as soon as possible where meaningful trends, patterns, methods, characteristics, or intentions of criminal enterprises or figures emerge.

800.7.1 FILE STATUS

Intelligence file status will be classified as either "open" or "closed" in accordance with the following:

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- (a) Open: Intelligence files that are actively being worked will be designated as “Open.” In order to remain open, officers working such cases must file reports covering case developments within the past year. An annual review of cases will be conducted beginning in January of each year to determine if any open cases should be closed.
- (b) Closed: “Closed” intelligence files are those in which investigations have been completed, where all logical leads have been exhausted, or where no legitimate law enforcement interest is served.

800.8 CLASSIFICATION OF INTELLIGENCE

Intelligence files will be classified in order to protect sources, investigations, and individual’s rights to privacy, as well as to provide a structure that will enable this agency to control access to intelligence. These classifications shall be reevaluated whenever new information is added to an existing intelligence file.

- (a) Restricted: “Restricted” intelligence files include those that contain information that could adversely affect an on-going investigation, create safety hazards for officers, informants, or others and/or compromise their identities. Restricted intelligence may only be released by approval of the Tactical Sergeant or the Chief of Police with a need and a right to know.
- (b) Confidential: “Confidential” intelligence is less sensitive than restricted intelligence. It may be released to agency personnel when a right to know has been established by the Tactical Sergeant or his/her designee.
- (c) Unclassified: “Unclassified” intelligence contains information from the news media, public records, and other sources of a topical nature. Access is limited to officers conducting authorized investigations that necessitate this information.

All restricted and confidential files shall be secured, and access to all intelligence information shall be controlled and recorded by procedures established by the Tactical Sergeant.

- (a) Informant files shall be maintained separately from intelligence files.
- (b) Intelligence files shall be maintained in accordance with all state and federal laws.
- (c) Release of intelligence information in general and electronic surveillance information and photographic intelligence in particular, to any authorized law enforcement agency shall be made only with the stipulation that such intelligence not be duplicated or otherwise disseminated without the approval of the Tactical Sergeant or the Chief of Police.
- (d) All files released under freedom of information provisions or through disclosure shall be carefully reviewed

800.9 AUDIT/PURGE OF FILES

The Tactical Sergeant is responsible for ensuring that files are maintained in accordance with the goals and objectives of the Woodridge Police Department and include information that is both timely and relevant. To that end, all intelligence files shall be audited and purged on an annual basis as established by the Tactical Sergeant.

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When a file has no further information value and/or meets the criteria of any applicable law, it shall be destroyed. The Tactical Sergeant shall maintain a record of purged files.

Property and Evidence

801.1 PURPOSE AND SCOPE

The control of property and evidence is critically important in supporting investigations, in helping to guarantee successful prosecution at criminal/civil trials, in facilitating the timely return of property to its rightful owners, and in maintaining the Department's reputation as an honest, reputable agency worthy of our citizen's confidence and trust. It is the policy of the Woodridge Police Department to utilize an evidence-recovered property management system and have established policies on how to handle and submit items to control and protect all property in the custody of the Woodridge Police Department. This includes those items that have been seized, recovered, abandoned, lost or found, safekeeping or other property of an evidentiary nature.

Due to the dynamic nature of evidence recovery / processing, these procedures are for usual day to day operations. Officers should seek advice from the Evidence-Recovered Property Unit (ERPU) when unusual occurrences take place that are not covered by these standard procedures.

801.2 PROCEDURE

A.Submission of Property/Evidence:

1.Any and all property/evidence, which comes into the possession of any officer of the Department, which cannot be immediately returned to its lawful owner, shall be inventoried using the computer evidence management system (CEMS) as outlined in this procedure, properly packaged in accordance with department policy as defined in this procedure and submitted to the ERPU by placing the packaged items into one (or more if needed) of the designated temporary evidence bins as soon as possible, but no later than the end of the tour of duty of the recovering officer or the officer in possession of said property/evidence. In order to reduce evidence contamination personnel shall use department issued Nitrile gloves that can be located at various locations throughout the Department.

2.Any property/evidence that is to be tested or analyzed by the DuPage County Crime Lab, the Illinois State Police Crime Labs or any other forensic laboratory must have a copy of the NETRMS case report submitted along with the property/evidence. This is a laboratory requirement and they will not accept any items without this documentation. Reports not yet completed prior to submission of property / evidence shall be completed immediately after submission with a copy of said report forwarded to the ERPU.

In addition, any property/evidence that is to be tested or analyzed the REQUEST FOR ANALYSIS portion of the evidence envelope must be completed. When requesting DNA testing, it must be indicated in this section what is present to be tested or suspected of being present to be tested as follows:

- (a) DNA/Suspected blood

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- (b) DNA/Suspected saliva
- (c) DNA/Suspected semen
- (d) Contact DNA

B. Inventorying Property/Evidence:

1. All property/evidence will be inventoried using the CEMS.
 - (a) The format for assigning items numbers to submitted articles shall consist of the submitting officer's first and last initials followed by the articles numerical value in sequence (minimum of two digits). i.e. EP01
 1. For instances in which two or more officers have identical initials and are entering items in the same case the officers first, middle, and last initials shall be used.
 - (b)
 - (c) A single computer generated property inventory reported shall be printed, signed, and forwarded to Records to be filed with the case report when an item is submitted into the ERPU for the first time.

C. Packaging Property/Evidence

1. All property/evidence inventoried (as outlined above) will be packaged separately or unless otherwise indicated within this procedure. The only exception to this is for like items (i.e. documents such as written statements, Miranda waivers, etc.; drug paraphernalia if they are not going to the lab for analysis (syringes and needles excluded) such as pipes, grinders, scales, etc.; clothing (provided ownership is the same and it is not evidence. The only exception is retail theft clothing which maybe combined); the submitting officer may combine these aforementioned items into a single package and assign a single item number provided all items are described in detail and have only one owner (or owner is unknown). Property/evidence items that have different ownership (or different suspects/victims) or multiple owners shall never be packaged together and must be packaged separately. The terms miscellaneous, various, numerous, etc. shall not be used.
2. All other property/evidence not outlined below must be packaged in a Kraft colored EVIDENCE and PROPERTY 9x12 envelope, Kraft colored EVIDENCE and PROPERTY 12x15 envelope, white 12x12x6 box, white 8x8x8 box, white 12x12x12 box, white 24x12x12 box, white 18x18x18 box, white rifle box, white knife box, white handgun box, metal cylinder can (aka: arson can) or brown paper standard regular size grocery bag (1/6 bbl.). When deciding which type of packaging to use, keep in mind the additional requirements listed in this section, the smallest practical size should be used that will safely store the item(s) while maintaining its original condition.
3. No other packaging except for the aforementioned will be used unless specifically stated below.
4. When using any of the aforementioned envelopes or the below outlined colored envelopes, the envelope(s) must be completed as indicated on each envelope and sealed as outlined under Section C-6 of this procedure.

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5. When using any of the aforementioned packaging materials a computer generated barcode label must be affixed to the packaging as outlined in the examples posted next to the CEMS.

6. In order to maintain the integrity and/or chain of custody of property/evidence, all items packaged must be secured and sealed with RED evidence tape. Unless otherwise stated in this procedure, all boxes should have their top and bottom sealed. Once items are sealed with RED evidence tape, the packaging officer must initial and badge number as well as indicate the sealing date across the red tape (writing on both the envelope or box and the red tape) with permanent black ink or permanent black marker.

7. Any property/evidence that is wet (whether it is biological [i.e. blood, etc.] or environmental [i.e. wet mud, water, snow, etc.]) must be dried prior to being packaged. Any property/evidence that requires drying must be inventoried using the CEMS, indicating in the temporary location field that items are in the drying cabinet, and then placed inside the secure forensic drying cabinet for drying purposes as follows:

a. The seal on the forensic drying cabinet shall be broken (i.e. cut) by the securing officer and the drying cabinet opened by unsecuring the bottom latch and then turning the door handle. Once open, a single layer of trace paper ("butcher paper" cut down to size to fit properly) must be placed on the bottom of the drying cabinet for collection of any material/trace evidence that may fall off the drying items.

b. The item(s) to be dried must be placed on hangers at which time the item(s) shall be hung within the drying cabinet. If the item(s) cannot be hung due to their weight or size (for example footwear, etc.) they shall be placed on one of the shelves within the drying cabinet after trace paper has been properly placed on the shelf.

c. Any packaging that the wet item(s) were temporarily carried/stored in (i.e. paper bags, etc.) shall be marked indicating which item(s) they had originally contained and the now empty packaging shall be placed on the bottom of the drying cabinet on top of the trace paper.

d. After all the item(s) and their temporary packaging have been placed within the drying cabinet, the drying must be closed by securing the bottom latch, turning the door handle, and then turning on the power switch. The door shall then be secured with a new/unused seal that is marked by the securing officer using permanent black marker with the case number, date/time secured and the securing officers initials and badge number.

e. The signed computer generated barcode labels as well as the original "broken" seal shall be forwarded to the ERPU by placing said items in the smallest temporary evidence locker available.

8. AIR-PELLET-BB-PAINT PISTOLS/HANDGUNS

a. Any property/evidence that is an air, pellet, BB or paint type pistol/handgun must be packaged in a Kraft colored EVIDENCE and PROPERTY 9x12 envelope. If due to size the item will not fit in the 9x12 envelope, or due to the weight is too heavy, then the item can be

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packaged in a white handgun box. Only one air, pellet, BB or paint type pistol/handgun per package.

b. If using the white handgun box, the pistol/handgun must be secured inside the box with nylon zip ties to insure that the item does not move or shift inside the box. The zip ties must be fastened as such so the locking mechanism and excess “tie” (if you do not cut it off) are inside the box.

9. AIR-PELLET-BB-PAINT LONG GUNS

a. Any property/evidence that is an air, pellet, BB or paint type long gun must be packaged in a white rifle box. Only one air, pellet, BB or paint type long gun per package.

b. The air, pellet, BB or paint type long gun must be secured inside the white rifle box with nylon zip ties to insure that the item does not move or shift inside the box. The zip ties must be fastened as such so the locking mechanism and excess “tie” (if you do not cut it off) are inside the box.

10. AMMUNITION, FIRED BULLETS, ETC.

a. The following terminology must be used when describing ammunition, fired bullets, etc. when inventorying, completing packaging information or reports:

i. Cartridge: Unfired ammunition consisting of the cartridge case and bullet.

ii. Cartridge case: Cartridge cases can be described as “discharged” if there is a firing pin impression on the primer.

iii. Bullet: Bullets can be described as “fired” if there are land & groove impressions on their surface.

iv. Shotgun Shell: Unfired shotgun ammunition consisting of an enclosed shell. Can be described as “discharged” if the shell is “open” and inside of shell is “empty”.

b. Any property/evidence that is ammunition must be packaged in a Kraft colored EVIDENCE and PROPERTY 9x12 envelope. If the amount and weight of ammunition makes the aforementioned impractical, then the ammunition must be packaged within a white 12x12x6 box, white 8x8x8 box or white 12x12x12 box, whichever is smallest to safely insure storage of the ammunition.

c. Any property/evidence that is ammunition for any type firearm must be packaged separately from any other type of property/evidence. Ammunition of different types/calibers can be packaged together.

d. Any property/evidence that is ammunition must be counted and the exact number count for each caliber/gauge cartridge indicated in the detail description field of the CEMS.

e. Bullets found embedded in objects should be removed in a manner that doesn't alter markings. Remove portion of object, leaving bullet intact, if possible.

f. If collecting shotgun pellets, several pellets are needed for analysis to determine shot size.

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g. Handle fired evidence bullets or cartridge cases as little as possible to prevent damage to the ID characteristics in the rifling markings, ejection markings, firing pin markings or loss of material adhering to bullets. Never use forceps or other tools to handle fired evidence.

h. SEE SECTION C-24 FIRARMS of this procedure for further recovery, packaging, etc. requirements for ammunition (i.e. cartridges, cartridge cases, bullets, etc.).

11. BIOHAZARD or POTENTIAL BIOHAZARD PROPERTY/EVIDENCE

a. Any items that are a biohazard, suspected of being a biohazard or maybe a potential biohazard must have a bright orange type BIOHAZARD sticker affixed to the packaging in a manner that can easily be seen when viewing the package. The HAZMAT field in the CESM shall be indicated as well. A biohazard for the purpose of this procedure is any body fluid, body material or body excrement.

12. CELLULAR PHONES/TABLETS/PDA'S (Any other Personal Communication Devices)

- (a) Personal communication devices such as cell phones, PDAs or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images.
- (b) When seizing PCDs, also seize the charging units and, if necessary at the request of the investigating officer, detective, supervisor or prosecutor, keep them plugged in to the chargers, in airplane mode (if possible), until they can be examined. If the batteries go dead all the data may be lost.
- (c) Do not turn the device on or off. The device shall be secured using a faraday storage bag to prevent the device from sending or receiving information from its host network. The device must remain secured in this manner when it is packaged for submission to the ERPU.
- (d) Any property/evidence that are PCDs must be inventoried separately and packaged separately in a Kraft colored EVIDENCE and PROPERTY 9x12 envelope or 12x15 envelope whichever is smallest to safely store the PCD while maintaining its original condition.
- (e) PCD's that must be kept powered on as outlined in provision (a), shall be packaged in accordance with provision (b) of this section. PCD's shall then be plugged in and secured in the temporary evidence phone lockers (1-6), located in the Detective Unit. The temporary evidence phone locker key (1-6) will either be deposited into evidence locker 3, or given directly to the investigator handling the forensic download of the device. Once secured, the seizing officer shall enter the PCD into the BEAST, indicating the appropriate temporary evidence phone locker number. The BEAST label and craft envelope for final submission will be left with the phone locker for use after the forensic download is complete.
 1. Devices requiring forensic download, but will not be entered into the ERPU, may be temporarily secured in the temporary evidence phone lockers, with the key being retained by the reporting officer.

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13. CHEMICALS (Poisons/Flammables/Solvents/Acids/Gasoline/Etc.)

- a. Any property/evidence that is a chemical or suspected of being a chemical (i.e. poisons, flammables, solvents, acids, gasoline, etc.) and is found / recovered stored in an appropriate container for that chemical, it must remain stored in this matter. A computer generated barcode label may be affixed directly to the container unless the container itself has potential evidentiary value. If the container should require forensic processing or preservation for forensic processing (i.e. latent's, trace, etc.) the item or the area of the item that requires further processing or preservation must be wrapped with "butcher paper" and the paper secured with RED evidence tape as outlined under Section C-6 of this procedure.
- b. Any property/evidence that is a chemical or suspected of being a chemical that is not found/recovered stored in an appropriate container for that chemical, the item(s) must be placed in a metal "arson" can of appropriate size. Insure the lid to the can is securely closed and sealed across the lid with RED evidence tape as outlined under Section C-6 of this procedure. If the chemical is a narcotic/drug or suspected of being a narcotic/drug see Section C-32 NARCOTICS-DRUGS-ANY CONTROLLED SUBSTANCE of this procedure.
- c. When handling this type of property/evidence, use caution not to inhale or ingest contents since they may be toxic. Work in a well-ventilated area.
- d. When handling this type of property/evidence do not store or transport any volatile substance that may emit vapors in plastic containers. Vapors will penetrate plastic.
- e. Protect nozzles on spray or aerosol cans from contact causing unintended release.
- f. Bags, socks, etc., containing chemicals from inhalant abuse should be packaged the same as chemicals outlined above under Section C-13-b of this procedure.
- g. If the properties of any property/evidence that is a chemical dictate special handling considerations, clearly mark outside of the metal "arson" can and/or applicable appropriate container as outlined above in this section. For example, FRAGILE, acid, alkali, corrosive, etc.

14. CLOTHING (Excludes Retail Theft Clothing)

- a. Any property/evidence that is clothing (this sub section does not include retail theft clothing) must be packaged in one of the white boxes listed in Section C-2 thru C-7 of this procedure or a brown paper standard regular size grocery bag (1/6 bbl.). Package each article separately. If preserving trace evidence, wrap in butcher paper first. Do not co-mingle victim/suspect clothing.
- b. Several articles from the same source same location may be packaged and sealed separately and placed together in a "master" bag or box.
- c. If folding of the item is necessary, fold from outer edges towards center to preserve trace evidence. Do not crease in areas that may need processing.
- d. If property/evidence is proceeds retail theft clothing see Section C-1 of this procedure.

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15. COMPUTER COMPONENTS AND HARDWARE

- a. Protect from static electricity, heat and magnetic fields. Do not transport in trunk of police vehicle.
- b. Any property/evidence that is computer components and/or hardware must be boxed using one of the white boxes mentioned above under Section C-2 thru C-3 of this procedure. If available, a CPU and/or monitor/screen and/or laptop can be placed in its original manufacturer packaging.
- c. The item(s) must be placed in the box in an upright position. Fill the box with foam padding, bubble wrap or crumbled up grocery paper bags and/or "butcher paper" to prevent shifting. Do not use loose Styrofoam.
- d. In addition to labeling as directed in Section C-5 of this procedure, mark box (or manufacturers packaging if applicable) with black permanent marker "This End Up" as well as "Fragile, sensitive electronic equipment. Keep away from magnetic fields."

16. COUNTERFEIT BILLS

- a. Any property/evidence that is suspected of being or that is counterfeit bills must be packaged in a Kraft colored EVIDENCE and PROPERTY 9x12 envelope.
- b. Extremely large amounts of suspected counterfeit bills or counterfeit bills which make it impractical to package in the above envelope, in those rare cases it is acceptable to package the currency within a white 12x12x6 box, white 8x8x8 box or white 12x12x12 box, whichever is smallest to safely insure storage of the item(s).
- c. The front outside of the envelope (or box if applicable) must be labeled with black permanent marker "suspected counterfeit bills" or "counterfeit bills", whichever is applicable.

17. CURRENCY

- (a) Any property/evidence that is currency (e.g., coins, bills and foreign currency), regardless of "dollar" amount, must be packaged in a green CURRENCY ENVELOPE. The information on the front of the envelope must be completed as indicated.
- (b) A 2-person rule must be used at all times when handling currency, inventorying currency and packaging currency regardless of "dollar" amount. When inventorying and packaging currency, the bottom of the green currency envelope is to be signed/ badge number by the officer submitting and sealing the envelope (as indicated on the envelope) and signed/badge number by the officer/employee who verified the count, i.e. 2nd person count (as indicated on the envelope).
- (c) For cases involving more than \$5,000USC at the time of submission (regardless if currency is being submitted as multiple item numbers) a 3-person rule shall be used with at least one of those persons being a supervisor.

Extremely large amounts of coin and/or currency might be seized which, because of the container or quantity of currency, make it impractical to package in the green currency envelope (e.g.,

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coins stored in a large piggy bank or water bottle, large amount of bills in a briefcase or satchel, etc.). In those rare cases, it is acceptable to package the currency within a white 12x12x6 box, white 8x8x8 box or white 12x12x12 box, whichever is smallest to safely insure storage of the currency. However, a money count and completion of the green currency envelope must still be completed and must be attached to the selected box.

18. DOCUMENTS (Written Statements, Miranda Warnings, Checks, Notes, Etc.)

- a. Any property/evidence that are documents must be packaged in a Kraft colored EVIDENCE and PROPERTY 9x12 envelope.
- b. In the rare case that there is a large amount of documents which make it impractical to package in the above envelope, it is acceptable to package the documents within a Kraft colored EVIDENCE and PROPERTY 12x15 envelope, white 12x12x6 box, white 8x8x8 box, white 12x12x12 box, white 24x12x12 box or white 18x18x18 box whichever is smallest to safely insure storage of the item(s). The 12x15 envelope and/or applicable box must be completed as outlined in Section C-4 or C-5 of this procedure.
- c. Multiple documents may be submitted within the same packaging provided none of the documents are going to the lab or may go the lab. If lab examination is or may be required each item to be analyzed must be inventoried and packaged seperately.
- d. All documents, which includes written statements, checks, Miranda warnings, consent to search, etc., must be photocopied with the copies submitted to Records and the originals submitted into evidence.
- e. Complete the information on the packaging prior to inserting the document(s) to prevent leaving unintended impressions. This is especially critical for documents going to the lab or that may go the lab at a later date.
- f. If the documents are charred or burned, package in rigid container (See Section C-2 thru C-3 of this procedure) between layers of cotton. Mark the outside packaging as "FRAGILE" with a black permanent marker.

19. DRUG PARAPHERNALIA

- a. Any property/evidence that is drug paraphernalia cannot be packaged in the white narcotics envelope. It must be packaged in a Kraft colored EVIDENCE and PROPERTY 9 x 12 envelopes.
- b. If the amount and/or weight of drug paraphernalia makes the aforementioned impractical, then the items must be packaged within a Kraft colored EVIDENCE and PROPERTY 12x15 envelope, white 12x12x6 box, white 8x8x8 box or white 12x12x12 box, white 24x12x12 box and/or white 18x18x18 box; whichever is smallest to safely insure storage of the items.
- c. If lab examination is required of any drug paraphernalia, each item to be analyzed must be packaged separately to prevent cross contamination. Do not co-mingle items or package with

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drugs. If no lab examination is required, you may place several items from same case together in one “master package” as outlined in Section C-1 of this procedure.

d. Any hypodermic syringes or needles must be packaged separately from any other property/evidence and should be placed inside a sharps container/tube (more than one may be placed inside a sharps container/tube as long as they fit in a safe manner) and packaged as outlined under Section C-2 thru C-6 of this procedure. The packaging must have a bright orange type BIOHAZARD sticker affixed to the outside of said packaging in a manner that can easily be seen when viewing the package (see section C-11 for further).

e. Needles must always be placed with the needle facing down inside a sharps container/tube to prevent accidental injury to persons handling the item.

f. Any cracked or broken glass pipes must be packaged separately from any other property/evidence and must be placed either inside a sharps tube or secured within a smaller box then packaged as outlined under Section C-2 thru C-6 of this procedure. The packaging must have a bright orange type BIOHAZARD sticker affixed to the outside of said packaging in a manner that can easily be seen when viewing the package. This is for the safety of lab personnel or anyone else who may need to open the item.

g. Can bottoms must be packaged separately from any other property/evidence and must be secured between 2 pieces of cardboard then placed within packaging as outlined under Section C-2 thru C-6 of this procedure. The packaging must have a bright orange type BIOHAZARD sticker affixed to the outside of said packaging in a manner that can easily be seen when viewing the package. This is for the safety of lab personnel or anyone else who may need to open the package.

h. Water bongs or pipes should be emptied of water and air-dried prior to packaging.

i. Since drug paraphernalia covers a wide assortment of property types and sizes, packaging methods may vary. If not outlined in this procedure and in doubt, consult or contact the ERPU for assistance.

j. Any items that are glass shall be indicated as such in the HAZMAT field of the CEMS.

20. DRUGS **SEE NARCOTICS-DRUGS-ANY CONTROLLED SUBSTANCES (Section 32)**

21. DUI KIT (Blood/Urine)

a. In order to maintain the integrity and/or chain of custody of a DUI kit (biological specimen's box containing blood and/or urine) it must be secured and sealed with RED evidence tape in addition to the kit integrity seal and the kit shipping seal. The RED evidence tape must be affixed in a manner that does not cover up the other two seals (normally this can be accomplished by placing the RED evidence tape between the two seals). Once the kit is sealed with RED evidence tape, the packaging officer must initial and badge number as well as indicate the sealing date across the red tape (writing on both the kit and the red tape) with

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permanent black ink or permanent black marker. A computer generated barcode label should be affixed as outlined in section C-5.

b. A DUI kit does not need to be refrigerated as long as the blood/urine has been placed in a "biological specimens" box. In the rare case that blood/urine is recovered and it is not in the aforementioned box (i.e. only blood tube or urine bottle) then the blood tube and/or urine bottle must be packaged as outlined under Section C-2 thru C-6 of this procedure and immediately secured in the temporary evidence refrigerator located in the Evidence Processing Room.

22. ELECTRONIC CONTROLLED DEVICE-WEAPON (Stun Gun, Taser, Etc.)

a. Any property/evidence that is a stun gun, taser or other type of electronic weapon or device must be packaged as outlined in Section C-2 thru C-6 of this procedure.

b. Remove or disconnect the battery(s) from the unit prior to packaging to insure the device cannot accidentally be activated or discharged. The battery(s) can be packaged separate from the item or together provided each item is inventoried separately.

23. EXPLOSIVES/FIREWORKS

a. Never transport or store in or about the police facility any unexploded or suspected unexploded device. *** See Lexipol Policy 407 Response to Bomb Calls ***

b. Explosives/Fireworks Classifications

i. Class 1.1

1. Mass explosion hazard effecting entire load instantaneously.
2. Formerly known as Class A explosives.
3. Dynamite, Nitroglycerin.

ii. Class 1.2

1. Projection hazard but not a mass explosion hazard.
2. Military ordinance.

iii. Class 1.3

1. Fire hazard and minor blast and or projection hazard.
2. Formerly known as Class B fireworks.
3. Professional use fireworks.
4. Known as "Special" or "Display" fireworks.
5. Distress flares.

iv. Class 1.4

1. Minor explosion hazard largely contained to the package.

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2. Formerly known as Class C fireworks.
 3. Consumer or “Common” use fireworks.
 4. Fire crackers, bottle rockets.
- v. Class 1.5
1. Very insensitive explosives.
 2. Mass explosive hazard, but are so insensitive there is very little probability of initiation or of transition from burning to detonation under normal conditions.
- vi. Class 1.6
1. Extremely insensitive articles, which do not have a mass explosive, hazard and demonstrate a negligible probability of accidental initiation or propagation.
- c. Never transport or store in or about the police facility any Class 1.1, 1.2, 1.3 or 1.5 explosive which includes such items as dynamite, desensitized nitroglycerin, large quantities of fireworks, homemade fireworks, black powder or any other Class 1.1, 1.2, 1.3 or 1.5 explosive as described above.
- i. The DuPage County Bomb Squad and/or other county, state or federal designated explosive disposal unit should be contacted to examine, dismantle, transport or dispose of any explosive device or quantity of explosive material in Section 23-C or any other Class 1.1, 1.2, 1.3 or 1.5 explosive.
- d. Small amounts of stable commercially manufactured and sold fireworks as well as Class 1.6 explosives may be transported to the police department. These items should be inventoried and packaged as outlined above in section B and Section C-2 thru C-6 of this procedure.
- e. All evidence recovered from an exploded device should be photographed as found prior to removal, collected and packaged in separate containers as outlined in Section B and Section C-2 thru C-6 of this procedure.
- f. Post blast residue must be collected and packaged as outlined under CHEMICALS Section C-13-b of this procedure.
- g. Ignitable liquids must be packaged as outlined under CHEMICALS Section C-13-b in this procedure.
- h. The Fire Department shall be requested to respond to all arson scenes and assist with expertise and equipment for the appropriate collection, packaging and storage of flammable liquids and other relevant evidence.

24. FIREARMS

- a. **HANDGUNS:** Any property/evidence that is a firearm handgun, pistol, revolver and so forth must be packaged in a white handgun box. The firearm must be secured inside the white handgun box with nylon zip ties to insure that the firearm does not move or shift inside the box

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and the barrel of the firearm facing in the direction as illustrated on the box. The zip ties must be fastened as such so the locking mechanism and excess “tie” (if you do not cut it off) are inside the box. Only one firearm per package.

b. **LONG GUNS:** Any property/evidence that is a long gun must be packaged in a white rifle box. The firearm must be secured inside the white rifle box with nylon zip ties to insure that the firearm does not move or shift inside the box and the barrel of the firearm facing in the direction as illustrated on the box. The zip ties must be fastened as such so the locking mechanism and excess “tie” (if you do not cut it off) are inside the box. Only one firearm per package.

c. The firearm must be unloaded (Do not unload the weapon by working the ammunition through the slide assembly) and rendered safe by placing a nylon zip tie through the working mechanism as a locking device (e.g., empty magazine well, cylinder, ejector port then through the chamber area). Do not place a nylon zip tie through the barrel of the firearm.

NOTE: Revolvers that are evidence: Prior to unloading, document the position of the loaded chambers, empty chambers, chambers containing fired casings (the primers having been struck by the firing pin) and chambers containing unfired cartridges.

d. **NEVER PLACE A LOADED FIREARM INTO AN EVIDENCE STORAGE LOCKER.** If for some reason (due to malfunction, poor condition, rusted, etc.) an officer is not able to unload the firearm or verify the firearm is unloaded, the white handgun box and the PIR must be clearly marked “LOADED FIREARM-CAUTION” with permanent black ink or permanent black marker. In addition, the direction the muzzle (i.e. the end of the barrel from which the projectile will exit) is facing inside the white handgun box must be clearly marked on the outside of the packaging.

e. All ammunition must be packaged separately from any firearm. See Section C-10 AMMUNITION, FIRED BULLETS, ETC., of this procedure for further requirements.

f. If recovered in water, keep the item submerged and package in a water filled container (e.g., arson can or other proper container). Do not air dry or condition will deteriorate.

g. All firearms in the custody of the Police Department shall be handled with care so as not to damage the stock, metal surfaces or the operating mechanisms. Do not place labels directly on the firearm or manufacturer firearm box because it may damage the finish, box, etc.

h. Empty or loaded magazines, speed loaders and/or holsters and cases shall be packaged separate from the firearm and as outlined in Section C-2 thru C-6 of this procedure.

i. Unfired cartridges may be left in the magazine provided the magazine is removed from the firearm and the ammunition is inventoried separately. Firearms that are evidence should be unloaded only after documenting the position of the safety, bolt, breechblock, hammer, cylinder, magazine, etc. and documenting the location or position of the cartridges in the chamber, magazine or clip.

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j. Never pick up a firearm by placing a pencil or other object into the end the barrel, Never attempt to test fire a firearm and never clean the bore, chamber or cylinder before submitting a firearm into evidence.

k. If blood or other material of interest (biological or non-biological) is present on the muzzle or inside the muzzle of a firearm, place a small paper bag over the muzzle and seal it to the barrel with tape to prevent loss of the sample. Refer to Section C-11 BIOHAZARD or POTENTIAL BIOHAZARD PROPERTY-EVIDENCE of this procedure for further requirements.

25. FOOD-PERISHABLE ITEMS-LIVING ITEMS

a. Generally, food, any perishable item or living items (i.e. flowers, plants, etc.) shall not be packaged for submission into the ERPU. In lieu of submission, detailed digital photographs must be taken of these type of items and then the item either disposed of or returned to the lawful owner; if applicable. The digital photograph media must then be submitted to the ERPU as outlined in Section C-33 PHOTOGRAPHS of this procedure.

b. In the rare instance when such item(s) may need to be packaged and submitted into the ERPU (e.g. bite marks in a sandwich, bite marks in a slice of pizza, etc., that could be analyzed for identifiable impressions and/or serological testing) the item must be wrapped in “butcher paper” and packaged in the appropriate size envelope or box as outlined in Section C-2 thru C-6 of this procedure. The use of foam padding, bubble wrap or crumbled up grocery paper bags and/or “butcher paper” to prevent shifting should be used inside the packaging. Do not use loose Styrofoam. Mark the outside of the packaging “FRAGILE” with a black permanent marker or ink.

c. Any item(s) packaged as outlined above in Section C-25-b of this procedure must be submitted to the ERPU by placing the package(s) in the temporary evidence refrigeration locker.

d. Chewed gum for biological analysis should be air-dried and then once dry placed in a “coin envelope” and then packaged in a Kraft colored EVIDENCE and PROPERTY 9x12 envelope.

26. FOUND PROPERTY

a. Any property/evidence that is found property (owner is unknown), since these items may cover a wide assortment of property types and sizes, inventorying and packaging methods must be followed as outlined in this procedure accordingly by item type/classification regardless if it is “just” found property.

b. Finders of property wishing to claim property if the owner is not identified shall be referred to Illinois State Statute, “Estrays & Lost Property Act,” 765 ILCS 1020/0.01-36. The case officer shall provide the finder with the Finders Responsibilities/Rights form if requested.

[See attachment: Finders Rights.pdf](#)

c. Department employees may not claim property they find while on duty.

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d. If a property owner is identified and the property is submitted to the ERPU as outlined in this procedure before the owner is able to retrieve the property, the property owner must call the ERPU first at 630-719-4744 to make an appointment to pick up their property.

27. GUNSHOT RESIDUE (GSR) EVIDENCE

a. The only approved recovery/collection of Gunshot Residue (GSR) is the Illinois State Police Gunshot Residue Evidence Collection Kit. There are instructions within this kit on how to use the kit and recover GSR. The GSR kit shall be sealed as outlined in Section C-6 of this procedure.

b. The pre-printed form on the GSR packaging envelope must be completed. The GSR kit shall not be placed within another envelope or box. The computer generated barcode label shall be affixed to the back side of the GSR packaging envelope.

28. KNIVES (Non-Folding Blade, Fixed Blade, Folding Blade or Sprig Loaded Blade)

a. Any property/evidence that is a knife with a non-folding blade, fixed blade, folding blade or spring loaded blade must be packaged in a white knife box. Only one knife per package if Section C- 28-c or C-28-e below apply. If none apply, multiple knives may be packaged in the same white knife box provided Section C-29-b below is adhered to.

b. The knife must be secured inside the white knife box with nylon zip ties to insure that the knife does not move or shift inside the box and the blade of the knife facing in the direction as illustrated on the box. The zip ties must be fastened as such so the locking mechanism and excess "tie" (if you do not cut it off) are inside the box.

c. If a knife that has a folding blade or spring loaded blade needs to be kept open (e.g., for latent analysis, hair and/or blood analysis, etc.) this should be clearly marked on the packaging to insure that extra precautions are taken to safeguard any such evidence. If the knife blade does not need to remain open, it must be secured folded/closed.

d. A sheath may be packaged with knife, unless evidentiary value would be damaged.

e. If recovered in water, keep the item submersed and package in a water filled container (e.g., arson can or other proper container). Do not air dry or condition will deteriorate.

29. LAMP FILAMENTS (AUTO)

a. The lamp filament is critical to analyzing on/off characteristics and must be protected.

b. Collect entire lamp and housing unit if present. Otherwise, collect all bulbs from vehicle head, tail, brake lamps, and turn signals, if in question. Protect filament inside.

c. If collecting the entire lamp, place in a box (as outlined in Section C-2 thru C-6 of this procedure). Fill the box with foam padding, bubble wrap or crumbled up grocery paper bags and/or "butcher paper" to prevent shifting. Do not use loose Styrofoam. Mark the outside of the box "FRAGILE" with a black permanent marker or ink.

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- d. If glass lens from lamp is present but partially or completely broken, use masking tape to cover sharp edges and Styrofoam cup to protect bulb prior to placing in a box
- e. If collecting bulb(s) only, each bulb must be packaged inside three Styrofoam cups as follows:
 - i. Push bulb through a hole cut into the bottom of the first cup. Secure base of bulb to cup with masking tape.
 - ii. Cut away the entire bottom of the second cup and place it over the top of the first cup containing the bulb.
 - iii. Place the third cup over the top of the second cup and secure all three cups together with red evidence tape. Mark the outside of the third cup using a black permanent marker with recovery location from vehicle as well as PIR item number.
- f. Any bulb(s) packaged in Styrofoam cups as outlined above in Section C-29-e must then be placed in a box (as outlined in Section C-2 thru C-6 of this procedure) for further protection. Fill the box with foam padding, bubble wrap or crumbled up grocery paper bags and/or "butcher paper" to prevent shifting. Do not use loose Styrofoam. Mark the outside of the box "FRAGILE" with a black permanent marker.

30. LARGE ITEMS (Bicycles, Vehicle Bumpers, Etc.)

- a. Any property/evidence that is a large item such as bicycles, safes, vehicle bumpers, large suitcases, night stands, etc., that cannot be packaged as outlined under Section C-2 thru C-6 of this procedure due to their size or weight, must have a computer generated barcode label affixed to a 4 $\frac{3}{4}$ " x 2 $\frac{3}{8}$ " shipping tag. Large items not requiring forensic processing can be stored temporarily in the PD sally port.
- b. If the item(s) have any valuables or accessories inside them or attached to them (i.e. helmet, gloves, pouches, packs, jewelry, drug paraphernalia, etc.) these items must be removed, inventoried and packaged separately as outlined in this procedure accordingly by item type/ classification.
- c. If the item(s) should require forensic processing or preservation for future forensic processing (i.e. latents, trace, etc.) the item or the area of the item that requires further processing or preservation must be wrapped with "butcher paper" and the paper secured with RED evidence tape as outlined under Section C-6 of this procedure. When these large items are required to be secured contact the ERPU immediately for guidance.

31. LIQUIDS

- a. For any liquid that is a chemical or is suspected of containing chemicals, see Section C-13 (CHEMICALS (poisons/flammables/solvents/acids/gasoline, etc.) of this procedure.
- b. For any liquid that is a narcotic-drug-any controlled substance or is suspected of containing a narcotic-drug-any controlled substance, see Section C-32 NARCOTIC-DRUG-ANY CONTROLLED SUBSTANCE of this procedure.

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c. Any property/evidence that is a non-perishable liquid and is not alcohol, the entire container (securely closed to assure there is no leakage) that contains the liquid must be submitted. If the container cannot be secured to prevent leakage or spillage, is leaking, etc. then all of the liquid must be transferred to another leak proof container (i.e. arson can, multiple vials IS acceptable, etc.) and the now “empty” container along with the transferred liquid must be submitted. The “empty” container and the transferred liquid must both have separate item numbers, be listed separately on the PIR and packaged separately as outlined in Section C-2 thru C-6 of this procedure.

d. Any property/evidence that is alcohol and is not part of a death investigation, DUI or criminal felony charge, shall not be packaged for submission into the ERPU. In lieu of submission, detailed digital photographs must be taken of these type of items and then the item either disposed of or returned to the lawful owner; if applicable. The digital photograph media must then be submitted to the ERPU as outlined in Section C-33 PHOTOGRAPHS of this procedure.

e. Any property/evidence that is alcohol and is part of a death investigation or criminal felony charge (excluding DUI's), the entire container (securely closed to assure there is no leakage) that contains the liquid must be submitted. If the container cannot be secured to prevent leakage or spillage, is leaking, etc. then all of the liquid must be transferred to another leak proof container (i.e. arson can, multiple vials are acceptable, etc.) and the now “empty” container along with the transferred liquid must be submitted. The “empty” container and the transferred liquid must both have separate item numbers, be inventoried separately, and packaged separately as outlined in Section C-2 thru C-6 of this procedure.

f. Any property/evidence that is alcohol, is part of a DUI charge and is an “open” container, the entire container (securely closed to assure there is no leakage) that contains the liquid must be submitted. If the container cannot be secured to prevent leakage or spillage, is leaking, etc., then only a SAMPLE of the liquid must be taken (i.e. use a vial) and the remaining liquid disposed of. The now “empty” container along with the SAMPLE liquid must be submitted. The “empty” container and the transferred liquid sample must both have separate item numbers, be inventoried separately, and packaged separately as outlined in Section C-2 thru C-6 of this procedure.

g. Any property/evidence that is alcohol, is part of a DUI charge and is in a factory sealed condition (i.e. unopened bottle of beer, sealed 750ml bottle of liquor, etc.) the entire container that contains the liquid must be submitted. Do not open or break seal to take a sample. The item must be inventoried and packaged as outlined in Section C-1 thru C-6 of this procedure.

32. NARCOTICS-DRUGS-ANY CONTROLLED SUBSTANCE

a. Special precautions must be taken when handling known and unknown substances believed to be narcotics. All employees must wear protective gloves or use disposal evidence forceps when handling all suspected drugs. If fentanyl or its analogues are known or suspected to be present, additional precautions shall be employed.

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1. At least two (2) officers shall be present while collecting or testing suspected opiates which could contain fentanyl or its analogues.
2. One officer will have an AED and a dose of Narcan (Naloxone) available and monitor the collection/testing from a safe distance.
3. One officer will collect/test the suspected opiates.
4. Each officer shall don the following:
 - (a) Double nitrile gloves
 - (b) Eye protection
 - (c) Disposable particle mask (N90, N95, or N100)

If practical, evidence forceps shall be used when handling the suspected opiates.

b. Any property/evidence that are or is suspected of being narcotics, drugs or any controlled substance must be packaged in a white NARCOTICS ENVELOPE. The information on the front of the envelope must be completed as indicated. If the items are different types, from different owners/suspects and/or recovered from different locations each difference shall be packaged in a separate white NARCOTICS ENVELOPE(s). Any suspected narcotics, drugs or any controlled substance that is recovered within a GLASS container must be removed from the glass container and packaged separately. The glass container then must be inventoried and packaged separately as outlined under Section C-1 and C-2 (if applicable). Any suspected LSD that is not in actual liquid form must be secured within a small round evidence collection container and then packaged as outlined under Section C-32-a or C-32-c (if applicable).

c. Any property/evidence that are or is suspected of being narcotics, drugs or any controlled substance and due to the amount and weight makes the aforementioned envelope impractical, then the property/evidence must be packaged in a white 12x12x6 box, white 8x8x8 box, white 12x12x12 box, white 24x12x12 or white 18x18x18 box, whichever is smallest to safely insure storage of the items. If the property/evidence is LIQUID as outlined below under Section C-32-g, placement of the item(s) in a metal "arson" can of appropriate size is also acceptable. Insure the lid to the can is securely closed and seal across lid with RED evidence tape as outlined under Section C-6 of this procedure.

d. If any property/evidence (e.g., plants, cannabis, psilocin aka: mushrooms) are moist or in raw plant form the item(s) must be air dried prior to packaging OR packaged as outlined below in Section C-32-e. Do not place these items in plastic for any reason if they are moist or in raw plant form. To avoid molding, these items should not be packaged in plastic bags. They should be packaged in any of the non-plastic non-metal packaging outlined above in Section C-2 of this procedure after they have been air-dried.

e. Any property/evidence that is in the form of potted plants or full plants (i.e. root ball intact) must be packaged in a "paper wrap" if they are not able to be properly packaged inside one of the aforementioned boxes. The plants must be removed from whatever container they are

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in (i.e. pot, hydroponic container, etc.). When removing such plants, care must be taken to insure that the root ball stays intact and that all dirt, soil, water, etc. is removed from the root ball prior to packaging. Prior to removing plants from their container, photos should be taken to depict the original condition of the items and then all dirt, soil, water, etc. must be disposed of. This material is not to be submitted.

f. Any property/evidence that are or is suspected of being narcotics, drugs or any controlled substance that is in a pill, tablet or capsule form must be counted and the exact number count of said pills, tablets or capsules indicated in the detail description field of the CEMS.

g. Any property/evidence that are or is suspected of being narcotics, drugs or any controlled substance within a LIQUID, in liquid form or suspensions (e.g., PCP, GHB, certain steroids, LSD, hash oil, cocaine, etc.) the entire container (securely closed to assure there is no leakage) that contains the suspect liquid must be submitted. No sample should be taken (unless you suspect GHB and in that case, if you choose, you can field test a sample by following the sampling instructions on the GHB field test kit). If the container cannot be secured to prevent leakage or spillage, is leaking, etc. then all of the liquid must be transferred to another leak proof container (i.e. arson can, multiple vials IS acceptable, etc.) and the now "empty" container along with the transferred liquid must be submitted. The "empty" container and the transferred liquid must both have separate item numbers, be inventoried separately on the PIR and packaged separately as outlined in Section C-2 thru C-6 of this procedure. The aforementioned does not apply to alcohol which is covered separately under this procedure in Section C-31 LIQUIDS.

h. Any property/evidence that are or is suspected of being narcotics, drugs or any controlled substance (i.e. plant material, powder substance, liquid, etc.) must be weighed with packaging on the department digital scale and the weight in grams indicated in the weight and detailed description fields of the CEMS. If the property or evidence is in the form of potted plants or full plants (i.e. root ball intact) then only the number of plants shall be indicated in the count and detailed description fields of the CEMS. If the property or evidence is in pill, tablet or capsule form it does not need to be weighed.

i. When seizure of a clandestine laboratory occurs and property/evidence is to be recovered; the ATF, the Fire Department and/or the Illinois State Police Meth Response Team shall be consulted as to the proper handling, method of collection and other safety precautions involving said items.

j. If the original container(s) in which drugs or suspected drugs is to be processed for latent prints, the original container(s) should be Cyanoacrylate-ester (aka: Super Glue® fumed) to protect any latent prints that may be present. Do not remove the drugs or suspected drugs from the original container. The outside of whatever packaging is being used (as outlined in Section C-32-b and C-32-c of this procedure) must be clearly marked "Possible Latent Prints – SuperGlue Fumed" to insure safe handling.

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k. Presumptive drug test kits shall be disposed of after use. Do not submit test kits into evidence.

33. PHOTOGRAPHS

a. All photographs and negatives except booking arrest photos and gang member identification photos (e.g., marks and tattoo photos, etc. that is forwarded to the Gang Unit) must be handled as evidence and submitted to the ERPU as outlined below.

b. Any property/evidence that are physical photographs or photograph print-outs must be packaged in a blue PHOTOGRAPHIC ENVELOPE.

c. When there is photographic media (e.g., memory stick, SD card, CD disc, DVD disc, etc.) the digital files shall be uploaded to the temporary storage location as indicated in section C-39-C. This is required by the DuPage County State's Attorneys Office as well as per Illinois state law.

d. Once photographic image(s) are recorded they shall not be erased, deleted or altered in any way (See Section C-33-e below for further) prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Files will not be altered in any way.

e. If it is absolutely necessary to enhance a digital image to provide a better quality photograph for identification and investigative purposes, it must only be done from a copy of the original media (the enhanced copy image AND the original non-enhanced image must both remain as part of the original media) and any enhancement must be noted in the case report or supplemental to the case report documenting why the enhancement was required as well as detail exactly how the enhancement was done.

f. When submitting photographic media as outlined above in Section C-33-c, do not submit or inventory any digital photo print-outs from said media. NOTE: Print-outs can be submitted to Records for inclusion in the case file if so desired or forwarded to the Detective Unit. Officers shall not maintain a digital copy of any digital evidence.

g. When inventoring digital photographic evidence, regardless of format (i.e. CD or DVD), you are inventoring the photographic evidence not the media or storage device so the item type must be indicated as one of the photograph selections available in the CEMS. If the photographic evidence is in disc format, the format may be indicated in the description field of the CEMS.

h. Any photographic evidence that is submitted to the ERPU that is NOT in a disc format (i.e. CD or DVD) will be exported off whatever media or storage device (i.e. USB drive, external drive, cellular phone [that is NOT for forensic download], and so forth) it is on and stored within the ERPU External Hard Drive as ORIGINAL photographic evidence. Once exported, the media or storage device will be formatted and returned to the submitting officer for return and/or proper disposition.

34. ROPE-WIRE

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- a. Do not cut or untie knots in rope. Knots in rope should not be loosened or disturbed. Do not kink wire.
- b. If the only way to recover rope or wire is by cutting, cut only in an area that does not contain any forensic evidence or value. If cutting a noose for removal, reattach or bind the ends together with string to show the original positions.
- c. If rope or wire needs further protection, wrap in “butcher paper” prior to packaging.
- d. Package rope or wire as outlined in Section C-2 thru C-6 of this procedure.

35. SAFEKEEPING PROPERTY

- a. Any property/evidence that is safekeeping property (owner is known), since these items may cover a wide assortment of property types and sizes, inventorying and packaging methods must be followed as outlined in this procedure accordingly by item type/classification regardless if it is “just” safekeeping property.
- b. If the officer is unable to return the property to the owner and the property is submitted to the ERPU as outlined in this procedure, the property owner must call the ERPU at 630-719-4744 to make an appointment to pick up their property.

36. SEXUAL ASSAULT EVIDENCE COLLECTION KIT

- a. In order to maintain the integrity and/or chain of custody of a Sexual Assault Evidence Collection kits (i.e. rape kit) it must be secured and sealed with RED evidence tape in addition to the kit integrity seal and the kit evidence seal. The RED evidence tape must be affixed in a manner that does not cover up the other two seals (normally this can be accomplished by placing the RED evidence tape between the two seals). Once the kit is sealed with RED evidence tape, the packaging officer must initial and badge number as well as indicate the sealing date across the red tape (writing on both the kit and the red tape) with permanent black ink or permanent black marker.
- b. A Sexual Assault Evidence Collection kit shall have a computer generated barcode label affixed to the back of the kit as outlined in section C-5 and it shall not be placed within another box or envelope.
- c. If any clothing items (i.e. panties, bra, etc.) are also included inside the Sexual Assault Evidence Collection kit, this must be indicated when inventoried and listed in the detail description field of the CEMS.
- d. A Sexual Assault Evidence Collection kit (i.e. rape kit) does not need to be refrigerated. It can be placed in a temporary evidence bin as outlined in Section A-1 in this procedure.

37. TAPE (Adhesive)

- a. Since ends of tape can be compared to original roll for positive identification or similarities in color, composition and construction; contain latent prints on both the plastic side and sticky side of tape as well as contain trace evidence on adhesive tape; care in handling must be used.

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- b. Do not cut, wad or separate tapes that are stuck together.
- c. To protect ends of adhesive tape for comparison as well as latent prints on the sticky side of the tape, place sticky side down on wax paper. If tape is wadded, wrap in wax paper.
- d. Wax paper preserved adhesive tape must then be packaged in an appropriate size envelope or box as outlined in Section C-2 thru C-6 in this procedure. Each strip, wad or separate tapes stuck together must be inventoried and packaged separately. Any roll(s) of tape must also be inventoried and packaged separately to prevent damage to tape.

38. VIDEO

- a. All property/evidence that is media containing video, must be packaged in a yellow VIDEO ENVELOPE. The information on the front of the envelope must be completed as indicated.
- b. Once video image(s) are recorded they shall not be erased, deleted, altered or “trim” in any way (See Section C-38-c below for further) prior to submission. All video taken will be preserved regardless of quality, composition or relevance. Files will not be altered in any way.
- c. If it is absolutely necessary to enhance digital video to provide a better quality video or video still photograph for identification and investigative purposes, it must only be done from a copy of the original media (the enhanced copy image AND the original non-enhanced image must both remain as part of the original media) and any enhancement must be noted in the case report or supplemental to the case report documenting why the enhancement was required as well as detail exactly how the enhancement was done.
- d. When there is photographic media (e.g., memory stick, SD card, CD disc, DVD disc, etc.) the digital files shall be uploaded to the temporary storage location as indicated in section C-39-C. This is required by the DuPage County State’s Attorneys Office as well as per Illinois state law.
- e. When inventoring digital video evidence, regardless of format (i.e. CD or DVD), you are inventoring the video evidence not the media or storage device so the item type must be indicated as one of the video selections available in the CEMS. If the video evidence is in disc format, the format may be indicated in the description field of the CEMS.

39. DIGITAL EVIDENCE

- a. All property/evidence that is digital evidence (for PHOTOGRAPHS and/or VIDEO see those sections within this general order for specific handling, inventoring, packaging, etc.) must be packaged in a Kraft colored EVIDENCE and PROPERTY 9 x 12 envelope.
- b. When completing the PIR for digital evidence, that is not in a disc format (i.e. CD or DVD), you are inventoring the digital evidence not the media or storage device so the type of digital evidence must be indicated in the type field in the CEMS (i.e..pdf documents, audio, etc.). If the digital evidence is in disc format, the format may be indicated in the description field of the CEMS. A short specific description of the digital evidence must be indicated as well.

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c. Any digital evidence that is submitted to the ERPU that is NOT in a disc format (i.e. CD or DVD) will be exported off whatever media or storage device (i.e. USB drive, external drive, cellular phone [that is NOT for forensic download], audio voice recorder) it is on and uploaded to the designated temporary storage location as ORIGINAL digital evidence. Once exported, the media or storage device will be formatted and returned to the owner or returned into service.

d. Digital Evidence that is uploaded to the designated location shall be inventoried in the CEMS using the appropriate selection in the temp storage location field.

- (a) 1. Once digital evidence is uploaded it shall not be deleted by the submitting officer. ERPU personnel will move the digital file(s) to a permanent storage location within the ERPU.

D. Dissemination of Property/Evidence/Other Items:

1. All property/evidence listed above in this procedure as well as any other items that are in conjunction with and/or a part of an investigation or case will not be copied (or any copy of copies) and forwarded or turned over to any individual, etc. without prior approval from the Woodridge Police Department Chief of Police or her/his designee. The only exceptions are property/evidence/items that are requested as follows:

- a. Approved FOIA requests, Court Order or Subpoena.
- b. Copies of documents forwarded to the Records Unit for case file inclusion.
- c. Written request from the DuPage, Will or Cook County State's Attorney.
- d. Written request from any local, county, state or federal law enforcement agency

801.3 INSPECTIONS OF THE EVIDENCE ROOM

- (a) On a regular basis, the supervisor of the ERPU shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.
- (b) Unannounced inspections of evidence storage areas shall be conducted periodically as directed by the Chief of Police.
- (c) An annual audit of evidence held by the department shall be conducted by a Division Chief (as appointed by the Chief of Police) not routinely or directly connected with evidence control.
- (d) Whenever a change is made in personnel who have access to the evidence room, an inventory of all evidence/property shall be made by an individual(s) not associated to the property room or function to ensure that records are correct and all evidence property is accounted for.

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801.4 DISPOSAL OF PROPERTY AND EVIDENCE

- (a) Items will be disposed of in accordance with applicable state laws , as directed by the State's Attorney having jurisdiction over the item, or as directed by court order.
- (b) The original case officer may be provided with a case disposition tracer form to determine if the items of evidence can be destroyed in cases where the statute of limitations has expired.

Records Section Procedures

802.1 PURPOSE AND SCOPE

The Records Supervisor shall maintain the Department Records Section Procedures Manual on a current basis to reflect the procedures being followed within the Records Section. Policies and procedures that apply to all employees of this department are contained in this chapter.

802.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically within the Records Section by Records Section personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 09-00001 would be the first new case beginning January 1, 2009.

802.2 FILE ACCESS AND SECURITY

All reports including, but not limited to, initial, supplemental, follow-up, evidence, and all reports critical to a case shall be maintained in a secure area within the Records Section accessible only to authorized personnel. Access to report files after hours or when records personnel are otherwise not available may be obtained through Command Staff .

Woodridge Police Department employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

802.2.1 REQUESTING ORIGINAL REPORTS

Generally, original reports shall not be removed from the Records Section. Should an original report be needed for any reason the requesting employee shall first obtain authorization from the Records Supervisor. All original reports shall only be removed after the Records Supervisor has ensured that an accurate and complete copy of the report has been made to take its place in the Records Section.

802.2.2 COURT FILES

The Records Section shall be responsible for preparing files with all necessary documents for court appearances. In no case should original documents be sent to court unless specifically required by subpoena. If a subpoena is issued for an original document, a copy of the subpoena shall be placed in the appropriate Records Section file and the requirements of the Requesting Original Reports section of this policy shall also be followed.

802.3 RECORDS SEAL AND EXPUNGEMENT

To ensure that all records and documents regarding adult/juvenile arrests that are court ordered to be expunged and/or sealed are done so in compliance with Illinois law.

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Sealing of Records: The Records Unit Supervisor shall be responsible for ensuring that, upon receipt of the Petition to Seal, records personnel shall:

- (a) Indicate the date received on the petition;
- (b) Perform a criminal history check. This criminal history check shall check for any information contrary to the contents provided in 20 ILCS 2630/5 (h)(3).
- (c) If there is no objection to the Petition to Seal based upon the contents of 20 ILCS 2630/5, the petition shall be filed until an order is received that is signed and stamped by the presiding judge and the Clerk of the Circuit Court.
- (d) Upon receipt of the Order to Seal, it shall be ensured that the order bears the signature of the presiding judge and is stamped with the seal of the Clerk of the Circuit Court.
- (e) If the criterion is not met, the records supervisor or designee shall return the order to the Clerk of the Circuit Court, in order to ensure the completion of these requirements.
- (f) If the Order to Seal is signed by the presiding judge and stamped by the Circuit Clerk, the arresting authority is required to seal the records regardless of whether or not it falls within the guidelines set forth in 20 ILCS 2630/5.
- (g) The Records Unit Supervisor shall ensure that the proper procedures are followed for complying with the court order.
- (h) If an inquiry is made by an agency or private person other than law enforcement or an authorized agency to access such records (i.e. courts, military) the Woodridge Police Department shall inform such agency or private person no records exist if the records are sealed.

Expunging Records: The Records Unit Supervisor shall be responsible for ensuring that upon receipt of the Petition to Expunge arrest records, records personnel shall:

- (a) Indicate the date received on the petition.
- (b) Perform a criminal history check, and then conduct a check of the Clerk's website for history/disposition of the defendant's case.
- (c) If there is no objection to the Petition to Expunge based upon the contents of 20 ILCS 2630/5, the petition shall be filed until an order is received that is signed and stamped by the presiding judge and the Clerk of the Circuit Court.
- (d) Upon receipt of the Order to Expunge, it shall be ensured that the order bears the signature of the presiding judge and is stamped by the Clerk of the Circuit Court.
- (e) If the Criterion is not met, the Records Supervisor or designee shall return the order to the Clerk of the Circuit Court in order to ensure the completion of these requirements.
- (f) If the Order to Expunge is signed and sealed by the presiding judge, the arresting authority is required to expunge the records regardless of whether or not it falls within the guidelines set forth in 20 ILCS 2630/5.
- (g) Upon completion of the Expungement Affidavit of Compliance, the form will be signed and notarized and sent to the Circuit Clerk's Office via U.S. Mail.

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802.3.1 DEFINITIONS

Expunge: To physically destroy the records or return them to the petitioner and to obliterate the petitioner's name from any official index or public record or both (20ILCS 2630/5.2(a)(1)(E)).

Seal: To physically and electronically maintain the records, unless the records would otherwise be destroyed due to age, but to make the records unavailable without a court order (20 ILCS 2630/5.2 (a)(1)(K)).

802.3.2 RECORDS SECTION TRAINING

The Records Section shall follow the direction set forth in the Records Section training manual, maintained by the Records Section Supervisor.

Records Maintenance and Release

803.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

803.2 POLICY

The Woodridge Police Department is committed to providing public access to records in a manner that is consistent with the Freedom of Information Act (5 ILCS 140/1 et seq.).

803.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records and Freedom of Information Officer who may be, but are not required to be, the same person. The responsibilities of the Custodian of Records include but are not limited to (5 ILCS 140/3.5; 5 ILCS 140/4; 5 ILCS 140/5; 5 ILCS 179/35):

- (a) Managing the records management system for the department, including the retention, archiving, release, and destruction of department's public records.
- (b) Maintaining and updating the department's records retention schedule, including:
 - (a) Identifying the minimum length of time the department must keep records.
 - (b) Identifying the Division responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of department's public records as reasonably necessary for the protection of such records.
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring a current schedule of fees for public records as allowed by law is available.
 - 1. No fees shall be charged for the first 50 pages of copies as per 5 ILCS 140/6(b).
 - 2. Fees charged for copying public records shall be limited to the actual cost of duplication or publication.
 - 3. The cost of search, examination, review, and the redaction and separation of exempt from nonexempt information will not be assessed.
- (g) Ensuring the prominent display at the department's headquarters of information that conveys the department's mission, budget, office locations, number of employees, and an organizational chart that depicts the department structure and the relationship of the department to Village government. This information also needs to be available on the department or Village website.

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- (h) Ensuring information identifying the department's Freedom of Information Officer, the categories of available records, and the process for requesting public records, including the address for submitting requests, will also be displayed.
- (i) Working with the Freedom of Information Officer to develop a list of documents or categories of records that the department shall immediately disclose upon request.
- (j) Promptly remediating any deficiencies in the department's Freedom of Information Officer's public records management activities.
- (k) Expeditiously advising the Chief of Police of any denials of public records requests, issues associated with the processing of records requests, and requests that may involve potentially sensitive or newsworthy matters.
- (l) Consulting with the Chief of Police in the event further information is needed regarding the appropriate response to a records request.
- (m) Submitting monthly reports to the Illinois State Police (ISP) regarding arrest-related deaths, firearm discharges by members (including pointing of firearms in the direction of a person), hate crimes, domestic crimes, index crimes, school incidents, incidents involving persons in mental health crisis, and use of force. The report should include information and data required by the Uniform Crime Reporting Act (50 ILCS 709/5-12; 20 Ill. Adm. Code 1244.30).
- (n) Submitting a quarterly report to the ISP that includes incident-based information on any criminal homicide pursuant to 50 ILCS 709/5-15.
- (o) Submitting an annual report on body-worn cameras to the Illinois Law Enforcement Training and Standards Board (50 ILCS 706/10-25).
- (p) Establishing a procedure for an individual to access, review, and confirm the expungement of civil law citations issued to the individual for violations of 720 ILCS 550/4(a) or 720 ILCS 600/3.5(c) (20 ILCS 2630/5.2).
- (q) Establishing procedures for the protection of Social Security information pursuant to the Identity Protection Act and proper filing and posting of appropriate policy and procedures (5 ILCS 179/35).
 - 1. The procedures should include proper collection, handling, dissemination, and access restrictions of information that contains Social Security numbers.
- (r) Submitting an annual report regarding the number of requests for assistance from federal immigration authorities and of civil immigration detainers and warrants received to the Illinois Attorney General (5 ILCS 805/25).
- (s) Submitting an annual report regarding the number and processing of requests for U visas and T visas to the Illinois Attorney General (5 ILCS 825/20).

803.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Freedom of Information Officer or the authorized designee. All department records are presumed to be open to inspection or copying (5 ILCS 140/1.2).

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803.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following:

- (a) The Department is not required to create records that do not exist or maintain records that it does not maintain (5 ILCS 140/1).
- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (5 ILCS 140/7).
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
- (c) The Freedom of Information Officer shall:
 - 1. Document the date the request was received.
 - 2. Compute the date on which the time to respond expires and note the information on the request.
 - 3. Maintain an electronic or hard copy of the request.
 - 4. Create a retention file for the request and promptly determine if the record is available or subject to any exemption.
- (d) The Freedom of Information Officer shall ensure that requests are processed within five business days after receipt with up to an additional five days permitted for certain exceptions. When seeking additional time, written notice shall be provided to the requesting party (5 ILCS 140/3).
 - 1. These time frames may be extended for recurrent requesters (5 ILCS 140/3.2).
 - 2. Voluminous requests are to be addressed under 5 ILCS 140/3.6.
- (e) Requests for records to be used for commercial purposes shall be processed within 21 working days after receipt (5 ILCS 140/3.1).
- (f) If a record is requested in electronic format, the record shall be provided in electronic format, if reasonably feasible. If not reasonably feasible, the record shall be furnished in the format in which it is maintained. If furnishing an electronic copy, the Department may charge for the actual cost of the recording medium (5 ILCS 140/6(a)).

803.4.2 DENIALS

The denial of a request for records is subject to the following:

- (a) Denial of a request by the Freedom of Information Officer shall be in writing and identify the specific exemptions being claimed under 5 ILCS 140/9. Failure to respond in a timely manner to a request under the Illinois Freedom of Information Act constitutes a denial (5 ILCS 140/3(d)). Because the Department bears the burden of proof in a denial, the Freedom of Information Officer shall consult with the Support Services Division Chief prior to issuing a denial.

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- (b) A detailed factual basis for any claimed exemption, and the names and titles of each person responsible for the denial, will be provided (5 ILCS 140/9). Each written denial shall also inform the requesting party of the right to appeal to the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9(a)).

803.4.3 FEES

Fees shall be collected prior to the release of records. Fees may be waived by the Deputy Chief of Support Services if it is determined by the Records Supervisor that the issuance of the record is in the public interest (5 ILCS 140/6).

803.4.4 PUBLIC ACCESS COUNSELOR

Any requestor who believes that a violation of the Illinois Freedom of Information Act has occurred may file a request for review with the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9.5).

If the Public Access Counselor determines that an alleged violation is unfounded, no further action will be taken (5 ILCS 140/9.5). In all other cases, the Public Access Counselor will, within seven working days of receipt, forward a request to the Department accompanied by a specific list of documents for the Department to furnish to the Public Access Counselor. The department's Freedom of Information Officer will furnish the requested records or documents within seven working days of receipt, will fully cooperate with the Public Access Counselor and will advise the Support Services Division Chief of all such communications (5 ILCS 140/9.5).

Any communication with the Department by the Public Access Counselor shall be promptly brought to the attention of the Chief of Police, or their designee.

803.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record, or any department record, including traffic crash reports, is restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Private information, including but not limited to unique identifiers such as Social Security numbers, driver's license numbers, employee identification numbers, biometric identifiers, personal financial information, passwords or access codes, medical records, home or personal telephone numbers, home address, personal email addresses, or personal license plates (5 ILCS 140/7(1)(b); 5 ILCS 140/2(c-5)).
- (c) Confidential information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of an investigation (5 ILCS 140/7; 5 ILCS 140/2.15(b)).
 1. Analysis and conclusions of investigating officers (5 ILCS 140/7(1)(f)).

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- (d) The identity of child victims and adult victims of criminal sexual offenses unless authorized by court order (725 ILCS 190/3; 725 ILCS 191/10).
- (e) Reports of elder abuse and neglect (320 ILCS 20/8).
- (f) Records regarding juveniles under 18 years of age (705 ILCS 405/1-7; 705 ILCS 405/5-905).
- (g) Department records that would obstruct an ongoing investigation or pending administrative enforcement proceeding (5 ILCS 140/7).
- (h) Information contained in personnel and other public records that would constitute an unwarranted invasion of personal privacy, in which the individual's right to privacy outweighs any legitimate interest in obtaining the information.
 - 1. The disclosure of personal information that bears on the public duties of employees of this department shall not be considered an invasion of personal privacy (5 ILCS 140/7(1)(c)).
 - 2. The disclosure of employee performance evaluations is prohibited (820 ILCS 40/11).
- (i) Records that were created exclusively in anticipation of potential litigation, which would not be subject to discovery or which may be subject to an attorney-client privilege involving this department (5 ILCS 140/7(1)(m)).
- (j) Any record relating to vulnerability assessments, security measures, and response policies or plans (5 ILCS 140/7(1)(v)).
- (k) Body-worn camera recordings as provided in the Law Enforcement Officer-Worn Body Camera Act (5 ILCS 140/7.5).
- (l) Certain records requested by a person committed to the Department of Corrections or a county jail (5 ILCS 140/7).
- (m) Information prohibited from disclosure under the Seizure and Forfeiture Reporting Act (5 ILCS 140/7.5).
- (n) Information including but not limited to evidence and records in the state-wide tracking system pursuant to the Sexual Assault Evidence Submission Act (5 ILCS 140/7.5).
- (o) Names and all identifying information relating to an employee, communications, notes, records, and reports arising out of a peer support counseling session under the First Responders Suicide Prevention Act (5 ILCS 140/7.5).
- (p) Information reported to the Illinois Criminal Justice Information Authority regarding in-custody deaths that is deemed by the Authority to be privileged or protected under state or federal law (730 ILCS 210/3-5).
- (q) Records or reports accessed from the ISP prohibited persons portal or LEADS system regarding persons whose Firearm Owner's Identification (FOID) cards have been revoked or suspended (5 ILCS 140/7.5; 20 ILCS 2605/2605-304).

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803.6 ARREST RECORDS

Arrest report information that identifies an individual, any charges, time and location of arrest, name of the investigating department, incarceration, or conditions of pretrial release shall be furnished as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 140/2.15(a)).

Information concerning an arrest must be made available to the news media for inspection and copying absent specific exceptions. The information shall be made available as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 160/4a; 50 ILCS 205/3b).

If the request is made by a criminal defendant or an authorized representative (including attorneys), then the Illinois State's Attorney, Village Attorney, Illinois Attorney General, local prosecutor, or the courts, as applicable, should be promptly notified.

Persons requesting conviction information should be directed to the ISP.

803.7 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the [DistrictCountyAttorney], Village Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

803.8 EXPUNGEMENT AND SEALING

Expungement and sealing orders received by the Department shall be reviewed for appropriate action by the Custodian of Records or Freedom of Information Officer. The Custodian of Records or Freedom of Information Officer shall expunge such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction (705 ILCS 405/1-3). Once expunged, members shall respond to any inquiry as though the record did not exist (20 ILCS 2630/5.2).

803.8.1 AUTOMATIC EXPUNGEMENTS FOR CANNABIS OFFENSES

The Custodian of Records should make all automatic expungements within the time frames set in 20 ILCS 2630/5.2.

The Custodian of Records should provide a certificate of disposition or certification of expungement upon inquiry by any individual whose record was expunged (20 ILCS 2630/5.2).

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803.8.2 JUVENILE RECORDS

On or before January 1 of each year, the Custodian of Records or Freedom of Information Officer shall expunge juvenile records as required by 705 ILCS 405/5-915.

If the Chief of Police or the authorized designee certifies in writing that certain information is necessary for a pending investigation involving the commission of a felony or with respect to an internal investigation of any law enforcement office, that information and information identifying the juvenile may be retained as provided in 705 ILCS 405/5-915. However, the remaining portion of any records not retained shall be expunged.

If juvenile records might be necessary for use in civil litigation against the department, the government entity that created, maintained, or used the records is not required to expunge the records until two years following the subject's arrest (705 ILCS 405/5-915). However, these records shall be considered expunged for all other purposes during this period and the offense that is the subject of the records shall be treated as if it never occurred, as required under 705 ILCS 405/5-923.

In the event a civil lawsuit is filed against the department, the government entity that created, maintained, or used the juvenile records may not expunge the records until two years after the conclusion of the lawsuit, including any appeal (705 ILCS 405/5-915).

Body-worn camera recordings of juveniles shall not be subject to automatic expungement except as otherwise provided in the Portable Audio/Video Recorders Policy.

Within 60 days after receipt of a court expungement order or date of automatic expungement, the Custodian of Records or the authorized designee shall send a written notice of expungement to the subject of the expungement (705 ILCS 405/5-915).

803.9 TRAINING

Prior to assuming the Freedom of Information Officer duties, but within 30 days after being so designated, the Freedom of Information Officer will undergo and successfully complete the electronic training curriculum as developed by the Public Access Counselor. The Freedom of Information Officer shall thereafter be recertified on an annual basis (5 ILCS 140/3.5).

All members who have access to Social Security numbers, from the time of collection to the time of destruction of the records, shall receive training on the protection of such information, pursuant to the Identity Protection Act (5 ILCS 179/35).

803.10 SECURITY BREACHES

Members who become aware that any Woodridge Police Department system containing personal information may have been breached should notify the Custodian of Records as soon as practicable.

The Custodian of Records shall (815 ILCS 530/10):

- (a) Ensure notice of any breach of the security of personal information is given to the appropriate individuals/entities anytime there is a reasonable belief an unauthorized

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person has acquired personal information, as defined in 815 ILCS 530/5, stored in any department information system.

- (b) Cooperate with the appropriate individuals/entities by providing the date or approximate date of the breach and identifying any steps taken or that will be taken relating to the breach.

Protected Information (LEADS/NCIC)

804.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Woodridge Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Release and Security Policy.

804.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Woodridge Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

804.2 POLICY

Members of the Woodridge Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

804.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information. This position will generally be held by the Records Supervisor or Deputy Chief of Support Services.

The responsibilities of this position include, but are not limited to (20 Ill. Adm. Code 1240.90):

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Illinois Secretary of State records and the Illinois Law Enforcement Agencies Data Systems (LEADS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.

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- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

804.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Woodridge Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access (20 Ill. Adm. Code 1240.50).

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution (20 ILCS 2630/7; 20 Ill. Adm. Code 1240.50).

804.4.1 PENALTIES FOR NON-COMPLIANCE OR MISUSE OF RECORDS

The Department of State Police may suspend all or any portion of LEADS service without prior notification as the result of an agency's non-compliance with laws, rules, regulations, or procedures. The Director of State Police may suspend all or part of LEADS service for agency for violations of LEADS laws, rules regulations, or procedures (20 Ill. Adm. Code 1240.110).

It is a Class A misdemeanor to furnish, buy, receive, or possess LEADS information without authorization by a court, statute, or case law (20 ILCS 2630/7).

804.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know (20 Ill. Adm. Code 1240.50; 20 Ill. Adm. Code 1240.80).

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Release and Security Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

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Protected Information (LEADS/NCIC)

804.5.1 AUTHORIZED LEADS RECIPIENTS

Access to LEADS requires qualification under the criteria set forth in 20 Illinois Administrative Code 1240.30. LEADS operators shall use the terminal only for those purposes for which they are authorized. The individual receiving a request for criminal justice information must ensure the person requesting the information is authorized to receive the data (20 Illinois Administrative Code 1240.50).

804.5.2 BACKGROUND AND TRAINING PROGRAM

All personnel authorized to process or release LEADS data shall be required to complete a background and training program prescribed by the Records Supervisor. The Training Bureau shall coordinate the course to provide training in the proper use, control, and dissemination of LEADS data (20 Illinois Administrative Code 1240.50).

804.5.3 RELEASE OF LEADS DATA

- (a) The LEADS network and LEADS data shall not be used for personal purposes.
- (b) Personal or unofficial messages shall not be transmitted.
- (c) LEADS data shall not be sold.
- (d) LEADS data shall not be disseminated to any individual or organization that is not legally authorized to have access to the information (20 Ill. Adm. Code 1240.80).
- (e) LEADS data shall not be included on the violator's copy of any citation not delivered hand-to-hand to the violator. This specifically includes citation copies left on an unattended vehicle, a building or other place where the violator is not present to receive the citation. LEADS data will continue to be included on other copies of the citation that are kept by the employee and/or the Department (18 USC § 2721 through 18 USC § 2725).

804.5.4 COMPUTER TERMINAL SECURITY

Each LEADS agency must ensure that all LEADS computer devices are placed in a location under the direct control and supervision of authorized criminal justice personnel and are inaccessible to the public or persons not qualified to either operate, view, or possess LEADS and/or NCIC transmitted or received data. The computer site and/or terminal area must have adequate physical security to protect against any unauthorized personnel gaining access to the computer equipment or to any of the stored data (20 Illinois Administrative Code 1240.50).

804.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information. This position will generally be held by the Deputy Chief of Support Services, or their designee.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.

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- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems (20 Ill. Adm. Code 1240.50).
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

804.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it (20 Ill. Adm. Code 1240.80). This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal) (20 Ill. Adm. Code 1240.50).

804.6.2 MAINTENANCE AND TECHNICAL SERVICES

The personnel security requirement for a LEADS agency requires conformance with 20 Ill. Adm. Code 1240.50. Generally, no person may provide maintenance or technical services at or near LEADS equipment unless they are of good character and have not been convicted of a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction. Any person may have his/her authority to provide maintenance or technical services at or near LEADS equipment denied if he/she is charged with a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction (20 Ill. Adm. Code 1240.50(3)).

804.6.3 PROTECTION OF LEADS DATA

LEADS data shall not be included on the violator's copy of any citation that is not delivered by hand to the violator. This specifically includes citation copies left on an unattended vehicle, a building or any other place where the violator is not present to receive the citation. LEADS data will continue to be included on other copies of the citation that are kept by the employee and/or the Department (18 USC § 2721 through 18 USC § 2725).

804.7 PENALTIES FOR NON-COMPLIANCE OR MISUSE OF RECORDS

The Department of State Police may suspend all or any portion of LEADS service without prior notification as the result of an agency's non-compliance with laws, rules, regulations, or procedures (20 Illinois Administrative Code 1240.110). The Director of State Police may suspend all or part of LEADS service for agency for violations of LEADS laws, rules regulations, or procedures (20 Illinois Administrative Code 1240.110).

It is a Class A misdemeanor to furnish, buy, receive, or possess LEADS information without authorization by a court, statute, or case law (20 ILCS 2630/7).

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Protected Information (LEADS/NCIC)

Employees who divulge the content of any criminal record to anyone other than authorized personnel, or obtain, or attempt to obtain, information from LEADS files other than that to which they are entitled in accordance with their official duties, or violate any LEADS laws, rules regulations or procedures is a violation of Policy Manual § 340.3.7(a) and subject to discipline (20 Illinois Administrative Code 1240.50).

804.8 CARNIVAL WORKERS

It is consistent with LEADS policy for law enforcement to initiate investigative LEADS inquiries on carnival workers in an effort to ensure that sex offenders are not involved in community events where programs or services are exclusively directed towards children.

Unlike non-criminal justice related background checks (licensing, employment, etc.) which are prohibited through LEADS and NCIC, this type of background check is considered to be an administration of criminal justice and is authorized. LEADS inquiries may be made as a background check on carnival workers to identify possible convicted sex offenders.

- (a) Such inquiries are not criminal justice inquiries, therefore, per LEADS and FBI NCIC regulations, a criminal history will not be made at the same time as CHF inquiries.
- (b) Per LEADS and FBI NCIC regulations, if a positive hit on a CHF inquiry is received, a criminal history check may be made based on this positive result.
- (c) Pursuant to 720 ILCS 5/11 9.3(c), it is a Class 4 felony “for a child sex offender to knowingly operate, manage, be employed by, volunteer at, be associated with, or knowingly be present at any facility providing programs or services exclusively directed towards persons under the age of 18.”

To ensure compliance with 720 ILCS 5/11 9.3(c), a positive LEADS and/or NCIC Convicted Sex Offender record response may be verbally disseminated to individuals who are involved with organizing the event as well as the amusement/carnival company.

- (a) No other response received from LEADS or NCIC may be disseminated to those individuals.
- (b) Under no circumstances will a LEADS hardcopy printout be provided to anyone not authorized to receive LEADS information.
- (c) “No record” responses to name based inquiries do not preclude the existence of a CHF or criminal history under other personal identifiers. To ensure that information furnished by the Illinois State Police or FBI positively pertains to the subject in question, a fingerprint inquiry should be made.

804.9 TRAINING

All members authorized to access or release protected information shall complete State mandated training that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

Computers and Digital Evidence

805.1 PURPOSE AND SCOPE

This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

805.2 SEIZING COMPUTERS AND RELATED EVIDENCE

Computer equipment requires specialized training and handling to preserve its value as evidence. Officers should be aware of the potential to destroy information through careless or improper handling, and whenever possible only those trained/authorized should physically handle the device. For those not authorized/trained, evidence collection on the devices should be limited to observation, photographing, and documenting. When others must seize a computer and accessories the following steps should be taken:

- (a) Photograph each item, front and back, specifically including cable connections to other items. Look for a phone line or cable to a modem for Internet access.
- (b) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence, and/or documents.
- (c) If the computer is off, do not turn it on.
- (d) If the computer is on, do not shut it down normally and do not click on anything or examine any files.
 1. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.
 2. Disconnect the power cable from the back of the computer box or if a portable notebook style, disconnect any power cable from the case and remove the battery.
- (e) Label each item with case number, evidence sheet number, and item number.
- (f) Handle and transport the computer and storage media (e.g., tape, discs, memory cards, flash memory, external drives) with care so that potential evidence is not lost.
- (g) Submit all computer items in as evidence. Do not store computers where normal room temperature and humidity is not maintained.
- (h) At minimum, officers should document the following in related reports:
 1. Where the computer was located and whether or not it was in operation.

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2. Who was using it at the time.
 3. Who claimed ownership.
 4. If it can be determined, how it was being used.
- (i) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (hard drives, tape drives, and disk drives) should be seized along with all media. Accessories (printers, monitors, mouse, scanner, keyboard, cables, software and manuals) should not be seized unless as a precursor to forfeiture or they are capable of storing data.

805.2.1 BUSINESS OR NETWORKED COMPUTERS

If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. Officers should contact a certified forensic computer examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should only be done by someone specifically trained in processing computers for evidence.

805.2.2 FORENSIC EXAMINATION OF COMPUTERS

If an examination of the contents of the computer's hard drive, or floppy disks, compact discs, or any other storage media is required, forward the following items to a computer forensic examiner:

- (a) Copy of report(s) involving the computer, including the Evidence/Property sheet.
- (b) Copy of a consent to search form signed by the computer owner or the person in possession of the computer, or a copy of a search warrant authorizing the search of the computer hard drive for evidence relating to investigation.
- (c) A listing of the items to search for (e.g., photographs, financial records, e-mail, documents).
- (d) An exact duplicate of the hard drive or disk will be made using a forensic computer and a forensic software program by someone trained in the examination of computer storage devices for evidence.

805.3 SEIZING DIGITAL STORAGE MEDIA

Digital storage media including hard drives, floppy discs, CDs, DVDs, tapes, memory cards, or flash memory devices should be seized and stored in a manner that will protect them from damage.

- (a) Do not review, access or open digital files prior to submission. If the information is needed for immediate investigation request the Property and Evidence Unit to copy the contents to an appropriate form of storage media.
- (b) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.

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- (c) Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.
- (d) Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

805.4 SEIZING CELLULAR PHONES/TABLETS/PDA'S (ANY OTHER PERSONAL COMMUNICATION DEVICES)

Personal communication devices such as cell phones, PDA's, tablets or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images.

Officers should not attempt to access, review or search the contents of such devices prior to examination by a forensic expert. Unsent messages can be lost, data can be inadvertently deleted and incoming messages can override stored messages.

When seizing PCDs, also seize the charging units and, if necessary at the request of the investigating officer, detective, supervisor or prosecutor, keep them plugged in to the chargers, in airplane mode, until they can be examined. If the batteries go dead all the data may be lost.

Do not turn the device on or off. The device shall be secured using a faraday storage bag to prevent the device from sending or receiving information from its host network. The device must remain secured in this manner when it is packaged for submission to the ERPU.

Any property/evidence that are PCDs must be inventoried separately and packaged separately as outlined in Policy 801.

PCD's that must be kept powered shall be packaged in accordingly and stored in the temporary evidence phone lockers as outlined by Policy 801.

805.5 DIGITAL EVIDENCE RECORDED BY OFFICERS

Officers handling and submitting recorded and digitally stored evidence from digital cameras and audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

805.5.1 COLLECTION OF DIGITAL EVIDENCE

Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files will not be altered in any way.

805.5.2 SUBMISSION OF DIGITAL MEDIA

The following are required procedures for the submission of digital media used by cameras or other recorders:

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The recording media (smart card, compact flash card or any other media) shall be brought to the Property and Evidence Unit as soon as possible and submitted pursuant to policy 801, Property and Evidence.

Evidence custodian will make a copy of the memory card using appropriate storage media. Once they have verified that the images properly transferred to the storage media, the technicians will erase/format the memory card for re-use. The storage media will be marked as the original.

Officers requiring a copy of the digital files must request a copy on the evidence form when submitted to evidence, or print the files before submission.

805.5.3 DOWNLOADING OF DIGITAL FILES

Digital information such as video or audio files recorded on devices using internal memory must be downloaded to storage media. The following procedures are to be followed:

- (a) Files should not be opened or reviewed prior to downloading and storage.
- (b) Where possible, the device should be connected to a computer and the files accessed directly from the computer directory or downloaded to a folder on the host computer for copying to the storage media.

805.5.4 PRESERVATION OF DIGITAL EVIDENCE

- (a) Only the evidence custodian is authorized to copy original digital media that is held as evidence. The original digital media shall remain in evidence and shall remain unaltered.
- (b) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.
- (c) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.

Animal Control

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for Woodridge Police Department personnel in dealing with animal control related calls for service and to set forth procedures regarding animal control services, the handling of injured animals, and the abatement of animal nuisances.

806.2 POLICY

It is the policy of the Woodridge Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

806.3 ANIMAL CONTROL OFFICER RESPONSIBILITY

Community Service Officers (CSO) shall be responsible for enforcing local, state and federal laws relating to animals, and for appropriately resolving or referring animal problems as outlined in this policy. The CSO's shall be under the operational control of the Deputy Chief of Patrol Operations.

During hours when the CSO's are on duty, requests for animal control services shall be assigned by DuComm or the Watch Commander.

806.4 MEMBER RESPONSIBILITY

During hours when a CSO is off-duty, or if the CSO is otherwise unavailable, the following animal related calls for service will be handled by the appropriate on-duty officer. Prior to engaging the animal, the Officer shall consider responding back to the Police facility to obtain the necessary equipment, including, but not limited to:

- (a) Catch pole
- (b) Bite gloves
- (c) Cage/Carrier
- (d) Rope

The Officer should also consider summoning an additional unit to retrieve the items for them, or assist with the capture/retrieval.

Officers may be dispatched to animal related calls and should take appropriate actions to control the situation until the arrival of an CSO. Due to the hazards of handling animals without proper equipment, responding officers generally should not attempt to capture and pick up any animal, but should keep the animal under observation until the arrival of the CSO. The following are examples of when an officer may consider acting before the arrival of the CSO:

- (a) When there is a threat to the public safety.
- (b) When animal has bitten someone, officers should take measures to confine the animal and prevent further injury.

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- (c) When an animal is creating a traffic hazard.
- (d) When the owner/handler has been arrested and there is no other alternative placement for the animal.
- (e) When the animal is gravely injured.

806.4.1 ANIMAL CRUELTY COMPLAINTS

Laws relating to the abuse, neglect, or cruelty to animals should be enforced, including but not limited to cruel treatment of animals, aggravated cruelty to animals, animal torture and animal fighting (225 ILCS 605/1; 510 ILCS 70/3.01; 510 ILCS 70/3.2; 510 ILCS 70/3.03; 510 ILCS 70/4.01; 720 ILCS 5/48-1):

- (a) An investigation should be conducted on all reports of animal cruelty.
- (b) A case report shall be generated detailing the findings.
- (c) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.
- (d) Members may enter during normal business hours on a premise where the animal is housed or kept for the purpose of conducting an investigation except such entry shall not be made into a person's residence without a search warrant or court order (510 ILCS 70/10).
- (e) Members who lawfully seize an animal shall comply with impound and notice requirements (510 ILCS 70/3.04; 510 ILCS 70/4.02).
- (f) If applicable, contact shall be made to the U.S. Department of Agriculture (USDA) cruelty investigator (312-814-6900).

806.4.2 STRAY DOGS AND CATS

If the dog/cat has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog/cat should be released to the owner and a citation may be issued if appropriate. If a dog/cat is taken into custody, it shall be transported to the sallyport and secured in an appropriate sized cage. A case report and "Lost/Found Animal Form" (attached) shall be completed. The CSO/Officer should contact DuComm to see if any animals matching the description have been reported missing. If the owner cannot be identified, the dog/cat will be transported to the DuPage County Animal Shelter (attached).

[See attachment: Lost_Found_Animal_Form.pdf](#)

[See attachment: DPC_Aminal_Drop_Off.pdf](#)

[See attachment: Animal_Release_Form.pdf](#)

Dogs/cats should be scanned for a microchip chip, which will make identifying the owners more successful. Dogs/cats housed in th sallyport will only be given water.

The CSO will transport any animals in the sallyport cages to the DuPage County Animal Shelter as soon as he/she comes on duty. Any Officer transporting an animal to DuPage County must complete a "Record of Stray Animal Drop-off". Once a dog/cat has been taken to DuPage

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County, the owner must first respond to the Police Department and obtain a, "Animal Release Form" (attached). The owner must also provide a current record of rabies inoculation. If the owner cannot provide a current record, one may be dropped off or faxed at a later date, The owner will then be directed to the DuPage County Animal Shelter for the release. In cases where the CSO will not be available for some time, the Watch Commander shall designate an alternate to transport so that any animals are not held in the sallyport unnecessarily for extended periods. If necessary, a CSO may be called in on overtime to transport the dog/cat.

The CSO in charge of Animal Control will be responsible for reviewing and maintaining the Lost and Found Animal Folder.

The CSO conducting the review will compare the entries in the two categories in an attempt to reunite found animals with their owners.

The CSO will call owners having reported lost animals to confirm the animal is still missing on a monthly basis.

- All attempts to contact owners will be documented with the date and time of the call, and the initials of the CSO on the reverse side of the LOST/FOUND ANIMAL FORM
- If there is no response to a daytime contact by the CSO, the CSO will advise the afternoon CSO to attempt contact with the owner. This attempt will be documented by this CSO on the LOST/FOUND ANIMAL FORM

Forms will be removed from the "lost" section of the Lost and Found Animal Folder after six months. After six months the forms shall be disposed of.

The CSO will monitor the status of impounded/found animals and will complete a supplemental report on changes in the animal's status (euthanized, returned to owner, etc.)

806.4.3 ANIMAL BITE AND SCRATCHES

This Department will act upon reports of all animal bites or scratches, whether from a private citizen or a physician. Upon such information being received by the Police Department, a case report will be initiated and a CSO/Officer will be dispatched to the scene for further investigation and follow-up.

- Citizens reporting a bite shall, for their own protection, be encouraged to seek treatment from a physician or medical facility
- A determination shall be made by the reporting officer as to whether the owner of the biting/scratching animal is known by the person reporting the incident. In the event a person is bitten or scratched by a stray animal which is not under the immediate control of an individual, action will be taken to immediately apprehend such animal.
- If found, and the owner is not known or located, a REPORT OF ANIMAL BITE (Attached) form will be completed and a CSO will drop off the animal to DuPage County Animal Control for the 10-day observation period. If the owner is known, their information should be entered in the REPORT OF ANIMAL BITE form and explained the steps taken for animal bites. The animal needs to be taken to their veterinarian (a local veterinarian if they don't have one already) ASAP for a check-up. Subsequent

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visits depend on whether or not the animal has current rabies vaccinations. If shots are up-to-date, the animal needs to be seen again on the tenth day by the veterinarian.

When an animal has outdated shots, it needs to be seen on the fifth and tenth days. During the ten-day observation period, the dog needs to be isolated within the residence.

- The CSO/Officer assigned will fax the REPORT OF ANIMAL BITE form (located in squad room shelf as well as the lost/found folder) along with the incident report to the DuPage County Animal Control. For Will County jurisdiction, contact Will County Animal Control at (815)462-5633. Notification must be made within 24 hours.
- Observation and/or impoundment of a biting animal shall be in compliance with Section 5-6A-4B of the Village of Woodridge Code of Ordinances.
- If an animal which has bitten a person is slain or deceased at the time of apprehension, the head must be preserved for rabies examination. Every effort should be made to avoid shooting the animal in the head. The carcass of the animal should be transported to DuPage County Animal Control for examination. For wildlife, transport the animal to the Willowbrook Wildlife Center.
- A copy of the incident report and REPORT OF ANIMAL BITE form will be sent to the DuPage or Will County Rabies Control for their records by the CSO/Officer.
- A copy of all animal incident reports will be forwarded to the CSO of animal control whether it is bite/scratch, sick/injured or lost/found.
- If the animal is a stray, then every effort shall be made to capture and impound the animal immediately (510 ILCS 5/13).

[See attachment: DPC Aminoal Bite.pdf](#)

Bats

In the event that a subject is bitten or sustains injury from a Bat, all efforts should be made to capture the animal.

Officers should exercise extreme caution, as bats tend to carry rabies.

Refer to the attached protocol for proper handling of Bat calls.

[See attachment: DuPage Bat Information.pdf](#)

806.4.4 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Officers shall obtain and forward to the CSO as much information as possible regarding the nature of the complaint, complaining person, owner information (if possible), location of problem, etc. Officers will also document any actions taken, citation(s) issued, related report numbers, etc.

In the event responding officers cannot fulfill urgent requests for service because the animal is difficult or dangerous to handle, the CSO may be called to duty to handle.

All requests to call in the CSO must be approved by the Watch Commander.

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If the animal is on private property, the resident may be referred to contact a private abatement company to handle their request.

806.5 DECEASED ANIMALS

Deceased animals on public property or Village maintained roadways will be removed and properly disposed of by Public Works. Any animals on County or State owned property or roadways will be removed by the appropriate jurisdiction

- (a) Neither the CSO nor any Officer will be required to climb onto or under any privately owned structure for the purpose of removing a deceased animal.
- (b) All reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

806.6 INJURED ANIMALS

When any injured domesticated animal is brought to the attention of a member of this agency, all reasonable attempts shall be made to contact the owner or responsible handler. When the owner or responsible handler cannot be located and the animal is not an immediate danger to the community, it shall be taken directly to a licensed veterinarian for necessary medical services (510 ILCS 70/12).

- (a) During normal business hours, the animal should be taken to Hobson Valley Animal Clinic.
- (b) If after normal business hours, the animal should be taken to Emergency Veterinary Services, Ltd. at 820 Ogden Ave., Lisle, phone of 630-960-2900.
- (c) The only exception to the above is when the animal is an immediate danger to the community or the owner of the animal is identified and takes responsibility for the injured animal.
 1. When the need to kill a seriously injured or dangerous animal is necessary, the Firearms Policy shall be followed. The decision to dispose of a seriously injured animal will rest with the on-duty Watch Commander.
- (d) Injured wildlife should be referred to one of several locations as applicable and depending upon available resources and type of animal: A local Rehabilitator, preserve or wildlife care center; a shelter by the Anti-Cruelty Society, Illinois Society for the Prevention of Cruelty to Animals (SPCA), or the Illinois Department of Natural Resources.
 1. Injured wildlife may be briefly held and transported to wildlife Rehabilitators licensed by the State of Illinois. In addition, migratory birds may be taken only to Rehabilitators who are in possession of appropriate Federal permits issued by the United States Fish and Wildlife Service (USFWS).
 2. The driver involved in a deer accident may take possession of the dead animal. If the driver does not want the deer, any Illinois resident may claim it (17 Ill. Adm. Code 750.10).

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- (e) When handling dead or injured animals department employees shall attempt to identify and notify the owner of the final disposition of the animal.
- (f) Each incident shall be documented, at minimum, include the name of the reporting party and veterinary hospital and/or person to whom the animal is released. If the ACO is off duty, the information will be forwarded for follow-up.

806.7 WILD ANIMALS

Unless an animal is posing a threat to life or safety, the CSO/Officer will be called to evaluate the situation and advise how the animal is to be handled.

- (a) Residents reporting animals living around their area will be advised to contact an animal removal service for action.
- (b) If a wild animal is stuck on a person's property, the CSO/Officer will attempt to free it in a safe manner.
- (c) Traps owned or installed by residents will not be handled by this Department.

806.8 ORDINANCE TICKET

It should be at the discretion of the handling Officer or the Watch Commander as to the need for, or advisability of, the issuance of a citation for a violation.

806.9 POST-ARREST PROCEDURES

The arresting officer should make a reasonable effort to ensure that animals or pets under a person's care will be provided with adequate care when that person is arrested. This is only required when there is no person to provide care and the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animals.

Relatives or neighbors may be contacted, with the owner's consent, to care for the animals. If no persons can be found or the owner does not consent, the appropriate animal control authority should be notified.

Jeanne Clery Campus Security Act

807.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure this department fulfills its obligation in complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

807.2 POLICY

The Woodridge Police Department encourages accurate and prompt reporting of all crimes and takes all such reports seriously (20 USC § 1092(f)(1)(C)(iii)). Reports will be accepted in any manner, including in person or in writing, at any Woodridge Police Department facility. Reports will be accepted anonymously, by phone or via email or on the institution's website.

It is the policy of the Woodridge Police Department to assist the institution with compliance of the Clery Act if requested by the Institution. Compliance with the Clery Act requires a joint effort between the Woodridge Police Department and the administration of the institution

Supervisors assigned areas of responsibility in the following policy sections are expected to be familiar with the subsections of 20 USC § 1092(f) and 34 CFR 668.46 that are relevant to their responsibilities.

807.3 POLICY, PROCEDURE AND PROGRAM DEVELOPMENT

The Chief of Police will:

- (a) Ensure that the Woodridge Police Department establishes procedures for immediate emergency response and evacuation, including the use of electronic and cellular communication and testing of these procedures (20 USC § 1092(f)(1)(J)(i); 20 USC § 1092(f)(1)(J)(iii)).
- (b) Enter into agreements as appropriate with local law enforcement agencies to:
 1. Identify roles in the investigation of alleged criminal offenses on campus (20 USC § 1092(f)(1)(C)(ii)).
 2. Assist in the monitoring and reporting of criminal activity at off-campus student organizations that are recognized by the institution and engaged in by students attending the institution, including student organizations with off-campus housing facilities (20 USC § 1092(f)(1)(G)).
 3. Ensure coordination of emergency response and evacuation procedures, including procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation (20 USC § 1092(f)(1)(J)).

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4. Notify the Woodridge Police Department of criminal offenses reported to local law enforcement agencies to assist the institution in meeting its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)).
 5. Notify the Woodridge Police Department of criminal offenses reported to local law enforcement agencies to assist in making information available to the campus community in a timely manner and to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).
- (c) Appoint a designee to develop programs that are designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others (20 USC § 1092(f)(1)(D)).
 - (d) Appoint a designee to develop programs to inform students and employees about the prevention of crime (20 USC § 1092(f)(1)(E)).
 - (e) Appoint a designee to develop educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking, and what to do if an offense occurs, including, but not limited to, who should be contacted, the importance of preserving evidence and to whom the alleged offense should be reported (20 USC § 1092(f)(8)(B)). The designee shall also develop written materials to be distributed to reporting persons that explains the rights and options provided for under 20 USC § 1092 (20 USC § 1092(f)(8)(C)).
 - (f) Appoint a designee to make the appropriate notifications to staff at the institution regarding missing person investigations in order to ensure that the institution complies with the requirements of 34 CFR 668.46(h).

807.4 RECORDS COLLECTION AND RETENTION

The Records Supervisor is responsible for maintaining Woodridge Police Department statistics and making reasonable good-faith efforts to obtain statistics from other law enforcement agencies as necessary to allow the institution to comply with its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)). The statistics shall be compiled as follows:

- (a) Statistics concerning the occurrence of the following criminal offenses reported to this department or to local police agencies that occurred on campus, in or on non-campus buildings or property, and on public property including streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus (20 USC § 1092(f)(1)(F)(i); 34 CFR 668.46(c)):
 1. Murder
 2. Sex offenses, forcible or non-forcible
 3. Robbery

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4. Aggravated assault
 5. Burglary
 6. Motor vehicle theft
 7. Manslaughter
 8. Arson
 9. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession
 10. Dating violence, domestic violence and stalking.
- (b) Statistics concerning the crimes described in the section above, theft, simple assault, intimidation, destruction, damage or vandalism of property, and other crimes involving bodily injury to any person where the victim was intentionally selected because of his/her actual or perceived race, sex, religion, gender, gender identity, sexual orientation, ethnicity or disability. These statistics should be collected and reported according to the category of prejudice (20 USC § 1092(f)(1)(F)(ii); 34 CFR 668.46(c)).
- (c) The statistics shall be compiled using the definitions in the FBI's Uniform Crime Reporting (UCR) system and modifications made pursuant to the Hate Crime Statistics Act (20 USC § 1092(f)(7); 34 CFR 668.46(c)(9)). For the offenses of domestic violence, dating violence and stalking, such statistics shall be compiled in accordance with the definitions used in the Violence Against Women Act (20 USC § 1092(f)(7); 34 USC § 12291; 34 CFR 668.46(a)). The statistics will be categorized separately as offenses that occur in the following places (20 USC § 1092(f)(12); 34 CFR 668.46(c)(5)):
1. On campus.
 2. In or on a non-campus building or property.
 3. On public property.
 4. In dormitories or other on-campus, residential, student facilities.
- (d) Statistics will be included by the calendar year in which the crime was reported to the Woodridge Police Department (34 CFR 668.46(c)(3)).
- (e) Stalking offenses will include a statistic for each year in which the stalking conduct is reported and will be recorded as occurring either at the first location where the stalking occurred or the location where the victim became aware of the conduct (34 CFR 668.46(c)(6)).
- (f) Statistics will include the three most recent calendar years (20 USC § 1092(f)(1)(F); 34 CFR 668.46(c)).
- (g) The statistics shall not identify victims of crimes or persons accused of crimes (20 USC § 1092(f)(7)).

807.4.1 CRIME LOG

The Records Supervisor is responsible for ensuring a daily crime log is created and maintained as follows (20 USC § 1092(f)(4); 34 CFR 668.46(f)):

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- (a) The daily crime log will record all crimes reported to the Woodridge Police Department, including the nature, date, time and general location of each crime, and the disposition, if known.
- (b) All log entries shall be made within two business days of the initial report being made to the Department.
- (c) If new information about an entry becomes available, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police department or security department.
- (d) The daily crime log for the most recent 60-day period shall be open to the public for inspection at all times during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection. Information in the log is not required to be disclosed when:
 - 1. Disclosure of the information is prohibited by law.
 - 2. Disclosure would jeopardize the confidentiality of the victim.
 - 3. There is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, may cause a suspect to flee or evade detection, or could result in the destruction of evidence. In any of these cases, the information may be withheld until that damage is no longer likely to occur from the release of such information.

807.5 INFORMATION DISSEMINATION

It is the policy of the Woodridge Police Department to ensure that the required Clery Act disclosures are properly forwarded to campus administration for their statistical reporting requirements in accordance with institution procedures when requested. This includes:

- (a) Procedures (If requested) for providing emergency notification of crimes or other incidents and evacuations that might represent an imminent threat to the safety of students or employees (20 USC § 1092(f)(3); 34 CFR 668.46(e) and (g)).
- (b) Procedures (If requested) for notifying the campus community about crimes considered to be a threat to other students and employees in order to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).
- (c) Information necessary for the institution to prepare its annual security report (20 USC § 1092(f)(1); 34 CFR 668.46(b)).

807.6 STATE REQUIREMENTS

The Special Projects Sergeant (if requested by the institution) shall ensure that the institution's administration is assisted in meeting the Illinois Campus Security Enhancement Act requirements, including the development of (110 ILCS 12/20):

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- (a) A National Incident Management System-compliant, all hazards, emergency response plan and training exercises, in partnership with the institution's county or major municipal emergency management official.
- (b) An interdisciplinary and multijurisdictional campus violence prevention plan, including development and implementation of a campus violence prevention committee and a campus threat assessment team in partnership with the institution's county or major municipal emergency management official.

Criminal History Record Information

808.1 PURPOSE & SCOPE

The purpose of this policy is to set forth the department's policies and procedures regarding compliance with rules, regulations and procedural requirements for Criminal History Record Information (CHRI). It is the policy of the Woodridge Police Department that the collection, storage and dissemination of Criminal History Record Information will be consistent and in conformance with the Criminal History Record Information User Agreement between the Woodridge Police Department and the Illinois Department of State Police, the related rules and regulations issued by the Illinois Department of State Police, the United States Department of Justice, and the Illinois Freedom of Information Act.

808.2 DEFINITIONS

Criminal History Record Information (CHRI): Data identifiable to an individual and consisting of descriptions or notations of arrests, detentions, indictments, information, pretrial proceedings, trials or other formal events in the criminal justice system, or descriptions or notations of criminal charges, including criminal violations of local, municipal ordinances and the nature of any disposition arising there from, including sentencing, court or correctional supervision, rehabilitation and release. CHRI does not apply to statistical records and reports in which individuals are not identified and from which their identities are not ascertainable, or information that is for criminal investigative or intelligence purposes.

Public Records: All records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared or having been used, received, possessed or under the control of the Woodridge Police Department.

Criminal Justice Agency: A government agency or any subunit thereof which is authorized to administer the criminal laws and which allocates a substantial part of its annual budget for that purpose or an agency supported by public funds which is authorized as its principal function to administer the criminal laws and which is officially designated by the Illinois Department of State Police as a criminal justice agency. Such agencies include:

- (a) Local Criminal Justice Agencies
- (b) DuPage, Will & Cook County Sheriff's Office
- (c) State's Attorney
- (d) Probation Department(s)

Non-Criminal Justice Agency: A state or federal agency or unit of local government that is not a criminal justice agency as defined above. Also to include the Illinois Department of Children and Family Services.

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Conviction Information: Data reflecting a judgment of guilt or nolo contendere, including all prior and subsequent criminal history events directly relating to such judgments, such as the notation of arrest, the notation of charges filed, the sentence imposed, the fine imposed and all related probation, parole and release information. Information ceases to be conviction information when a judgment of guilt is reversed or vacated.

Non-conviction Information: CHRI disclosing that police have elected not to refer a matter for prosecution, a prosecutor has elected not to commence criminal proceedings, proceedings have been postponed indefinitely, court dismissal or acquittal of the charges, arrest records without dispositions if a year has elapsed and no active prosecution is ending, charges were dropped without prosecution or nolle prosequi or the statute of limitations has run out.

808.3 PROCEDURE

General Restrictions:

- (a) CHRI supplied through LEADS/NCIC is to be used strictly for criminal justice purposes. Obtaining CHRI for personal reasons or other unauthorized use is prohibited by law and subject to discipline and prosecution.
- (b) Obtaining CHRI for the purpose of licensing businesses or individuals is prohibited.
- (c) It is prohibited to sell any CHRI to any individual, group of individuals, government agency or corporations.
- (d) It is prohibited to disseminate any CHRI to any individual or organization that is not legally authorized to have access to the information.
- (e) The dissemination of CHRI through radio communications is limited for the purpose of affecting immediate identification of an individual and providing for officer and public safety.

Authority to Receive CHRI:

- (a) All Records Section Personnel and Woodridge Police Officers in the normal course of their duties are authorized to receive CHRI.
- (b) Any other police officers of a duly constituted criminal justice agency working in the normal course of their duties are authorized to receive CHRI.
- (c) Armed Forces recruiters have access to conviction information only and shall not be allowed access to non-conviction information.
- (d) Non-criminal justice agencies authorized to receive CHRI are to be serviced by the State Center Repository and should be directed to the Illinois Department of State Police Bureau of Identification (*exception: when a local agency desires general information only. No LEADS/NCIC, CHRI or other specific information may be disseminated without an order from a judge*)
- (e) The general information that is desired by these local agencies must be accompanied by a written notice of authorization signed by the individual the information is requested on.

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- (f) Dissemination of non-conviction information outside of the department is limited to criminal justice agencies where the information is to be used for administration of criminal justice purposes and/or criminal justice agency employment.

Disposal of CHRI Hard Copies:

- (a) The department employees who access CHRI shall be responsible for the proper placement or disposal of the hard copies unless said copies are to become a part of the case report, then said information shall be forwarded to the Records Section through established policies.
- (b) The CHRI hard copy shall either be attached to the original report or placed in a document shredder and destroyed by the requesting officer.

Juvenile CHRI:

- (a) Dissemination of Juvenile CHRI is limited to criminal justice agencies, such as DuPage, Cook, and Will County State's Attorney's Office and the DuPage, Cook and Will County Probation Departments. Any requests for juvenile CHRI by non-criminal justice agencies should be referred to the Records Section Supervisor.

Code Enforcement

809.1 PURPOSE AND SCOPE

The purpose of this policy is to promote enforcement of Village Code violations within the Village of Woodridge by all employees and departments charged with the enforcement of local ordinances. It is the policy of the Woodridge Police Department to provide impartial enforcement of local ordinances and to provide assistance to other Village Departments in gaining and maintaining compliance with regulatory provisions contained within the Village Code of the Village of Woodridge.

809.2 DEFINITIONS

Code Enforcement: Any lawful act that has as its goal compliance with the Village Code.

Community Service Officer (CSO): A non-sworn member of the Police Department authorized to enforce Village Code violations.

Village Code: The Village Code of municipal ordinances printed and codified as the Village Code of the Village of Woodridge.

Village Code Violations: An existing condition or set of circumstances that is prohibited by the Village Code.

809.3 PROCEDURE

Community Service Officers are designated as the Woodridge Police Department's lead person(s) for code enforcement. However, nothing in this order should be interpreted as relieving any member who has been granted enforcement powers of their responsibilities to take appropriate action on Village Code violations.

Community Service Officers and Police Officers shall maintain knowledge of the Village Code sufficient enough to identify and enforce ordinance violations. Questions or clarifications about the nature of a violation, its element, or enforcement actions available should be addressed with the Shift Supervisor. In the absence of any such inquiries, it will be presumed the CSO or Officer understands the applicable Village Code and appropriate enforcement actions.

The Chief of Police or designee may designate specific Village Code violations as "targeted violations" based on the assessment of his/her office and the assessments and needs of other Village departments. Each CSO and Patrol Officer will be issued a list of designated violations as deemed necessary by the Chief of Police or designee.

Community Service Officers should inspect every street each work week to identify and take appropriate action on Village Code violations. Multi-family complexes and commercial developments shall be included in these inspections.

Enforcement actions taken on code violations by Community Service Officers may consist of one or more of the following:

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- (a) Citation Issued: A parking ticket was issued. This enforcement action is available for those violations that have settlement fee as noted in the settlement fee schedule listed in Title 1, Chapter 4 and Section 2 of the Village Code.
- (b) Written Warning: A "Village Ordinance Violation" warning ticket was issued. The nature of the violation and the amount of time given to correct the violation should be indicated.
- (c) Verbal Warning: The violator was spoken to directly, had the violation explained to him, and agreed to correct the violation. This could be used if the violation was corrected immediately or if remedial action will be done quickly. Failure to immediately correct the violation requires a follow-up inspection.
- (d) Spoke to Resident: The issue does not violate an ordinance, but in attempts to assist the neighborhood, the CSO knocked on the door and spoke to resident.
- (e) Turned Over to Community Development: Obvious violations which may require additional or specialized follow-up will be turned over to Community Development personnel. A Woodridge Police Department report may also be filed as needed.
- (f) Follow-up by Sworn Officer: Violations of a criminal or quasi-criminal nature or those that involve custodial arrest will be referred to the Shift Supervisor.
- (g) No Action/Unfounded: The initial response and investigation proved that a violation did not exist. This may be recorded in the notes/comment section of CAD.
- (h) Follow-up Done/To Be Done: The date for a follow-up inspection must be recorded in the CAD. The final disposition will be logged after a follow-up inspection has been completed.
- (i) Other: An explanation of the disposition and status may be recorded in the comment section of the CAD.

The Department of Community Development is the lead department for the code enforcement of certain Village Codes. The Department of Community Development should be notified of code violations via e-mail when any of the following violations are identified:

- (a) Graffiti (The Department of Building and Zoning is responsible for assuring that graffiti is removed within prescribed periods of time.
- (b) Improper disposal of bulk item(s).
- (c) Landscaping material or other debris on roadway.
- (d) Illegally posted signs on parkways (except after business hours or on weekends when they should be removed and/or enforced by police personnel).
- (e) Lights in signs not operable (or parts of the signs are not operable).
- (f) Missing traffic regulatory signs and handicapped signs missing on private property.
- (g) Inoperable street lights in commercial districts and multi-family complexes.
- (h) Pot holes in commercial districts and multi-family complexes.
- (i) Abandoned or run down properties.

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- (j) Tall grass and weeds.

The Community Development Department will follow up with property owners during normal business hours if necessary. However, this does not relieve the originating Officer from further follow up responsibilities.

Communications

810.1 PURPOSE AND SCOPE

It is the policy of the Woodridge Police Department to provide and maintain continuous 24-hour communications between department personnel, persons requesting police, fire and paramedic services and other public service agencies. This shall be accomplished through technology and the DuPage Public Safety Communications (DuComm) the Public Safety Answering Point (PSAP) for the Village of Woodridge.

810.2 PROCEDURE

Computer Information Access:

Access to criminal justice information is limited to department personnel trained in systems information retrieval procedures. Entry and retrieval of information will be for official purposes only. LEADS is administered by the Illinois State Police. Department members shall adhere to all LEADS and NCIC policies. The following LEADS regulations and policies regarding dissemination of data also apply. Policy 804 of this manual also covers LEADS.

- (a) Criminal Justice Purpose Only: All data supplied to mobile computers or workstations are to be used strictly for criminal justice purposes.
- (b) Personal Data Prohibited: It is strictly prohibited to obtain any data through the mobile computers or work stations for personal reasons.
- (c) Selling Data Prohibited: It is strictly forbidden to sell any information obtained through the mobile computers or workstations to any individual, group of individuals, organization, government agency or corporation.
- (d) Unauthorized Dissemination Prohibited: It is strictly forbidden to disseminate any information obtained through the mobile computers or workstations to any individual or organization that is not legally authorized to have access to that information.

Special Events Dispatching Plans:

When special events are developed in advance the Officer in Charge of the Detail/Event shall provide all current information and the procedure of the special event plan to DuComm at least 7 business days in advance in order for them to develop an operations plan and to cover all major police operations. This plan should include the approximate number of personnel that will be working and the general area of where the detail will take place. This shall include operations such as, but not limited to, roadblocks, parades, major search warrants or operational plans which may place an undue burden upon a single telecommunicator.

The Officer in Charge or a more informal event that requires a separate channel, but not an actual dispatcher, should contact the on-duty DuComm supervisor and request the temporary use of a "DCTAC" channel.

Officer Status:

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Officer Status Indicators: The status of each officer, whether out of service or available for calls, will be indicated in CAD. It is incumbent upon the Officer(s) to keep DuComm apprised of their location and status at all times. Status indicators in use are:

Computer Aided Dispatch Status Screen used in conjunction with CAD Incident Screen- this displays a red banner on the CAD screen at DuComm every ten minutes;

Traffic stop log(s), maintained by DuComm through the CAD Status Screen; and

“Emergency” key, orange in color located on the portable radio and the public safety microphone on the officers portable radio (MOTOROLA APX 7000) unit, indicating that an “officer needs help” by an electronic signal.

Pursuant to Standard Operating Procedures, Policy 400, the Shift Supervisor shall monitor Officer status.

810.3 RADIO SYSTEM

All department personnel engaged in field duties shall have continuous 24 hour radio communications access to DuComm by means of the MOTOROLA APX 7000 portable radio utilizing the STARCOM21 radio system.

In the event of a STARCOM21 system failure, Woodridge Police Personnel shall change talk groups and utilize the DuPage County Sheriff's Office, F2 back-up channel (8DPS02). In the event of that channel's failure, the Woodridge Police Department's shall utilize their conventional radio system, “WDRG PD-C” on the portable radio, which operates by means of portable transceivers set to the assigned 800 MHZ frequency, in order to remain in communication with DuComm.

Woodridge Police Department vehicles will also maintain an in-car mobile unit(s) that will allow for interagency communications. This includes, but is not limited to, the Illinois State Police Radio Network (ISPERN), Illinois Radio Emergency Assistance Channel (I-REACH), and other radio frequencies as determined by the department.

810.3.1 RADIO EQUIPMENT

All department personnel engaged in field duties will be issued:

- (a) Motorola APX 7000 portable radio
- (b) Motorola public safety microphone
- (c) two (2) APX 7000 batteries
- (d) A charger for the APX 7000 radio
- (e) One short antenna for the PSM
- (f) One Large antenna

Members are responsible for the care and maintenance of their issued equipment. Lost, misplaced, or damaged equipment shall be governed by Policy 700.

Prescription Drug Take Back Program

811.1 PURPOSE

This policy provides guidance for the prescription drug take back program and specifies the procedures and responsibilities of those involved in the operation. This program is to give residents of Woodridge a safe drop-off site for unwanted/unused pharmaceutical drugs and prescription medications. The program will not accept medications from businesses, pharmacies, or any other commercial entity.

811.2 POLICY

The Woodridge Police Department, in partnership with the Cook County Sheriff's Office, will provide a safe and secure method for residents to dispose of unwanted/unused pharmaceutical drugs and prescription medications.

811.3 DEFINITIONS

- (a) **Acceptable Medications:** Pills (in containers), both prescription and over the counter. Labels on medications are not required but they must be in a receptacle/container.
- (b) **Unacceptable Medications:** Sharps, needles, IV Bags, thermometers, liquids, loose pills. Medications brought from nursing homes, clinics, doctors office or other businesses which distribute medications.
- (c) **Prescription Drug Takeback Box:** A secure drop box for disposing of unwanted, unneeded or expired medications which is permanently mounted in the Woodridge Police Department lobby.
- (d) **Program Coordinator:** The Special Projects Sergeant shall serve as the program coordinator and shall be responsible for the overall administration of the Prescription Drug Takeback Box and serve as the liaison with Cook County.

811.4 PROCEDURE

- (a) The prescription drug takeback box is owned and maintained by the Cook County Sheriff's Office. On a month, a Sheriff's Deputy will respond to the Police Department's lobby to open and empty the box. A sworn supervisor is required to sign a form acknowledging the pick-up. If the box appears to be full before the pick-up date, notification should be made to the Program Coordinator, and the Cook County Sheriff's Recycling unit will be contacted for expedited service. A key to the box is not maintained by the Woodridge Police Department.
- (b) The residents of the Village of Woodridge shall be given access to the box during normal business hours (Monday-Friday, 8:00am – 4:30pm). During normal business hours, no member of the Police Department shall be summoned to assist or supervise the depositing of medications into the box.
- (c) In the event a resident comes after business hours, DuComm will dispatch an Officer to the lobby to assist. The Officer shall open the lobby doors to allow access to the

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box. The Officer will not assist with the actual deposit or take possession of any medications at any time. The Officer shall advise the resident that no liquids, loose pills, or sharps are accepted in the box.

- (d) If the box is full, or the amount of drugs brought in will not fit inside the box, the Officer shall inform the resident to come back at a later time when the box has been emptied, or find another suitable location for disposal. At no time shall drugs be left outside of the box for any reason.
 - 1. Alternate locations:
 - Burr Ridge Police Department (7700 County Line Rd, Burr Ridge, IL)
 - Lisle Police Department (5040 Lincoln Ave, Lisle, IL)
 - Naperville Fire Department (1979 Brookdale Road, Naperville, IL)
- (e) Any loose medications or drugs found outside of the box shall be taken into custody, and inventoried pursuant to policy 801 (Property and Evidence).
- (f) If any member of the Woodridge Police Department physically accepts medications or drugs, they must be inventoried pursuant to policy 801 (Property and Evidence).

Members of the Woodridge Police Department are expressly prohibited from depositing into the drop box any medications or drugs they receive as part of their duties.
- (g) Members shall be allowed to utilize the drop box for personal medication and drug disposal.
- (h) Any problems that arise from this program shall be reported to the on-duty supervisor immediately and then forwarded to Program Coordinator.

Chapter 9 - Custody

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Woodridge Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults who are in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the Woodridge Police Department prior to being released or transported to a housing or other type of facility.

Booking- A procedure for admitting to a holding facility a person charged with an offense. This procedure includes searching, fingerprinting, photographing, medical screening, collecting personal history data and inventorying and storing a person's property.

Detainee (referred in this order as a prisoner)- Any person 18 years or older who, having been detained, is held in a holding facility for not more than 72 hours after having committed a crime or having been suspected of committing a crime. The maximum period of detention in a jail should not normally exceed 48 hours, except when detention occurs at the beginning of a weekend or holiday.

Holding Facility- A temporary detention facility for which custodial authority is usually less than 48 hours, except when detention occurs at the beginning of a weekend or holiday, and where detainees are held pending release, arraignment, adjudication or transfer to another facility.

Excluded from this definition are the areas designed or utilized for questioning, processing or testing a detainee.

900.2 POLICY

It is the policy of the Woodridge Police Department that all persons incarcerated in the department's holding facility shall be safely and humanely treated in accordance with the Illinois Municipal Jail and Lock-up Standards. Adults should be in temporary custody only for as long as

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reasonably necessary for investigation, processing, transfer or release. The holding facility shall be secure, safe and free from hazardous or unsanitary conditions.

900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than 48 hours except when detention occurs at the beginning of a weekend or holiday (20 Ill. Adm. Code 720.30).

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Woodridge Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody.
- (c) Any individual who is seriously injured.
- (d) Individuals who are a suspected suicide risk (see the Civil Commitments Policy).
 - 1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior.
- (h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.
- (i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.
- (j) Any individual with a known history of a mental disorder or mental defect, or who shows evidence of such condition (20 Ill. Adm. Code 720.30).
 - 1. If the officer taking custody of an individual believes that he/she may have such a history or condition, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

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900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present in the building at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.60).

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

The Shift Supervisor is responsible for maintaining 24 hour supervision of all prisoners confined in the booking facility. The Shift Supervisor will be responsible for a count of the prisoner population at the beginning of his/her shift, for ensuring that the prisoner check is conducted and for monitoring holding facility conditions.

Individuals who are in custody of the department and detained in the booking area will at no time be left unattended or unsupervised by department personnel.

Prisoners will be physically checked every 30 minutes by an officer. In the event that a prisoner requires additional attention, the arresting officer will advise the Shift Supervisor who will increase the frequency as appropriate. Officers conducting the check will acknowledge such by placing their signature and time of check on the Prisoner Incarceration Report and Log (attached). Any remarks will also be noted.

Any time that a prisoner is placed into a cell, and the arresting officer has to leave the holding facility, the arresting officer will initiate audio monitoring. This will assist in supplementing personal supervision of those that are incarcerated.

- (a) Although the holding facility maintains the capability to monitor prisoner activities through audio/visual monitors, under no circumstances will this be used to intentionally invade the personal privacy of prisoners or serve as a substitution for physical checks.
- (b) Officers will make a verbal warning before conducting checks of prisoners of the opposite sex to ensure the prisoner's dignity.

When possible, officers charged with the supervision of prisoners will be of the same sex as the prisoner. If this is not possible, the officer conducting the check will take necessary precautions to ensure the privacy and dignity of the prisoner.

Due to the temporary nature of the detention of a prisoner, no personal items such as mail, money, checks, money orders, food, smoking materials, or other personal items may be accepted for delivery to any prisoner (this does not preclude bond money from being accepted.) In the event

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that personal items are required, only the following will be accepted for delivery after having been thoroughly inspected.

- (a) Fresh clothing for bond appearance.
- (b) Food required by medical authorities for a special diet.
- (c) Medication as prescribed by a physician.
- (d) Documents that may support the prisoner's innocence in the offense with which he/she is charged.

Any items accepted for delivery must be approved by the Shift Supervisor, inspected and logged on the Prisoner Incarceration Report and Log. All items not requiring dispensation (food/medicine) will be placed into the prisoner's property locker and noted on the inventory sheet.

[See attachment: Prisoner Incarceration Report and Log.pdf](#)

900.4 ELECTRONIC MONITORING OF INMATES

Woodridge Police Department will investigate criminal acts, and to enforce the regulations of the Department which apply to those in the police lockup/holding facility. The Department will grant the authority which is written into Illinois law 720 ILCS 5/14-2(d) for this purpose.

The interception, recording or transcription of an inmate's electronic communication by employees of the Woodridge Police Department is authorized and approved providing that the interception, recording or transcription is:

- (a) For the purpose of investigating (a) or enforcing a state criminal law; or any Woodridge Police Department rule or regulation with respect to inmates in the lockup; and it is
- (b) Within the scope of the employee's official job duties.

900.5 INITIATING TEMPORARY CUSTODY

All prisoners will be searched prior to entering the holding facility.

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the appropriate health facility.

The receiving officer should ask the arresting officer if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the County jail or the appropriate mental health facility.

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The officer should promptly notify the Watch Commander of any conditions that may warrant immediate medical attention or other appropriate action. The Watch Commander shall determine whether the individual will be placed in a cell, immediately released or transported to jail or other facility.

900.5.1 SCREENING AND PLACEMENT

The officer responsible for an individual in custody shall do the following:

- (a)
 1. Advise the Watch Commander of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).
 2. Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:
 - (a) Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
 - (b) Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
 1. Continuous, direct sight and sound supervision.
 2. Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
 3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
 4. Ensure males and females are separated by sight and sound (20 Ill. Adm. Code 720.50).
 5. Ensure restrained individuals are not placed in cells with unrestrained individuals.
 6. Ensure no more than two individuals are placed in a cell together (20 Ill. Adm. Code 720.50).
 7. Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.
 8. Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

Officers must complete an inventory of the prisoner's property to include any jewelry or personal articles as part of the booking procedure and entry into the holding facility.

Prior to being placed into a cell, the prisoner shall remove all belts, waist band strings, scarves, ties, shoes and/or laces, matches/lighters, or any personal property deemed dangerous to the prisoner or others. All property shall be inventoried.

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- (a) All inventoried property will be placed into a property container or envelope and secured into a property locker for safe keeping until release/transfer. The "Prisoner Personal Property Report" (Attachment) will be completed and attached to the officer's reports. The disposition of property will be completed upon release of the prisoner and signed by the prisoner.
- (b) Any confiscated contraband or unauthorized items shall be noted on the property report along with the prisoner's signature.
- (c) Officers will transfer any prisoner property from the property container to a property envelope/bag if the prisoner is being transferred to another facility. The property will be re-inventoried in front of the prisoner, and the prisoner shall sign the "Prisoner Personal Property Report". When practical, This should be witnessed by another officer, or done in view of the camera, and documented on the property report.
- (d) A "Prisoner Incarceration Report and Log" (Attachment) will be completed which includes sections for arrest information, apparent physical condition, medical treatment, etc.

The female holding cells are maintained separately and in conjunction with all directives of this order.

Juveniles to be held will be housed in the two holding cells (#4 and #5) located in the Investigations Section of the Police Department which are isolated from adult prisoners.

- (a) The juvenile holding cells are separate by sight and sound from the adult holding cells.
- (b) No juvenile in custody for a non-delinquency offense shall be brought into the holding facility or placed into a holding cell.

Pursuant to 705 ILCS 405/5-7, any juvenile in custody for a delinquent offense will be detained as follows:

- (a)
 1. Delinquent minors age 10 – 17 can be held in the above cells as designated for juveniles.
 2. Delinquent minors under age 10 will not be held in or brought into the holding facility or placed into a holding cell.
 3. Delinquent minors held in a holding cell must be visually observed and checked every 15 minutes and the time and prisoner's condition noted on the Prisoner Incarceration Report and Log.
 4. Delinquent minors shall not be detained for more than 12 hours, unless the offense is a crime of violence in which case the minor may be detained up to 24 hours.

Pursuant to the Illinois Municipal Jail and Lockup Standards:

- (a) No juvenile in custody will be allowed to come in contact with any adult in custody.

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- (b) Any evidence of child abuse shall be reported to the Illinois Department of Children and Family Services.

Strip Searches

Strip Searches may be conducted within the guidelines established by the Custodial Searches Policy 902 (725 ILCS 103/1).

900.5.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Department will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation will also be made available. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

- (a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
 - 1. This notification should be documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
 - 1. If the country is on the mandatory notification list, then:
- (c) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
- (d) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.
- (e) Forward any communication from the individual to his/her consular officers without delay.
- (f) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
 - 1. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:
- (g) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
- (h) Forward any communication from the individual to his/her consular officers without delay.

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900.6 SAFETY, HEALTH AND OTHER PROVISIONS

The Deputy Chief of Support Services, or their designee, will be responsible for completing a weekly inspection of the holding facility. The inspections will be recorded in the Holding Facility Inspection Form (attached).

See attachment: [Holding Facility Inspection Form.pdf](#)

900.6.1 TEMPORARY CUSTODY LOGS

Any time an individual is placed in a cell at the Woodridge Police Department, the custody shall be promptly and properly documented in a custody log, including:

- (a) Identifying information about the individual, including his/her name.
- (b) Date and time of placement in cell.
- (c) Any charges for which the individual is in temporary custody and any case number.
- (d) Time of all safety checks including (20 Ill. Adm. Code 720.60):
 1. The time of check.
 2. The initials and badge number of the responsible person.
 3. Any relevant remarks.
- (e) Any medical and other screening requested and completed.
- (f) Any emergency situations or unusual incidents.
- (g) Date and time of release from the Woodridge Police Department.
- (h) Any other information that may be required by other authorities, such as compliance inspectors

The Watch Commander should make periodic checks to ensure all log entries and safety and security checks are made on time.

900.6.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

- (a)
 1. Safety checks and significant incidents/activities are noted on the log.
 2. There is reasonable access to toilets and wash basins (20 Ill. Adm. Code 720.50).
 3. There is reasonable access to a drinking fountain or water (20 Ill. Adm. Code 720.60).
 4. There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
 5. There is privacy during attorney visits.

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6. Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

Violent or self-destructive prisoners require special handling as described below:

- (a) *Extreme Influence of Alcohol and/or Drugs* – A prisoner with a blood alcohol content **above.30** or who is otherwise deemed intoxicated by alcohol and/or drugs to a degree that medical attention appears to be necessary, shall be transferred to a medical facility for treatment. The Shift Supervisor will be notified of any such condition and advise the appropriate course of action.
- (b) *Suicidal or Self-destructive* – Any prisoner who exhibits suicidal or self-destructive tendencies shall be housed in cell 10 or 6 and physically checked every 15 minutes. The Shift Supervisor will be notified immediately of any prisoner fitting this category. Any prisoner that has actually attempted suicide or has attempted to harm him/herself, shall be constantly monitored, and restrained if necessary, to prevent any further harm. Such prisoner shall immediately be transported, by ambulance, to a medical facility for evaluation.
- (c) *Mental Disorders* – Any prisoner with symptoms of a mental disorder will be housed only temporarily and the Shift Supervisor will determine whether the prisoner should be transferred to an authorized medical facility.
- (d) *Violent Prisoners* – Prisoners exhibiting violent behavior shall be detained in a cell.

The holding facility may be used by outside agencies for detention of prisoners pending transfer or release.

- (a) Any individual presenting a prisoner for detention in the Woodridge holding facility must be positively identified as a law enforcement official and have the Shift Supervisor's approval. Positive identification may include presentation of police identification, verification through phone calls, or any means that ensures that the person has the right to commit an individual into the holding facility. Additionally, this person's identification information, such as name and agency, shall be recorded on the Prisoner Identification Log.
- (b) Any prisoner from an outside agency housed in the holding facility will be handled in accordance with all aspects of this order.

In the event of a mass arrest, the Shift Supervisor will determine whether the number of prisoners will exceed the holding facility's capacity. If so, the Deputy Chief of Patrol will be contacted immediately and arrangements for additional holding facilities will be made from neighboring agencies through our mutual aid agreement and agencies participating in MERIT.

900.6.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members.

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As part of the screening/booking procedure for the intake of a prisoner incarcerated in the holding facility, the following shall be documented in the appropriate section of the Prisoner Incarceration Report and Log:

- (a) Current health of the prisoner;
- (b) Any medications taken by the prisoner within the last 12 hours prior to arrival;
- (c) Behavior, including state of consciousness and mental state;
- (d) Body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.

If an officer determines that the prisoner may require medical assistance, the Shift Supervisor will be notified immediately and determine the need for paramedics to respond.

DuComm will be notified to request the assistance of Lisle-Woodridge Fire Protection District or available Fire Department to medically assess the prisoner.

Emergency health transport is the responsibility of the responding Fire Department who will make the determination as to which health-care facility will be used.

Non-violent misdemeanor offenders who are transported to the hospital and must be admitted may be released without charges. Warrants shall be obtained for such subjects, to be served when the subject is discharged.

Any prisoner accused of a felony, who must be admitted to the hospital, may be considered for 24-hour security by departmental personnel. The Shift Supervisor will notify the Deputy Chief of Patrol, who shall determine the appropriate course of action.

If a prisoner requires medication during his/her period of incarceration, such medication will be administered only upon the approval of the prescribing physician or if this is not possible, through the advice of the responding Fire Department Paramedics.

- (a) All administration of medication must be witnessed by an officer from this department and so noted on the Prisoner Incarceration Report and Log.
- (b) No other medication or pharmaceutical (i.e. aspirin, cold tablets, antacids) shall be dispensed by officers without specific physician's authorization.
- (c) If the prescribed medication requires injections, a paramedic must be present to administer the injection and dispose of the hypodermic syringe.

For minor first aid applications, a first aid kit is available and located in the booking room. Officers or prisoners requiring anything beyond a first aid kit should be seen by a paramedic.

Posted in the booking room shall be a notice describing the procedure to be followed by a prisoner for requesting medical assistance. It shall be read to any prisoner who cannot read for him/herself.

900.6.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is

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a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Watch Commander shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.6.5 TELEPHONE CALLS

Every individual in temporary custody shall be allowed to make three telephone calls as soon as possible after arrival and in no event, any later than three hours after arrival (725 ILCS 5/103-3; 20 Ill. Adm. Code 720.20).

- (a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at the individual's own expense (20 Ill. Adm. Code 720.75).
 - 1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).
 - 2. If the individual in custody is a custodial parent with responsibility for a minor child, the officer should assist the individual in the placement of the child with a relative or other responsible person designated by the individual in custody (725 ILCS 5/107-2).
 - 3. Telephone calls to the individual's attorney of choice and family members should be free of charge (725 ILCS 5/103-3).
- (b) The individual should be given sufficient time to contact whomever the individual desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.
 - 1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may reasonably determine the duration of the calls.
- (c) The individual shall have access to the individual's cell phone to retrieve phone numbers from the phone's contact list prior to the cell phone being placed into inventory (725 ILCS 5/103-3).
- (d) Calls between an individual in temporary custody and the individual's attorney shall be deemed confidential and shall not be monitored, eavesdropped upon, or recorded.
- (e) A notice stating telephone calls may be monitored or recorded shall be posted by each telephone from which persons in custody may place calls (20 Ill. Adm. Code 720.75).
- (f) A notice informing persons in custody to their rights regarding telephone calls and, where applicable, providing the telephone contact information for the public defender or court appointed attorney (725 ILCS 5/103-3).
- (g) The three hours requirement shall not apply while the person is asleep, unconscious, or otherwise incapacitated (725 ILCS 5/103-3).

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900.6.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

Under no circumstances shall an individual wearing religious garments (headscarves, etc), be left unattended in a cell.

900.6.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms shall not be permitted in secure areas where individuals are in custody or are processed (20 Ill. Adm. Code 720.70). They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

No officer shall enter an occupied cell except to aid or ensure the well-being, safety and security of a prisoner. Additionally, no officer will enter a cell unless there is assistance available with a portable radio in the holding facility.

Officers entering the cell area alone are required to have in their possession their portable radio prior to entering the holding facility. In the event of an attack or other situation that would require assistance, the officer will activate the emergency switch on his/her radio. This will provide both verbal and electronic means of summoning assistance in the event of a problem.

In the event of an activated emergency ID alarm or verbal request, telecommunications will immediately:

- (a) Summon assistance for the officer
- (b) Notify the Shift Supervisor

Exit from the holding facility will be accomplished through use of electronic locking system if available, or the master key issued to all department employees. Entry to any one of the cells requires the officer to obtain a cell key from the key drawer in the holding facility. There is a second cell key located in the key drawer outside the investigations cell.

All doors providing access to the holding facility will remain closed at all times. Cell doors will remain open when unoccupied.

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- (a) In order to not impede the operation of the holding facility or violate a prisoner's rights, all nonessential personnel are prohibited from entering the holding facility while a prisoner is in custody.
- (b) Maintenance personnel are authorized access for non-emergency/routine maintenance only during those times that the holding facility does not house a prisoner.
- (c) For emergency maintenance or repairs, a sworn officer must be present and accompany maintenance personnel in the holding facility to insure no personal contact is made with the prisoner(s), if a prisoner(s) is being housed anywhere within the facility.

900.6.8 ATTORNEYS

Prisoners shall have the right to communicate with a licensed attorney a reasonable number of times and for reasonable periods of time, as deemed necessary in accordance with 725 ILCS 5/103-3 and 5/103-4 ((20 Ill. Adm. Code 720.20(c)).

- (a) Only the prisoner's attorney will be authorized visitation privileges. The attorney will be subject to a pat down search prior to being authorized access to the holding facility. If the attorney objects, the attorney will be prohibited from entering the facility.
- (b) Any items removed from the attorney will be so annotated on the Prisoner Personal Property Report, using the same report number (RD#) as the prisoner's.
- (c) The attorney will be escorted by an officer at all times that the attorney is conferring with the prisoner.
- (d) Visitation will be conducted in the attorney/prisoner area, in the booking area. Visitation times are set by the Shift Supervisor and such time shall be reasonable and not to impede the operation of the department.
 - (a) Interviews between attorneys and their clients shall not be monitored or recorded.
- (e) Attorneys must produce a current Illinois Bar card as well as other matching appropriate identification.

900.6.9 VISITORS

Prisoners shall have the right to communicate with a family member as deemed necessary in accordance with 725 ILCS 5/103-3 and 5/103-4.

Any open or contact visits must be closely supervised. The visitor and the person in custody shall be searched before and after the visit (20 Ill. Adm. Code 720.70).

900.6.10 BEDDING

- (a) If the person in custody is being confined overnight (that is, continuous confinement between the hours of 10:00pm and 6:00am), the officer supervising the person in custody should offer the person clean bedding, including one flame retardant mattress, pillow case, sheets, seasonally appropriate blankets and one mattress cover if the mattress cannot be sanitized after prior use (20 Ill. Adm. Code 720.60).

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- (b) Used bedding will be laundered or otherwise sanitized prior to reissue. Mattresses or mattress covers that have been soiled with body fluids or waste shall be handled using standard universal precautions to reduce exposure to bloodborne pathogens and shall be appropriately laundered, sanitized or discarded (20 Ill. Adm. Code 720.60).

900.6.11 HYGIENE

Individuals in custody for more than 48 hours shall be supplied with personal hygiene items as needed (20 Ill. Adm. Code 720.60).

Individuals confined beyond 48 hours shall be permitted to shower or bathe once every 48 hours. Clean towels shall be provided when showering or bathing (20 Ill. Adm. Code 720.60).

900.6.12 FOOD SERVICE

Meals will be provided for persons held in excess of six (6) hours as follows (20 Ill. Adm. Code 720.80).

If the Officer reasonably believes that the detention will be up to 24 hours, or more, then the following will apply:

- (a) (a) Three meals per day shall be served in accordance with recognized breakfast, lunch and dinner periods.
- (b) Food must be of sufficient nutritional value and daily minimum calories.
- (c) At least one of the three meals shall be a balanced and complete hot meal if the individual is confined for longer than 24 hours.
- (d) A drink other than water shall be served with each meal.
- (e) Special diets shall be adhered to when prescribed by a physician, clinic or hospital designated by the Chief of Police.
- (f) A copy of the menu served shall be maintained for a period of three months.
- (g) Individuals shall be served in their cells. Eating utensils shall be removed from cells after each meal (20 Ill. Adm. Code 720.70).

All meals provided to prisoners will be obtained from McDonald's or other local establishments and no more than 8 hours shall elapse between meal times.

Special requests for food or other requests will be brought to the attention of the Shift Supervisor, who shall determine if the request is reasonable and can be accommodated.

Tools and culinary equipment, including plastic eating utensils, are prohibited in the cell area.

900.6.13 PRISONER JUMPSUITS

Woodridge Police Department will provide adequate clothing to any prisoner in the department's custody who is in need of clothing due to circumstances which have caused them to have no clothing of their own immediately available or where their own clothing may be deemed unusable or where their clothing is seized for evidentiary purposes.

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Upon arriving at the Police Department, any arrestee or prisoner will be provided with basic clothing if necessary. Reasons for issuing clothing to a subject in custody would include:

- (a) The subject has no clothing immediately available to them at the time they are taken into custody.
- (b) The clothing they are wearing is damaged, unsanitary, hazardous, or otherwise deemed unsafe to wear.
- (c) The clothing they are wearing is being seized for evidentiary purposes.

The clothing provided to any arrestee or prisoner by the Woodridge Police Department will consist of a one piece jumpsuit, orange in color. These suits will be maintained in a cabinet in the Booking Room.

Upon issuance of a jumpsuit, the issuing officer shall notify the on duty watch commander who shall notify the Administrative Assistant to the Deputy Chief of Patrol so that a replacement jumpsuit in the proper size can be ordered.

900.6.14 NONDISCRIMINATION

The Woodridge Police Department shall not deny services, benefits, privileges, or opportunities to individuals in custody on the basis of citizenship or immigration status, or on the basis of the existence of an immigration detainer or civil immigration warrant, except as required by law (5 ILCS 805/15).

900.7 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell (20 Ill. Adm. Code 720.60).

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Woodridge Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other individuals in custody and should be closely monitored .

900.7.1 PROCEDURES WHEN RESTRAINTS ARE USED

The following provisions shall be followed when utilizing restraints other than the temporary use of restraints such as handcuffing or leg irons to control an individual during movement and transportation inside or outside the facility (20 Ill. Adm. Code 720.60):

- (a) Officers applying restraints shall make a written report including:
 - 1. The date and time restraints were applied.
 - 2. The purpose for which the restraints have been applied.
 - 3. The type of restraint used.
 - 4. When the restraint was removed.

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- (b) Restraints shall not be used as punishment, placed around a person's neck or applied in a way that is likely to cause undue physical discomfort, or restrict blood flow or breathing (e.g., hog-tying).
- (c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure.
- (d) Members shall conduct direct face-to-face observation at least every 15 minutes to check the person's physical well-being and behavior. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the officer doing the observation, along with a description of the person's behavior and any actions taken.
- (e) Restraints shall not be utilized any longer than is reasonably necessary. If the person in custody requires restraints for longer than two hours, the person should be transferred to a county or other designated facility.

900.7.2 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.8 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy. The Prisoner Personal Property Form shall be completed (attached). A request for the release of property to another person must be documented with the recipient's name.

Upon release of an individual from temporary custody, the property release form will be done by comparing the prisoner's property with the original inventory and by obtaining the prisoner's signature indicating receipt of the property. If the prisoner is being transferred to another facility, Officers will transfer any prisoner property from the property container to a property envelope/bag. The property will be re-inventoried in front of the prisoner, and the prisoner shall sign the "Prisoner Personal Property Report". The property will then be turned over to the accepting agency. When practical, This should be witnessed by another officer, or done in view of the camera, and documented on the property report.(20 Ill. Adm. Code 720.25). The Department shall maintain a copy of the property receipt.

The Watch Commander shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Watch Commander shall attempt to prove or disprove the claim.

[See attachment: Prisoner Personal Property Report.pdf](#)

900.9 HOLDING CELLS

Holding Facility Conditions

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The holding facility will maintain, at a minimum, the following conditions:

- (a) Lighting of at least twenty foot candles in the detention area.
- (b) Circulation of fresh or purified air that is in accordance with the local health standards.
- (c) Access to a toilet, wash basin, drinking water and for extended lengths of incarceration, a shower.
- (d) Bed and blankets for prisoners.
- (e) Heating and cooling system that can provide temperatures within the normal heating and cooling zones.
- (f) Prisoner uniforms will be provided to prisoners, as directed by the Shift Supervisor, when personal clothing must be replaced due to the following conditions: seizure of clothing as evidence; soiled clothing; suicidal subjects; other situations deemed necessary by the Shift Supervisor

Inspection of the Holding Facility

- (a) On a daily basis, the Shift Supervisor will visibly inspect the facility for the following: Overall cleanliness; proper sanitary conditions; damage or defacement; all automatic devices (fire alarms and sprinklers) thorough search for contraband/weapons; if any, the status of prisoner(s) incarcerated
- (b) On a weekly basis, the Deputy Chief of Support Services or designee will conduct an inspection, documented on the "Holding Facility Inspection Report" (Attachment F) of the above items, in addition to the presence of fire-fighting equipment, a security check of all possible exit areas (i.e., doors, windows, ventilator covers, etc.), the first aid kit, and a check for conditions that are conducive to the presence of vermin and/or pests. This inspection will be conducted on the Sunday of every week by the Day Shift Supervisor.
- (c) On a quarterly basis the Deputy Chief of Support Services or designee will coordinate with Public Works Department a test of all automatic devices (alarms and sprinklers) and record same on the Holding Facility Inspection Report form to determine if they are functioning properly.
- (d) A semi-annual testing of all fire-fighting equipment will be conducted by the Deputy Chief of Support Services or designee to ensure the presence and functioning of all fire equipment contained within the confines of the holding facility. The Deputy Chief may enlist the aid of the Lisle-Woodridge Fire Protection District in conducting function tests.
- (e) Any exceptions shall be immediately noted and forwarded to the Deputy Chief of Support Services for corrections and/or replenishing of missing supplies.

Prior to placing a prisoner into a cell and immediately after removing a prisoner from the cell for release, transfer, or for any other reason, officers will perform a thorough inspection of the cell for weapons and/or contraband and that the cell is clean and sanitary (20 Ill. Adm. Code 720.70)..

In the event any weapons/contraband is found, the Shift Supervisor will be notified immediately.

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Any damage noted to the cell should be photographed and documented and also reported to the Shift Supervisor.

The following requirements shall apply:

- (a) The individual shall be searched per the Custodial Searches Policy. The prisoner shall remove all belts, waist band strings, scarves, ties, shoes and/or laces, matches/lighters, or any personal property deemed dangerous to the prisoner or others and anything that could create a security or suicide risk. All property shall be inventoried.
- (b) The individual shall be monitored by an audio system during the custody.
- (c) The individual shall have constant auditory access to department members.
- (d) The individual's initial placement into and removal from a locked enclosure shall be logged.
- (e) Safety checks by department members shall occur no less than every 30 minutes (20 Ill. Adm. Code 720.60).
 - (a) Safety checks should be at varying times.
 - (b) All safety checks shall be logged.
 - (c) The safety check should involve questioning the individual as to his/her well-being.
 - (d) Individuals who are sleeping or apparently sleeping may be allowed to continue sleeping at the discretion of the Officer. Individuals who exhibit signs of distress shall be awakened during checks.
 - (e) Requests or concerns of the individual should be logged
- (f) Prior to any member entering an occupied cell, another qualified member shall be present (20 Ill. Adm. Code 720.70).
- (g) Cells shall be cleaned daily (20 Ill. Adm. Code 720.90).

900.10 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

Any incident that constitutes a threat to the holding facility, or involves or endangers the lives or physical welfare of the prisoners, shall be reported to the Deputy Chief of Support Services immediately. The Deputy Chief, or designee, shall, in conjunction with any other notification, notify the Bureau of Detention Standards and Services, Department of Corrections, Springfield, Illinois by completing the "Report of Extraordinary or Unusual Occurrence" form (Attachment). The Shift Supervisor will be responsible for the preparation of all initial reports documenting these types of situations. Examples of unusual/extraordinary occurrences are:

- (a) Death
- (b) Attempted Suicides
- (c) Serious injuries (including accidental or self-inflicted)
- (d) Escapes

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- (e) Attempted escapes
- (f) Fires
- (g) Disturbances
- (h) Batteries to department members by prisoners
- (i) Injuries to prisoners by department members
- (j) Sex offenses
- (k) Occurrences of serious infection, disease, or illness within the holding facility

Consideration must be given to the fact that the cell or booking area may be a potential crime scene. If so, an alternate booking/holding facility should be utilized until the scene has been processed and returned to normal use.

The Operations Division Chief will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Woodridge Police Department. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the Watch Commander, Chief of Police and Detective Unit Division Chief.
- (c) Notification of the spouse, next of kin or other appropriate person see Officer-Involved Shootings and Deaths Policy for additional requirements regarding deaths related to a use of force)..
- (d) Notification of the appropriate prosecutor.
- (e) Notification of the Village Attorney.
- (f) Notification of the [Medical Examiner/JOP].
- (g) Evidence preservation.

[See attachment: IDOC Unusual Occ Report.pdf](#)

900.11 RELEASE AND/OR TRANSFER

Prisoner's Rights:

Prisoner's rights of access to the courts shall not be infringed. 725 ILCS 5/109-1 will be followed.

If any person is arrested with or without a warrant, he/she shall be taken without unnecessary delay before the nearest and most accessible judge in DuPage, Will or Cook Counties.

A prisoner's opportunity to make bail shall not be impeded.

- (a) Ordinance and misdemeanor offenders shall be permitted to post bond in accordance with Rule 501 of the Illinois Supreme Court.
- (b) Certain misdemeanor offenders who cannot post bond may be issued Individual (I) Bonds in accordance with Rule 553 of the Illinois Supreme Court. Any I-bonds issued must be approved by the Shift Supervisor.

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- (c) Those arrested for felony offenses shall require the officer to take them before the Judge for a bond hearing. After hours, the offender will be taken to the appropriate county holding facility to await bond court.

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

- (a) All proper reports, forms and logs have been completed prior to release.
- (b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
- (c) It has been confirmed that the correct individual is being released or transported. Ensure positive identification of the prisoner to be released through examination of all reports, photographs (if applicable) and any lock-up records.
- (d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.
- (e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies)..
- (f) The individual is not permitted in any nonpublic areas of the Woodridge Police Department unless escorted by a member of the Department.
- (g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.
 - 1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.
- (h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier, if segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary..
- (i) If feasible, transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex. In all events, the in-car camera system shall be active during the entire transport.

Unless exigent circumstances exist, an arrestee shall not be walked back through the secure Police facility to the lobby area to be released. Release should take place utilizing the sally port entry/exit or overhead doors.

900.11.1 RELEASE OF PERSONS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

Arresting officers should make reasonable efforts to contact a responsible adult who is willing to assist a person under the age of 21 being released from custody who is under the influence of alcohol or drugs and is significantly impaired. (50 ILCS 705/10.17-5).

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900.12 ASSIGNED ADMINISTRATOR

The Deputy Chief of Support Services is designated as having the overall responsibility for ensuring that the operation and maintenance of the holding facility is conducted in accordance with this order and applicable State or Federal laws that govern holding facility operations.

He/She will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

- (a) General security (20 Ill. Adm. Code 720.70)
- (b) Key control (20 Ill. Adm. Code 720.70; 20 Ill. Adm. Code 720.110)
- (c) Sanitation and maintenance (20 Ill. Adm. Code 720.90)
- (d) Emergency medical treatment (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (e) Escapes and attempted escapes (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (f) Evacuation plans
- (g) Fire- and life-safety (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.100; 20 Ill. Adm. Code 720.110)
- (h) Disaster plans (20 Ill. Adm. Code 720.110)
- (i) Building and safety code compliance
- (j) Riots (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (k) Hostage situations (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (l) Major disturbances including bomb threats (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (m) Battery on members or individuals in custody (20 Ill. Adm. Code 720.110)
- (n) Severe weather and natural disasters (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.110)
- (o) Civil disasters (20 Ill. Adm. Code 720.110)
- (p) Vermin and pest control (20 Ill. Adm. Code 720.90)
- (q) Contagious disease control (20 Ill. Adm. Code 720.110)

900.12.1 OTHER RESPONSIBILITIES

The Deputy Chief of Support Services will also ensure:

- (a) Notice of Rights posters are posted as required (20 Ill. Adm. Code 720.20).
- (b) A comprehensive written duty description for each position is maintained and that members are familiar with the written post description prior to assuming the post (20 Ill. Adm. Code 720.25).
- (c) The facility meets or exceeds the minimum physical standards as required in 20 Ill. Adm. Code 720.40; 20 Ill. Adm. Code 720.50 and 20 Ill. Adm. Code 720.160.
- (d) All fixtures, equipment, wiring and conduits are properly maintained (20 Ill. Adm. Code 720.70).

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- (e) Rules governing the use of the telephone and visits are established consistent with this policy (20 Ill. Adm. Code 720.75).
- (f) Quarterly population reports and extraordinary or unusual occurrence reports are submitted to the Jail and Detention Standards Unit as required by 20 Ill. Adm. Code 720.130.

900.13 RECORDS

The approving supervisor shall ensure a record is maintained for each person in temporary custody with the following information (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.120):

- Name
- Aliases and nicknames
- Address
- Age and date of birth
- Person to notify in case of emergency, including address and telephone number
- Physical description, gender and characteristic marks
- Occupation
- Offense
- Date and time of admission and authority
- Name and title of presenting and receiving the person
- Previous arrest record and convictions
- Itemized record of individual's cash and other valuables, expenditures and receipts while in custody
- Disposition of case and authority
- Date of release or transfer
- Physicians' visits, examinations and treatment

900.13.1 FINGERPRINTING AND PHOTOGRAPHING

The primary method for fingerprinting and photographing will be LiveScan. Officers will follow current LiveScan software procedures fully.

- (a) If LiveScan is not available, ink and paper will be used for fingerprinting. Booking photographs will be taken using the department issued shift, booking room or equipment room camera.
- (b) A minimum of two photographs of the arrestee will be taken, one frontal and one profile (head and shoulders).
- (c) Print a complete file and attach it to the case file.

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900.14 TRAINING

Department members should be trained and familiar with this policy and any supplemental procedures. Written documentation of training should be maintained (20 Ill. Adm. Code 720.25).

All members responsible for the temporary custody of adults should receive training that includes, but is not limited to (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.100(a)(3); 20 Ill. Adm. Code 720.110):

- (a) (a) Security measures such as use of restraints, force, and chemical agents.
- (b) Handling special incidents such as assaults, disturbances, fires, natural disasters, evacuation procedures, escapes, communications and crime scene protection.
- (c) Suicide prevention.
- (d) The identification and management of mentally impaired subjects.
- (e) First aid and CPR.
- (f) Security features of the Woodridge Police Department facility used to temporarily hold adults in custody, including the location and use of fire extinguishers, emergency equipment and first aid supplies.
- (g) Department supplemental procedures.
- (h) Illinois municipal jail and lockup standards.

Employees serving in the position of Matron shall receive training in physical restraint techniques, policies and procedures of the department, and applicable laws governing operation of the facility and prisoner handling.

Custodial Searches

901.1 PURPOSE AND SCOPE

The purpose of this policy is to establish consistent department procedures which conform to 725 ILCS 5/103 regarding pat-down, booking/custody and strip searches of detainees and arrestees..Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Woodridge Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of trace evidence from an individual in custody.

901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

901.3 DEFINITIONS OF SEARCHES

Pat-Down Search - This is the normal type of search used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the prisoner, or other prisoners.

Booking/Custody Search - This search is used in WPD booking and the County jails and again involves a thorough patting down and examination of an individual's clothing. All pockets, cuffs, etc., on the clothing are checked to locate all personal property, contraband, or weapons. The prisoner's personal property is taken and inventoried.

Strip Search or Visual Body Cavity Search - This is a search that requires a person to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks or genitalia of such person. This includes monitoring of an arrestee's private underclothing, buttocks, genitalia or female breasts visible to the monitoring employee (725 ILCS 5/103-1(d)).

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity, other than the mouth. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

901.4 PAT DOWN SEARCHES

When any officer has reasonable suspicion to believe that a person being lawfully detained may possess weapons or other dangerous items, or in such circumstances the officer reasonably

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believes that the individual may present a threat to officer safety, that officer may conduct a normal pat-down search of that individual.

Prior to detaining any individual in any Police vehicle, an officer shall conduct a normal pat-down search of that individual.

Whenever practical, a pat-down search of an individual should be conducted by an officer of the same sex as the person being searched. Absent the availability of a same sex officer, it is recommended that a witness officer be present during any pat-down search of an individual of the opposite sex as the searching officer. When Officer safety is jeopardized, exigent circumstances may exist that prevent the Officer from waiting for a witness Officer to arrive on scene prior to a pat-down being performed.

901.5 BOOKING SEARCHES

All persons taken into custody shall be subjected to thorough pat-down and booking searches, in order to discover and retrieve concealed weapons and contraband prior to being placed in a booking cell.

901.6 STRIP SEARCHES

No person held at an Woodridge Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the person has a health condition requiring immediate medical attention or is concealing a weapon or a controlled substance. Factors to be considered in determining reasonable suspicion include, but are not limited to:

- The detection of an object during a pat-down search that may be a weapon or a controlled substance and cannot be safely retrieved without a modified strip search or strip search.
- Circumstances where there is probable cause that specifically indicate the person may be concealing a weapon, a controlled substance, or other item of evidence related to a felonious investigation. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
- Custody history (past possession of contraband while in custody, assaults on staff, escape attempts).
- Offenses involving weapons or controlled substances.

No transgender or intersex prisoner shall be searched or examined for the sole purpose of determining the prisoner's genital status. If the prisoner's genital status is unknown, it may be determined during conversations with the prisoner, by reviewing medical records, or, if necessary, as part of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

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901.6.1 STRIP SEARCH PROCEDURES

Strip searches at Woodridge Police Department facilities shall be conducted within the guidelines established by 725 ILCS 103/1. as follows:

- (a) The completion of the "Strip Search Report and Authorization" form (attached). [See attachment: Strip Search Report and Authorization.pdf](#)
- (b) Written authorization from the Watch Commander shall be obtained prior to the strip search, which will be documented on the Strip Search and Authroization form.
- (c) All employees involved with the strip search shall be of the same sex as the person being searched, unless the search is conducted by authorized medical personnel (725 ILCS 5/103-1(e); (28 CFR 115.115).
- (d) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by persons not participating in the search (725 ILCS 5/103-1(e)). The search shall not be reproduced through a visual or sound recording.
- (e) Whenever possible, a second officer of the same sex should be present during the search for security and as a witness to the finding of evidence.
- (f) Employees conducting a strip search shall not touch the breasts, buttocks or genitalia of the person being searched.
- (g) The primary employee conducting the search shall prepare a written report to include:
 - 1. The facts that led to the decision to perform a strip search.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The written authorization for the search, obtained from the Watch Commander.
 - 4. The name of the person who was searched.
 - 5. The name and sex of the persons who conducted the search.
 - 6. The name, sex and role of any person present during the search.
 - 7. The time and date of the search.
 - 8. The place at which the search was conducted.
 - 9. A list of the items, if any, recovered during the search.
 - 10. The facts upon which the employee based his/her belief that the person searched was concealing a weapon or controlled substance, if the person was not arrested for a felony.
- (h) The original written authorization shall be retained for the case report and a copy must be given to the person being searched (725 ILCS 5/103-1).

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- (i) No employee should view a prisoner's private underclothing, buttocks, genitalia or female breasts while the prisoner is showering, performing bodily functions or changing clothes unless the prisoner otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the prisoner with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the prisoner's consent and/or otherwise protect the prisoner's privacy and dignity.

901.7 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

901.8 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Woodridge Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

901.8.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Woodridge Police Department identification number and information regarding how and when the property may be released.

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901.8.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. The individual shall initial the dollar amount on the inventory. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in property should always be totaled and written on the inventory..

901.9 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (725 ILCS 5/103-1):

- (a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) A physical body cavity search shall be conducted either by or under the supervision of a physician.
- (c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
 - 1. The facts that led to the decision to perform a physical body cavity search of the individual.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The Watch Commander's approval.
 - 4. A copy of the search warrant.
 - 5. The time, date and location of the search.
 - 6. The medical personnel present.
 - 7. The names, sex and roles of any department members present.
 - 8. Any contraband or weapons discovered by the search.
- (f) A copy of the written authorization shall be retained and shall be provided to the individual who was searched or other authorized representative upon request.

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901.10 TRAINING

The Department shall ensure members have training that includes (725 ILCS 103/1) & (28 CFR 115.115):

- (a) Conducting searches of cross-gender individuals.
- (b) Conducting searches of transgender and intersex individuals.
- (c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

901.11 HANDHELD SCANNERS

The hand held scanner will be stored next to the gun lockers located outside the booking room/sallyport door. The scanner should be available for searches at all times.

Use of the scanner is optional but encouraged for the initial search of:

- (a) Members of the sex opposite the searching officer;
- (b) Persons who are contaminated with body fluids or other substances with which the officer should limit contact.

NOTE: The searching officer should be mindful that the presence of a weapon on a person constitutes a threat, and that action should be taken immediately to eliminate that threat, regardless of the possessor's sex, condition, or the weapon's location on the body.

To use the handheld scanner:

- (a) Push the power switch to either the continuous or momentary on position. These positions are labeled on the unit.
- (b) Sweep the detector area of the unit (approximately 2" above the body) over the front and back of the subject, then double check pockets and the foot and ankle area. Attachment Suggested Body Scanning Procedures Diagram, shows suggested scanning patterns. Metals are detected only if the scanner is in motion.
- (c) All conductive metals will be detected. This is indicated by a warbling tone and a red light above the handle.
- (d) In environments with high metal content; for example, floors with metal reinforcing bars, depress the sensitivity reductions button above the handle. This lowers the sensitivity of the unit for as long as it is depressed, avoiding false readings.

[See attachment: 350.0 Hand Held Scanners Attachment.pdf](#)

PREA Rule

902.1 PURPOSE AND SCOPE

This policy provides guidance for complying with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse, harassment and retaliation against prisoners in the Woodridge Police Department Temporary Holding Facilities (28 CFR 115.111).

902.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the prisoner does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation (28 CFR 115.6)

Sexual abuse also includes abuse by a staff member, contractor or volunteer as follows, with or without consent of the prisoner or resident:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire

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- Any attempt, threat or request by a staff member, contractor or volunteer to engage in the activities described above
- Any display by a staff member, contractor or volunteer of his/her uncovered genitalia, buttocks or breast in the presence of a prisoner or resident
- Voyeurism by a staff member, contractor or volunteer (28 CFR 115.6)

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one prisoner or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to a prisoner or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

902.2 POLICY

The Woodridge Police Department has zero tolerance toward all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment or who cooperates with a sexual abuse or sexual harassment investigation.

The Woodridge Police Department will take immediate action to protect prisoners who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162).

902.3 GENERAL PROCEDURE

No persons in the custody of this department will be confined inside a holding cell with any other persons in custody. No subjects in the custody of this department, not confined in a holding cell, will be left unsupervised at any time.

Contractors/Non-Police personnel are not allowed in the secure facility when prisoners are present unless they are escorted and monitored by Police Department personnel at all times. Contractors/Non-Police personnel shall have no direct contact with prisoners.

902.4 PREA COORDINATOR

The Chief of Police shall appoint the Deputy Chief of Support Services to implement and oversee department efforts to comply with PREA standards in the Woodridge Police Department Temporary Holding Facilities (28 CFR 115.111). The PREA Coordinator's responsibilities shall include:

- (a) Developing and maintaining procedures to comply with the PREA Rule.
- (b) Provide adequate levels of staffing and video monitoring, where applicable, in order to protect prisoners from sexual abuse (28 CFR 115.113). This includes documenting

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- deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year. (Policy 900 Temporary Custody of Adults & Policy 314 Temporary Custody of Juveniles)
- (c) Developing methods for staff to privately report sexual abuse and sexual harassment of prisoners (28 CFR 115.151).(Policy 1011 Discipline and Personnel Complaints & Section 3.1 Woodridge Employee Handbook)
 - (d) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators and department leadership to an incident of sexual abuse (28 CFR 115.165). (Policy 606 Sexual Assault Investigations)
 - (e) Ensuring a protocol is developed for investigating allegations of sexual abuse in the Temporary Holding Facility. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):(Policy 606 Sexual Assault Investigations & Policy 1011 Discipline and Personnel Complaints)
 - 1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice's (DOJ) Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents" or a similarly comprehensive and authoritative protocol.
 - 2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.
 - 3. A process to document all referrals to other law enforcement agencies.
 - 4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.
 - 5. In accordance with security needs, provisions to permit, to the extent available, prisoner access to victim advocacy services if the prisoner is transported for a forensic examination to an outside hospital that offers such services.
 - (f) Ensuring that prisoners with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect and respond to sexual abuse and sexual harassment. This includes, as appropriate, access to interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills, intellectual, hearing or vision disabilities) (28 CFR 115.116).(Policy 331 Limited English Proficiency)

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1. The agency shall not rely on other prisoners for assistance except in limited circumstances where an extended delay in obtaining an interpreter could compromise the prisoner's safety, the performance of first-response duties under this policy, or the investigation of a prisoner's allegations of sexual abuse, harassment or retaliation.
- (g) Third Party Complaints:
1. Policy 1011 Discipline and Personnel Complaints allows for reporting sexual abuse and sexual harassment on behalf of a prisoner (28 CFR 115.154).
 2. A protocol describing the responsibilities of the Department and any other investigating agency that will be responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122). (Policy 606 Sexual Assault Investigations)
- (h) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all Temporary Holding Facilities used to house prisoners overnight (28 CFR 115.193).

902.5 REPORTING SEXUAL ABUSE AND HARASSMENT

Prisoners may make reports verbally, in writing, privately or anonymously of any of the following (28 CFR 115.151):

- Sexual abuse
- Sexual harassment
- Retaliation by other prisoners or staff for reporting sexual abuse or sexual harassment
- Staff neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

During intake the Department shall notify all prisoners of the zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Department and that is able to receive and immediately forward prisoner reports of sexual abuse and sexual harassment to agency officials. This allows the prisoner to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

902.5.1 MEMBER RESPONSIBILITIES

Department members shall accept reports from prisoners and third parties and shall promptly document all reports (28 CFR 115.151).

All members shall report immediately to the Watch Commander any knowledge, suspicion or information regarding:

- (a) An incident of sexual abuse or sexual harassment that occurs in the Temporary Holding Facility.

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- (b) Retaliation against prisoners or the member who reports any such incident.
- (c) Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

902.5.2 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander shall report to the Command Staff all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a vulnerable adult, the Watch Commander shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that a prisoner was sexually abused while confined at another facility, the Watch Commander shall notify the head of the facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Watch Commander shall document such notification (28 CFR 115.163).

If an alleged prisoner victim is transferred from the Temporary Holding Facility to a jail, prison or medical facility, the Department shall, as permitted by law, inform the receiving facility of the incident and the prisoner's potential need for medical or social services, unless the prisoner requests otherwise (28 CFR 115.165).

902.6 INVESTIGATIONS

The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171). (Policy 606 Sexual Assault Investigations)

902.6.1 FIRST RESPONDERS

The first officer to respond to a report of sexual abuse or sexual assault shall (28 CFR 115.164):

- (a) Separate the parties.
- (b) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.
- (c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.
- (d) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that

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could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

If the first responder is not an officer the responder shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify a law enforcement staff member (28 CFR 115.164).

902.6.2 INVESTIGATOR RESPONSIBILITIES

Investigators shall (28 CFR 115.171):

- (a) Gather and preserve direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.
- (b) Interview alleged victims, suspects and witnesses.
- (c) Review any prior complaints and reports of sexual abuse involving the suspect.
- (d) Conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
- (e) Assess the credibility of the alleged victim, suspect or witness on an individual basis and not by the person's status as a prisoner or a member of the Woodridge Police Department.
- (f) Document in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.
- (g) Refer allegations of conduct that may be criminal to the District Attorney for possible prosecution, including any time there is probable cause to believe a prisoner sexually abused another prisoner in the Temporary Holding Facility (28 CFR 115.178).
- (h) Cooperate with outside investigators and remain informed about the progress of any outside investigation.

902.6.3 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations shall include an effort to determine whether staff actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this department shall not be used as a basis for terminating an investigation (28 CFR 115.171).

902.6.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS

No prisoner who alleges sexual abuse shall be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Prisoner victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless

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of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

902.6.5 CONCLUSIONS AND FINDINGS

All completed investigations shall be forwarded to the Chief of Police, or if the allegations may reasonably involve the Chief of Police, to the Village Manager. The Chief of Police or Village Manager shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All personnel shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for department members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member's disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and reported to any relevant licensing body (28 CFR 115.176).

Contractors are not allowed in the secure facility when prisoners are present unless they are escorted and monitored by Police Department personnel at all times. Contractors shall have no direct contact with prisoners. (28 CFR 115.177).

902.7 RETALIATION PROHIBITED

All prisoners and members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other individual who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that individual.

The Watch Commander or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for prisoner victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for prisoners or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

The Watch Commander or the authorized designee shall identify a staff member to monitor the conduct and treatment of prisoners or members who have reported sexual abuse and of prisoners who were reported to have suffered sexual abuse. The staff member shall act promptly to remedy any such retaliation. In the case of prisoners, such monitoring shall also include periodic status checks.

902.8 REVIEWS AND AUDITS

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902.8.1 INCIDENT REVIEWS

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of the conclusion of the investigation. The review team shall be the Command Staff and seek input from line supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

- (a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.
- (b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility.
- (c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.
- (d) Assess the adequacy of staffing levels in that area during different shifts.
- (e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

The Command Staff shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the PREA Coordinator. The Chief of Police or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

902.8.2 DATA REVIEWS

In the event that an incident is reported, the following will be completed.

The facility shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

- (a) Identification of any potential problem areas.
- (b) Identification of any corrective actions taken.
- (c) Recommendations for any additional corrective actions.

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- (d) A comparison of the current year's data and corrective actions with those from prior years.
- (e) An assessment of the department's progress in addressing sexual abuse.

All data will be subject to FOIA.

902.9 RECORDS

The Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Department, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

902.10 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification.

All employees who may have contact with prisoners shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Field Training Coordinator shall be responsible for developing and administering this training to new members as appropriate, covering at a minimum (28 CFR 115.131):

- The Department's zero-tolerance policy and prisoners' right to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- The dynamics of sexual abuse and harassment in confinement settings, including which prisoners are most vulnerable.
- The right of prisoners and staff members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- Detecting and responding to signs of threatened and actual abuse.
- Communicating effectively and professionally with all prisoners.
- Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):

- Techniques for interviewing sexual abuse victims.

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- Proper use of *Miranda* and *Garrity* warnings.
- Sexual abuse evidence collection in confinement settings.
- Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The PREA Coordinator shall facilitate documentation that employees, and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification. Contractors are not allowed in the secure facility when prisoners are present unless they are escorted and monitored by Police Department personnel at all times. Contractors shall have no direct contact with prisoners.

All current employees who may have contact with prisoners shall be trained within one year of the effective date of the PREA standards. The agency shall provide annual refresher information to all such employees and to ensure that they understand the current sexual abuse and sexual harassment policies..

Prisoner Transport

903.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for the transportation of prisoners to the Woodridge Police Department, other agencies, detention facilities, hospitals, doctors or other medical facilities, or as directed by an order of the court. Prisoners of the Woodridge Police Department shall be transported in a manner which will provide adequately for the safety and security of the transporting officer(s), the prisoner, the general public and any person(s) requested to assist with the prisoner transport.

[See attachment: Prisoner Transport Attachment.pdf](#)

903.2 PROCEDURE

903.2.1 SEARCH OF PRISONER(S) AND VEHICLE

Search of Prisoner(s) – Adults and Juveniles will be searched each time they come into the transporting officer's custody, including transports to and from court appearances or from one lock-up facility to another.

Search/Inspection of Transporting Vehicle(s):

All marked Woodridge Police vehicles, except those designated for supervisors, shall be equipped with a safety barrier between the prisoner and driver. Specialty vehicles may not require a safety barrier.

- (a) The barrier shall be equipped to allow communication between the front and back seat.
- (b) Any factory devices that prevent opening of the rear windows or doors by any rear seat occupants shall be activated by the transporting officer.

Any vehicle (marked or unmarked) used to transport a prisoner shall be searched prior to and after a prisoner has been transported. This search shall be made under the assumption that an opportunity has existed for the introduction of contraband, weapons and other items.

Any vehicle (marked or unmarked) that may be used to transport a prisoner shall be examined at the beginning of each shift prior to use to assure the vehicle is safe, in good operating condition, including fuel and oil levels, and that all emergency equipment is operating properly.

Officers that are assigned to specialized units, i.e. County, TNT or DEA Task Force, shall follow the procedures set forth by their respective specialized units. If no procedure exists, those officers shall comply with IV.A.2.c of this order.

903.2.2 SEATING ARRANGEMENT DURING TRANSPORT

Officer safety and prisoner safety shall be ensured by adhering to the following guidelines for seating arrangements in transporting vehicles:

No more than two (2) prisoners shall be transported in the back of any police vehicle, with the exception of the prisoner transport van which may be used to transport multiple arrestees.

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Unless directed by a supervisor, no prisoner shall be transported in the front seat of a police vehicle

Unless directed by a supervisor, multiple persons who are suspected of being involved in the same crime shall not be transported in the same police vehicle.

No fewer than two (2) officers shall transport a prisoner when using a police vehicle without a prisoner shield or cage, unless directed by a supervisor.

Seating arrangements shown in Attachment A of officers in relation to prisoners should be followed in order to allow continuous observation of prisoner. This does not apply to the transporting of prisoners by use of prisoner transport van

903.2.3 OBSERVATION OF PRISONERS DURING TRANSPORT

Prisoner(s) must be under observation at all times while being transported. This will reduce the opportunity of attack or escape.

Exceptions: Officer(s) shall position themselves to prevent escape only during the following:

- (a) At a medical facility where a physician is conducting surgery or examining a prisoner.
- (b) When toilet facilities are used by a prisoner of the opposite sex.

903.2.4 MEALS

Prisoner(s) who are being transported for a long distance that would require several hours (six hours or more) will be provided a meal that will conform to the dietary requirements as outlined in the Illinois Department of Corrections Guidelines.

- (a) A restaurant will be selected at random by the transporting officer(s).
- (b) Transporting officers will make payment for the meal and obtain a written receipt for said meal. The receipt shall be submitted to the department for reimbursement once the transport is complete.

903.2.5 PRISONER COMMUNICATIONS

Transporting officers will not allow the prisoner(s) to communicate with family members, friends, or attorneys while being transported. Reasonable communication with attorneys and family will be afforded upon arrival at destination.

903.2.6 ARRIVAL AT DESTINATION

At the Woodridge Police Department, officer(s) who transport a prisoner via a police vehicle will utilize the prisoner sallyport garage for access to the booking/processing facility.

If an arrestee surrenders at the station on an outstanding charge(s), access to the booking/processing facility will be allowed through the access door which is located inside the police department.

- (a) Transporting officers will secure their weapons in the weapon lockers, located in the sallyport or in the hallway by the booking/processing access door, before removing a prisoner from the police vehicle, or entering the booking/processing room.

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- (b) Prisoner(s) will be taken to booking area to be processed. The prisoner will be thoroughly searched upon arriving in the booking/processing room.
- (c) Restraining devices will be removed when necessary for prisoner processing and prior to placing the prisoner in a cell.
- (d) Exception: Restraints may be left affixed to prisoner when, in the judgment of the shift supervisor, the removal of the restraints may cause the prisoner to further harm him/herself or others.
- (e) A female officer or matron of the department should be utilized when a female prisoner is involved.

Woodridge Police Officers engaged with prisoner transport at other agencies shall:

- (a) Prior to transport, make positive identification of the prisoner by checking photographs, reports or verification with the arresting officer. The transport shall not be made until proper identity of the prisoner has been made.
- (b) Documentation of any suicidal tendencies, escape risks, contagious or unusual illnesses or other traits of the prisoner that might pose a security risk shall also accompany the prisoner.
- (c) Woodridge officers will comply with the policies, procedures, rules and regulations of the other jurisdiction while at their facility.
- (d) Deliver all pertinent documents (i.e. complaints, and/or warrants) to the receiving officer and obtain a receipted signature on the departmental Prisoner Incarceration Report or INTAKE DATA SHEET (Attached) for DuPage County.
- (e) Ensure that the prisoner's property is properly documented on the Prisoner Personal Property Report (Attached) and transferred.

903.2.7 COURT BOND HEARING TO COUNTY JAIL

Notification via telephone by DuComm or the LEADS system will be made to the county jail advising if a potential security hazard exists and/or other pertinent information when transporting prisoner(s).

Transporting officer(s) shall utilize the sallyport garage when transporting a prisoner to county jail.

Transporting officer(s) will follow the policy set by the Clerk of the County and by the Sheriff of the County, to attend a bond hearing with a prisoner.

Upon arrival at the County Jail, and the sallyport being secured, the Officer will secure all weapons.

The prisoner will then be transferred from the police vehicle to the Sheriff's Deputy of the County.

All necessary documentation shall accompany the prisoner(s), i.e. complaints, warrants, intake sheets, etc.

The documentation shall be given to the receiving officer and the transporting officer(s) will obtain a receipted signature on the Intake Data Sheet or on the Prisoner Incarceration Report.

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When transporting a prisoner who is considered a security hazard, and he is to appear before a judge, the court must be advised prior to the appearance as to make a judicial determination as to the use of restraining devices.

903.2.8 PRISONER(S) TAKEN TO A MEDICAL FACILITY

Transportation – Prisoner(s) requiring medical attention shall be transported via an ambulance of the proper fire district's jurisdiction (or private ambulance) to the hospital or medical treatment facility.

Police vehicles will only be used for transport to a medical facility as a last resort situation or when the supervisor authorizes such a transport.

Security – The prisoner shall be placed in restraining devices (handcuffs, leg irons, stretcher restraints, straight jacket, etc.) Exceptions: When medical staff or paramedics need freedom of movement for examinations or treatment or other unforeseen circumstances.

- (a) An officer shall ride in the ambulance with a prisoner(s) unless directed otherwise by a supervisor. The supervisor will make a determination whether or not the officer who rides in the ambulance should be unarmed.
- (b) Officer(s) may be assigned by a supervisor to follow the ambulance in a police vehicle. The officer(s) assigned to follow the ambulance shall have the ability to maintain radio contact with the officer in the ambulance. The officer(s) assigned to follow the ambulance should be advised immediately when a potential or actual security risk occurs within the transporting ambulance.
- (c) The officer(s) shall remain with the prisoner during examination and treatment. Exception: The doctor requests the officer to leave the treatment area. If this occurs, the officer(s) shall position himself in an area as to prevent escape.
- (d) When treatment has been completed and the prisoner has been released, he/she will be transported via police vehicle to the Woodridge Police Department or the County Jail, as directed by the supervisor.

Hospital admission – If a prisoner is admitted for treatment, the transporting officer(s) will advise his/her immediate supervisor and request the hospital's admitting office to place a "HOLD" on the prisoner and to contact the Woodridge Police Department when they are ready to release the prisoner so pick up can be arranged. This procedure shall be followed for the offenses listed below:

- Misdemeanor;
- Non-forcible felony;
- If a prisoner is admitted for treatment and was involved in a forcible felony, arrangements shall be made to have the prisoner guarded until his release and arrangements can be made to transfer the prisoner to the police department holding facility, the county jail, or the bonding procedure is completed. This process shall be followed for the following offenses:

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- (a) Murder;
- (b) Treason;
- (c) Voluntary Manslaughter;
- (d) Arson;
- (e) Kidnapping;
- (f) Aggravated Battery;
- (g) Aggravated Criminal Sexual Assault;
- (h) Robbery/Burglary; or
- (i) Any other felony or situation as designated and ordered by the Chief of Police.

903.2.9 PRISONERS OF THE OPPOSITE SEX

Female prisoners shall be transported with a female officer or matron of the department when travel distance exceeds fifty (50) miles.

If a female officer or matron is not available, two (2) male officers will transport if the distance exceeds fifty (50) miles.

Male and female prisoners will not be transported in the same vehicle unless they are co-defendants in the same case and the transport will not jeopardize the investigation.

Male officers transporting female prisoners will call in the mileage to DuComm at the beginning and at the end of the transport. Officer transporting prisoners/persons of the opposite sex will advise via radio and ask the Telecommunicator to log the starting and ending mileage in the C.A.D. notes.

Female officers transporting male prisoners will call in the mileage to DuComm at the beginning and end of transport.

If the pick up or drop off destination is out of radio range, the mileage can be sent via the in-car MDT or telephoned in to communications.

DuComm will maintain a record of the date and time of the departure, date and time of arrival, destination, officer(s) transporting, as well as logging the incident in the C.A.D. system.

903.2.10 HANDICAPPED PRISONERS

When it is not likely to preclude the safe, efficient and secure transport of the prisoner, a police squad will be used to transport handicapped prisoners.

When a reasonable evaluation dictates that squad transport is inappropriate, the Officer shall use the transport van if practical, if not, appropriate fire district will be notified to transport by ambulance. Police Officer(s) shall accompany the ambulance as outlined in section 903.2.8.

The appropriate fire district shall be utilized in all cases where a mentally ill subject has potential for violence.

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- (a) On any potentially dangerous mentally ill subject where the prisoner's actions suggests he may likely injure him/herself or others, officers shall suggest to paramedics that stretcher restraints be utilized.
- (b) If stretcher restraints are used, it shall be so documented in the officer's report.

903.2.11 SICK OR INJURED PRISONERS

The Watch Commander shall be notified and respond as needed.

The appropriate fire district shall be notified to provide treatment at the scene of the arrest or at the police department, as circumstances dictate.

If the prisoner requires hospital treatment he/she will be transported as outlined in section 903.2.8.

If the prisoner refuses treatment and the attending paramedics determine that immediate treatment is not necessary, the prisoner will be allowed to sign a release for the waiver of treatment.

Officers are reminded that protective custody and care of the prisoner are priority responsibilities.

All information shall be documented on the departmental report forms, whether the prisoner is transported or not.

903.2.12 TRANSPORTING PRISONER(S) IN SPECIAL SITUATIONS

The Woodridge Police Department will not transport a prisoner to a funeral, to visit a critically ill person, to the reading of a will, etc.

Exception: The Woodridge Police Department will only transport under an order from the court.

This transport will be accomplished by a Special Order outlining any special procedures for each individual case.

903.3 LAW ENFORCEMENT SERVICE DURING TRANSPORT

Transporting officer(s) with prisoner(s) in their custody WILL NOT respond to the need for law enforcement services.

- (a) Transporting Officer(s) en route with a prisoner(s) will not divert from their en route status to render aid or assistance with the exception of life threatening situations and then only with the approval of a supervisor.
- (b) The primary responsibility for the transporting officer(s) shall always be the protective custody and safety of the prisoner(s).

903.4 ESCAPES

In the event the prisoner escapes while being transported, the following notifications, reports and actions shall be indicated by the transporting officer:

Notifications to be made of prisoner escape while transporting:

Notify the Illinois State Police District you are in and request an ISPERN (Illinois State Police Emergency Network) dispatch and provide the following information:

- (a) Location of the escape;

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- (b) Escapee's direction of travel;
- (c) Physical description of the escapee;
- (d) Charges pending against the escapee;
- (e) Apprehension efforts you will undertake or have undertaken; and
- (f) Any other information which may assist with the apprehension efforts.

Notification to the jurisdiction where escape occurred.

Notification to the Watch Commander and Deputy Chief of Patrol Operations.

The appropriate case report is to be completed. This report shall include all specifics of the incident; the report shall include but not be limited to section IV.F.1.a (1) through (6) as listed above. A copy of this report shall be submitted to the Chief of Police via the chain of command before the officer's tour of duty ends.

Further action to be taken:

- (a) The Officer will request that DuComm transmit via LEADS (Law Enforcement Agency Data System) a message if apprehension has not been made, giving the circumstances of the escape.
- (b) Obtain an arrest warrant for crimes the escapee is suspected of if apprehension efforts fail.

903.5 JUVENILE PRISONERS

Juvenile prisoners will be transported in the same manner as adults.

Adult and juvenile prisoners will not be transported together.

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Woodridge Police Department and that are promulgated and maintained by the Department of Human Resources, and defined in the Village of Woodridge Employee Handbook and the Board of Police Commissioners Rules and Regulations.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Woodridge Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Chief of Police, or their designee, in conjunction with the Village of Woodridge Human Resources Department should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Chief of Police, or their designee, shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

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The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process..

1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects.

The examination of applicants shall be public, competitive, and open to all citizens of the United States, with specified limitations as to residency, age, health, habits, and moral character (55 ILCS 5/3-8010; 65 ILCS 5/10-2.1-6; 65 ILCS 5/10-1-7).

Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
 - 1. Except that candidates shall not be screened, requested, or required to disclose wage or salary history as a condition of employment. (820 ILCS 112/10).
- (b) Driving record
- (c) Reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment

1000.4.1 VETERAN PREFERENCE

The Department will provide veteran preference points as required (65 ILCS 5/10-1-16; 65 ILCS 5/10-2.1-8; 65 ILCS 5/10-2.1-9; 55 ILCS 5/3-8010).

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1000.4.2 EXPUNGED JUVENILE RECORDS

Application forms for employment should contain language informing the applicant that he/she is not required to disclose expunged juvenile records (705 ILCS 405/5-923). No member of the Department may ask an applicant whether he/she has had a juvenile record expunged.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation, as defined in Policy 1001 (Police Applicant Background Investigation) to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Woodridge Police Department (50 ILCS 705/10.2).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d; 16 CFR 600 et seq.).

1000.5.2 REVIEW OF PERSONAL ONLINE ACCOUNTS

Due to the potential for accessing unsubstantiated, private or protected information, the Chief of Police, or their designee shall not request, require or coerce candidates to provide usernames, passwords, account information or access to password-protected personal online accounts (820 ILCS 55/10).

Candidates may be required to share specific content that has been reported to the Department, without requesting or requiring candidates to provide access to their personal online accounts, as set forth in 820 ILCS 55/10.

The Chief of Police, or their designee, should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, Internet-based searches and/or review information from personal online accounts to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate and validated.
- (c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Chief of Police, or their designee, should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions.

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The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS_DEPUTIES

Candidates shall meet the minimum standards established by Illinois law, including those provided in 55 ILCS 5/3-8010, 65 ILCS 5/10-1-5, 65 ILCS 5/10-2.1-5, and the Illinois Police Training Act (50 ILCS 705/8.1).

Candidates shall not have been convicted of, found guilty of, entered a plea of guilty to, or entered a plea of nolo contendere to, any felony or any misdemeanor specified in 50 ILCS 705/6.1(a).

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1000.8 JOB DESCRIPTION

The Chief of Police, or their designee, should ensure that a current job description is maintained for each position in the Department.

1000.9 PROBATIONARY PERIODS

The Chief of Police, or their designee, should coordinate with the Woodridge Department of Human Resources to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

Police Applicant Background Investigation

1001.1 PURPOSE

The purpose of this general order is to provide the officer in charge with conducting a background check into an applicant for Woodridge Police Officer with a set procedure for accomplishing the task.

1001.2 POLICY

It is the policy of the Woodridge Police Department to provide quality law enforcement for the Village of Woodridge and its citizens. The initial phase in the accomplishment of this goal is to ensure that those appointed to the Woodridge Police Department are the most qualified and the best suited for the available positions. To achieve these goals, the Woodridge Police Department will conduct background investigations of all applicants applying for positions within the department. In all cases, a thorough background investigation will be completed prior to an appointment of an applicant. This is intended to ensure that those employed are of sound moral character while instituting a method to substantiate the information provided by the applicant on the employment application. The background investigation is one of the most useful and relevant components of the selection process.

1001.3 PROCEDURE

Background investigations will vary in scope depending upon the nature of the position and duties that it entails. The position of police officer as well as other non-sworn positions within the police department will require an in-depth, extensive investigation of all aspects of the applicant's adult life and it will be conducted in two phases, the Initial Background Investigation and the Final Background Investigation.

Initial Investigation: Background investigations are conducted after a conditional offer of employment is made to the applicant. The following are general areas which may be used as guide during the course of the initial background investigation after the conditional offer of employment is made:

Fingerprints: The applicant will be fingerprinted and fingerprints will be submitted to the Illinois Bureau of Identification.

Birth: Verification of birth is usually accomplished while reviewing employment and education records. If a reason is established for any further verification, it should be accomplished by a check of official birth records in the state where the applicant was born. (In Illinois, the Office of Vital Records, Department of Public Health, Springfield.)

Education: An education check consists of reviewing records and/or conducting interviews at high school and/or post high school institutions attended by the applicant. Areas to be considered are:

- (a) Dates of attendance
- (b) Scholastic standing

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- (c) Whether or not the applicant graduated and if so what type of degree
- (d) Check with the School Resource Officer or dean for disciplinary issues
- (e) If necessary, interview school instructors and fellow students

Employment: An employment check consists of obtaining the following from records and/or interviews at former places of employment:

- (a) Name and address of employer
- (b) Period(s) of employment, full or part-time
- (c) Position or type of job held
- (d) Salary
- (e) Reason for termination or departure if applicant is no longer employed
- (f) Whether or not employee is eligible for rehire
- (g) Derogatory or unfavorable information as well as favorable and positive comments
- (h) Interviews of supervisors or coworkers if appropriate
- (i) Review of employment records for prior employment not listed on the application

References:

- (a) Character references are normally placed in one of five categories:
- (b) Listed References: Those listed by the applicant as references or acquaintances.
- (c) Educational References: Professors, teachers, counselors, etc., at school attended by the applicant.
- (d) Employment References: Supervisors, managers, and coworkers at applicants former places of employment.
- (e) Developed References: Persons who have been identified by the investigator during the course of the background investigation who knew the applicant well enough to judge his character and ability. These references may include former coworkers, fellow students, neighbors, etc.

Investigative considerations for reference interviews are as follows:

- (a) Name, address and occupation of the person interviewed
- (b) The time period in which the interviewee knew the applicant
- (c) The frequency of contact (daily, weekly, occasionally, etc.)
- (d) The type of association (friend, business, acquaintance, coworker, etc.)
- (e) Interviewees knowledge of all areas of the applicant's character, including:

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- Honesty.
- Trustworthiness.
- Dependability.
- Moral character.
- Financial responsibility.
- Family reputation.
- Moral character of friends and associates.
- Possible arrests or criminal record of the applicant.
- Would the interviewee recommend the applicant for position of Police Officer for the Woodridge Police Department?

Traffic and Criminal Record:

- (a) The files of federal, state, county and local law enforcement agencies are to be checked to cover the communities in which the applicant has resided, attended school or been employed.
- (b) Checks should include all names by which the applicant may have been known; i.e., the maiden name of females.
- (c) All negative criminal history information obtained must be thoroughly explored and include the disposition of the offense. All identifying data must be checked to ensure that it can apply to no other individual other than the applicant.
- (d) Criminal record checks may be required for other family members if the need is indicated.

Credit Checks:

- (a) Local credit bureaus will be checked to cover communities where the applicant has resided, worked or attended school. The inclusion of the applicant's spouse, partner, or significant other is also advisable. Interviews of individual creditors may be incorporated if negative information is developed about the applicant.

Neighborhood Investigations:

The purpose of neighborhood investigations is twofold:

- (a) To verify the period of residency as claimed by the applicant
- (b) To interview neighbors as character witnesses

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Final Background Investigation:

- (a) Due to limitations imposed by state and federal laws, an inquiry into an applicant's physical and mental history along with medical background will be conducted only after the Woodridge Police Board of Police Commissioners executes a "Conditional Offer of Employment" basing the applicant's future employment with the Village of Woodridge upon the applicant being qualified for the position.
- (b) Certain lines of questioning are barred until after the "Conditional Offer of Employment" is made. Background investigators should not question nor should they reveal answers to questions involving an applicant's physical or mental abilities, or other impairments during the initial background investigation.
- (c) Only after being notified by the Board of Police Commissioners or other appropriate hiring authority that a conditional offer of employment has been made with the applicant will the department conduct the final background investigation.

Medical History:

- (a) During the final background investigation, investigators will be provided with the applicants Medical Examination Package. The purpose of the medical investigation is to gather information pertinent to a determination whether the candidate has the physical and mental ability to perform the essential function of the job, with or without reasonable accommodations and without posing a safety or health risk to self or others.
- (b) Any information submitted by the applicant or developed during the course of the investigation that indicates physical limitations should be explored. Usually this will necessitate a review of medical records and/or an interview of the attending physician.
When inquiries are made of physicians with respect to the candidate's abilities, the most detailed and useful information can be obtained by providing the physician with a copy of the patrol officer's job description.
 - The physician's attention should be directed toward the question of whether the applicant is capable of performing all of the essential functions of the position, with or without reasonable accommodation and without posing a health risk to self or others.
 - Any treatment or consultation for mental or emotional illness must be investigated.
 - Any treatment or consultation for the use of drugs or the excessive use of alcoholic beverages must also be investigated in a like manner.
 - Reviewing medical history may require the investigator to again contact employers, family, friends, schools, character references, etc., to elicit information that was barred during the initial background investigation.

1001.4 VOLUNTEER AND OTHER NON-SENSITIVE POSITIONS

Guidelines for conducting background investigations on volunteer and other non-sensitive positions applicants:

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The previous sections are designed as a guide for the assigned background investigator(s) to insure that all relevant areas of the police officer and non-sworn employee applicant's background are checked. The following section establishes the minimum requirements and procedure for background investigations for employment in a volunteer or other non-sensitive position within the Woodridge Police Department. However, every effort shall be made to conduct a thorough and complete background investigation on the applicant. Additionally, the applicant may be fingerprinted as a part of the background investigation depending upon the nature of the duties which the individual will be performing.

- (a) Birth: Verification of date of birth.
- (b) Education: If college education is not substantiated by a certified transcript, it must be verified by contacting the institution. If less than two years of college, high school education must be verified. Any other post-high school education, including vocational, technical, or trade school must be checked.
- (c) Employment: All employment prior to the initiation of the investigation and subsequent to the applicants 18th birthday or within the previous fifteen years must be checked.
- (d) References: At least five references must be interviewed. No more than three shall be listed references and at least two shall be developed references.
- (e) Traffic and Criminal Records: A driver's license abstract from the State of Illinois and any other state the applicant was known to have resided in will be obtained. In addition, criminal arrest checks will be conducted as follows:
 - LEADS Computerized Criminal History (CCH) to obtain any Criminal History Record Information (CHRI), which may exist pertaining to the applicant.
 - Federal Bureau of Investigation via a fingerprint card (if it is determined that a fingerprint check is necessary.)
 - Local contact checks will be made in each city and county where the applicant has resided, was employed, or attended school subsequent to his/her 18th birthday.

1001.5 COLLEGE INTERNS

College Interns:

- Intern applicants will be required to present a letter from their class internship coordinator.
- Intern applicants will present three letters of character reference from neighbors and/or acquaintances.
- A criminal history, records check, and check on driver's license status will be conducted prior to acceptance of an intern.

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1001.6 CASE INITIATION AND ASSIGNMENT

The Chief of Police upon the request of the Board of Police Commissioners or the Village of Woodridge Human Resources Department will initiate background investigations on applicants.

The Chief of Police shall determine the scope of the background investigation in accordance with the requirements of the position to be filled. The Detective Unit Sergeant shall be notified of the determination to initiate a background investigation of an applicant.

The Detective Unit Sergeant shall receive a copy of the applicant's employment application and any other available material, which may be relevant to the background investigation. The Detective Unit Sergeant shall then assume responsibility for the investigation and serve as the Background Investigation Coordinator. The Detective Unit Sergeant shall:

- Assign the appropriate personnel to conduct the background investigation in a timely fashion. Normally, this would be assigned to Detective Section personnel, however, it is not intended to prohibit obtaining assistance from the Tactical Unit or Patrol Division if it is required.
- Supervise the background investigation as necessary to ensure its proper completion.
- Return a report of the background investigation findings to the Deputy Chief of Support Services for screening and review prior to forwarding it to the Chief of Police.

Upon being assigned a background investigation to conduct, the detective(s) assigned will immediately proceed with the investigation to ensure its timely completion. Under normal circumstances, the background investigation shall be completed within thirty days. The investigator(s) responsibilities shall include:

- A thorough investigation of all areas which apply to a particular investigation.
- The completion of all appropriate forms and reports.
- Obtaining any available or necessary documentation to substantiate findings. This could include, but is not limited to:

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Driver's license abstracts

College transcripts

Birth records

Military Form DD214

Reporting Procedures:

The results of the background investigation will be reported on the appropriate forms as determined by the Woodridge Police Department, the Board of Police Commissioners and the Manager of Human Resources. All results of background investigations of an applicant will be maintained as confidential.

Evaluation of Employees

1002.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

1002.2 POLICY

The Woodridge Police Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion, and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1002.3 EVALUATION PROCESS

Employee Performance Evaluations are specifically governed by the Village of Woodridge Employee Handbook, Section 2.7 "Employee Performance Evaluations"

1002.4 FULL TIME PROBATIONARY PERSONNEL

Non-sworn personnel covered by a collective bargaining agreement are on probation for 12 months before being eligible for certification as permanent employees. An evaluation is completed monthly for all full-time non-sworn personnel during the probationary period.

Sworn personnel are on probation for 18 months, as defined by their collective bargaining unit, before being eligible for certification as permanent employees. Probationary officers are evaluated daily, and monthly during the probationary period.

All other personnel, not covered by a collective bargaining agreement, will served a 6 month probationary period.

1002.5 EVALUATION INTERVIEW

When the supervisor has completed the evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has objections to any of the ratings or comments, the employee may make their own comments on the evaluation form. At the Supervisor's discretion, changes may be made to the evaluation form if the employee's objections are valid and directly pertain to the evaluation. Areas needing improvement

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and goals for the upcoming evaluation period should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities.

1002.6 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation is forwarded to the Chief of Police, or their designee. The Chief of Police, or their designee, shall review the evaluation for fairness, impartiality, uniformity, and consistency and place any comments needed on the evaluation. The evaluation will be forwarded to the Human Resources Department.

1002.7 EVALUATION DISTRIBUTION

The original performance evaluation shall be maintained in the employee's personnel file in the Human Resources Department. A copy will also be given to the employee. .

Specialty Assignments

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to assign personnel to specialty assignments/positions, in a manner that is consistent with State Law, Village Ordinances, Board of Police Commissioners Rules and Regulations and Equal Opportunity-Affirmative Action Guidelines.

1003.1.1 GENERAL REQUIREMENTS

The following considerations will be used in evaluating employees for assignment to a specialty assignment:

Criteria for selection will be based on, but not limited to:

- (a) Present a professional, neat appearance that commands respect.
- (b) Maintain a physical condition which aids in their performance.
- (c) Emotional stability and maturity.
- (d) Stress tolerance.
- (e) Sound judgment and decision-making.
- (f) Personal integrity and ethical conduct.
- (g) Leadership and Initiative.
- (h) Adaptability and flexibility.
- (i) Ability to conform to organizational goals and objectives in a positive manner.
- (j) Overall productivity level in current assignment.
- (k) Favorable performance evaluations.

1003.2 SWORN NON-SUPERVISORY SELECTION PROCESS

The following positions are considered assignments and are not considered promotions. All the positions listed below are subject to availability and shall remain consistent with the Department's goal and objectives.

- SWAT team member
- Hostage Negotiator
- Detective
- Traffic Unit Officer
- Accident Reconstructionist
- Field Training Officer (FTO)
- Tactical Unit Officer

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- Community Outreach Officer
- School Resource Officer (SRO)
- Canine Handler
- DEA Task Force Officer
- State/County Drug Task Force Officer
- Other positions deemed necessary to the Department operations

1003.2.1 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for transfer:

- At least three years of continuous sworn law enforcement experience with the Woodridge Police Department.
- Has shown an expressed interest in the position applied for.
- Education, training and/or demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations, etc.

1003.3 SELECTION PROCESS

The following criteria apply to specialty assignments/positions.

- (a) Administrative evaluation as determined by the Chief of Police. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate will submit these recommendations.
- (b) The supervisor recommendations will be submitted to the Deputy Chief for whom the candidate will work. The Deputy Chief will schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Deputy Chief after the interview, the Deputy Chief will submit his/her recommendation(s) to the Chief of Police.
- (d) Appointment by the Chief of Police

The provisions of this policy be waived for temporary assignments, emergency situations or for training.

1003.4 ASSIGNMENT SPECIFICATIONS

Specifications for specialty assignment opportunities are on file with the Woodridge Department of Human Resources.

Specialty assignments and positions are determined solely by the Chief of Police, or their designee. The Chief of Police, or their designee, reserves the right to withdraw or modify (permanently or temporarily) a specialty assignment or position based on several criteria, including, but not limited to:

- Poor overall performance of the Officer or Unit

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- Inability or refusal to complete requisite training for the position
- Inability or refusal to complete "all other tasks" as assigned
- Changing Departmental goals and needs
- Changing budgetary constraints

Grievance Procedure

1004.1 PURPOSE AND SCOPE

It is the policy of the Woodridge Police Department to adhere strictly to the grievance procedures issued by the Village of Woodridge and defined with the current union labor agreements in attempts to resolve employee/management conflicts. The purpose of this policy is to establish a formal method for employees to resolve their grievances with management fairly and expeditiously

1004.1.1 GRIEVANCE DEFINED

A grievance is a written statement of dissatisfaction, complaint, dispute or request regarding the administration and/or interpretation of the terms or conditions of employment or the interpretation of any of the following documents by the person(s) affected:

- A collective bargaining agreement. If the employee's collective bargaining agreement contains a grievance provision, those grievance procedures will be followed (5 ILCS 315/8). It is also defined in the current Union Labor agreement(s) as a dispute involving the interpretation or application of the Agreement.
- This Policy Manual or any written Department procedure, directive, or rules of conduct.
- Village of Woodridge Employee Handbook covering personnel practices or working conditions

Grievances may be brought by an individual employee or by a group representative.

Written Grievance: A formal written document that will provide, at a minimum, the following information concerning the complaint of the grievance:

- (a) A specific statement of the grievance and the facts upon which it is based;
- (b) The allegation of the specific wrongful act, harm done or specific violation of provision of agreement; and
- (c) A statement requesting the remedy or type of adjustment sought.

Specifically outside the category of grievance are complaints related to alleged acts of sexual, racial, ethnic or other forms of unlawful harassment, as well as complaints related to allegations of discrimination on the basis of sex, race, religion, ethnic background and other lawfully protected status or activity are subject to the complaint options set forth in Policy Manual § 316, and personnel complaints consisting of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state or local law set forth in Policy Manual §1011.

1004.2 PROCEDURE

If an employee believes that he/she has a grievance as defined above, then that employee shall follow the grievance procedure that has been established and put in place for all non-union

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employees by the Board of Trustees of the Village of Woodridge. All union members will adhere to the grievance procedures as outlined in their current union labor agreements.

The Human Resources Manager or the Assistant Village Administrator or their designee acts as the Personnel Officer for the Village of Woodridge and is responsible for the coordination of the grievance procedures.

The procedure for filing a grievance by an employee is found in the following locations:

- a. Sworn Police Officers below the rank of Sergeant: Current union contract
- b. Non-supervisory civilian employees: Current union contract
- c. All other employees: The Village of Woodridge Employee Handbook

The initial response to a formal written grievance shall be conducted by the employee's immediate supervisor or their designee in their absence, in the following manner:

- (a) The grievance shall be acknowledged by receipt noting the time, date, and the person receiving the written grievance.
- (b) The Supervisor shall review and analyze the facts or allegations of the grievance.
- (c) Affirmation or denial of the allegations of the grievance shall be documented in writing.
- (d) Recommendations for any identified remedy or adjustments shall be made in writing.
- (e) All other specific procedural steps and time limitations for each step are outlined in the Village of Woodridge Employee Handbook and/or specific union contracts.

1004.3 EMPLOYEE REPRESENTATION

Employees are entitled to have representation during the grievance process pursuant to their respective union's labor agreements. The representative may be selected by the employee from the appropriate employee bargaining group.

In matters concerning the employee's collective bargaining agreement, the exclusive representative will be notified to attend any conference or settlement even if not requested by the employee (5 ILCS 315/6(b)).

1004.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Officer of the Chief of Police for inclusion into a secure and confidential file.

Supervisors shall have access to review employee grievance records involving employees under their supervision when deemed necessary to review by the Chief of Police.

Employees shall have access to copies of their own grievance records.

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1004.5 GRIEVANCE ANALYSIS

The Chief of Police, or their designee, shall perform an annual analysis of all grievances filed the previous calendar year to evaluate whether or not any policy/procedure changes or training may be appropriate to avoid future filings of grievances.

Reporting of Arrests, Convictions, and Court Orders

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions, and court orders restrict their ability to perform the official duties and responsibilities of the Woodridge Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction, or court order disqualifies them from possessing a firearm.

1005.2 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Illinois and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; 720 ILCS 5/24-1.1).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

Officers are prohibited from carrying a firearm if they are currently the subject of a domestic violence protection order (750 ILCS 60/214).

1005.3 OTHER CRIMINAL CONVICTIONS

Any person convicted or found guilty, or having entered a plea of guilty or of nolo contendere to any of the offenses described in 50 ILCS 705/6.1 is prohibited from being a peace officer in the State of Illinois (50 ILCS 705/6.1). Any person who has been convicted of a felony is prohibited from possessing a firearm (720 ILCS 5/24-1.1). This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty plea, or nolo contendere plea.

Convictions of certain state or federal violations, including other provisions, such as probation or conditions of bail, may place restrictions on an employee's ability to fully perform the duties of the job or restrict possessing firearms (720 ILCS 550/10; 725 ILCS 5/110-10).

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.

1005.4 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of

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retired officers) in writing of any past or current criminal arrest or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1005.4.1 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD NOTIFICATION

In the event of an arrest, conviction, finding of guilty, plea of guilty, or plea of nolo contendere disposition of any of the specified sections in 50 ILCS 705/6.1, the Chief of Police shall report such disposition to the Illinois Law Enforcement Training and Standards Board (ILETSB).

It is the duty and responsibility of every full-time and part-time police officer to report to both the ILETSB within 14 days and also to the officer's Chief of Police of the arrest, conviction, finding of guilty, or plea of guilty, for an offense identified in 50 ILCS 705/6.1, as well as any name change, change in employment, and filing of any criminal indictment or charges against the officer for the offenses (50 ILCS 705/8.1).

Any full-time or part-time police officers who knowingly make, submit, cause to be submitted, or file a false or untruthful report to ILETSB must have their certificate or waiver either immediately decertified or revoked. Members shall notify the ILETSB on the prescribed form within seven days of becoming aware of the following alleged violations by an officer (50 ILCS 705/6.3):

- (a) An act that would constitute a felony or misdemeanor that could serve as basis for automatic decertification, whether or not the officer was criminally prosecuted, and whether or not the officer's employment was terminated.
- (b) Excessive use of force.
- (c) Failure to intervene whether by action or omission.
- (d) Tampering with or directing another individual to tamper with a dash camera or body worn camera, or data from such devices for the purpose of concealing, destroying, or altering potential evidence.
- (e) During the reporting, investigation, or prosecution of a crime, engaging in perjury, making a false statement, or knowingly tampering with or fabricating evidence.
- (f) Engaging in any unprofessional, unethical, deceptive, or deleterious conduct or practice harmful to the public.

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Members are additionally required to notify their supervisor upon becoming aware of the above alleged conduct as soon as practicable (50 ILCS 705/6.3).

1005.5 POLICY

The Woodridge Police Department requires disclosure of member arrests, convictions, and certain court orders to maintain the high standards, ethics, and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

1006.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members. Drug and alcohol use is governed by the Village of Woodridge Employee Handbook, under section 3.6 " Drug-free workplace policy", and section 3.9 "Non-CDL Alcohol and Substance Abuse Policy. Drug and alcohol use is also governed by the employee's respective collective bargaining agreements.

1006.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1006.3.1 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

1006.4 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers or the employee assistance program (EAP) for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1006.5 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

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1006.6 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Sick Leave Reporting

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the Village personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) or the Illinois Employee Sick Leave Act (820 ILCS 191/1 et seq.).

1007.2 POLICY

It is the policy of the Woodridge Police Department to provide eligible employees with a sick leave benefit.

1007.2.1 NOTIFICATION

Employees are encouraged to notify the Watch Commander or their immediate supervisor as soon as they are aware that they will not be able to report to work. In order for employees to receive compensation while absent on sick leave, the employee shall make notification of the Watch Commander or immediate supervisor no less than one (1) hour before the start of their scheduled shift. This is pursuant to the Village of Woodridge Employee Handbook and existing labor agreements. If an employee is unable to contact the supervisor in the case of an emergency, every effort should be made to have a representative contact the supervisor.

1007.3 EXTENDED ILLNESS

All employees (except those covered by a collective bargaining agreement) absent from duty due to personal illness in excess of twenty four (24) hours will be required to furnish a certificate from their health care provider supporting the use of sick leave and/or the ability to return to work. The certificate must include the date(s) of absence, date of medical appointment, date the medical appointment was scheduled and have the diagnosing physician's original signature.

Nothing in this section precludes a Department Manager, with cause, from requiring a physician's certificate when less than twenty four (24) hours of sick time were taken.

1007.4 SUPERVISOR RESPONSIBILITY

The supervisor taking the initial sick call from the employee shall complete the "Sick Time" fields in Pace Scheduler, including the date and time of the call, the supervisor's name and badge number, the reason for the absence, and if the absence is related to an illness in the family. A report will be generated and forwarded to the employee at the end of each month to review their sick time.

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Supervisors should monitor sick leave usage and regularly review the attendance of employees under their command to ensure that the use of sick leave is consistent with this policy. Supervisors should address sick-leave use in the employee's performance evaluation when it has negatively affected the employee's performance or ability to complete assigned duties, and when unusual amounts of sick leave by the employee has had a negative impact on department operations. When appropriate, supervisors should counsel employees regarding the excessive use of sick leave and should consider referring the employee to the Employee Assistance Program.

Excused/Unexcused Absences

1008.1 PURPOSE

The purpose of this policy is to define the process for excused absences from departmental meetings, trainings and court appearances. It is the policy of the Woodridge Police Department to hold meetings and assign training vital to the exchange of information and professional development of department employees. It is also the policy of the Woodridge Police Department that personnel attend all required training and court appearances.

1008.2 DEFINITIONS

Effectuated Employee: An employee required by assignment, specialty or position to attend certain meetings, scheduled training assignments, court appearances or assigned special detail assignments.

Meeting: e.g. Staff, Department or other required meeting.

Training: e.g. NEMERT, Range, Defensive Tactics/Physical Training or other required training.

Court Appearance: e.g. Field Court, Deposition or other required court appearances.

1008.3 PROCEDURE

Trainings, meetings and court appearances:

The Chief of Police or his designee shall sanction all assigned department meetings and trainings as mandatory. Therefore, all employees are mandated to attend assigned trainings, meetings or court appearances unless otherwise excused by their supervisor or deemed unnecessary by specialty assignment (i.e. field court for detectives, DARE, etc.)

Failure to attend assigned trainings, meetings or court appearances, unless otherwise excused, will be subject to administrative review as a **failure to report for duty**, and progressive disciplinary measures will be considered.

1008.3.1 EXCUSED ABSENCES

Effectuated employees requesting excused absence must complete and submit to their supervisor a Woodridge Police Department Absence Report (Attachment A) as soon as practical, but in all cases prior to the date and time of assigned training, meeting or court appearance.

The supervisor will approve or deny the request prior to the date and time of the assigned training, meeting or court appearance. The approval or denial will be done in an expedient manner.

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Excused/Unexcused Absences

1008.3.2 UNEXCUSED ABSENCES

In the event of an unexcused absence, the effected employee will complete and submit to their supervisor a Woodridge Police Department Absence Report, including a detailed explanation and any supporting documentation, on their next scheduled duty day following the unexcused absence.

The supervisor will review the completed report and forward it to the appropriate Deputy Chief for review and action.

1008.3.3 EMERGENCY ABSENCES

The Woodridge Police Department recognizes that extenuating emergency circumstances, such as illness, will arise that prevent effected employees from attending a training, meeting or court appearance.

If an emergency arises, the effected employee will immediately contact the on-duty watch commander and explain the circumstances surrounding the missed training, meeting or court appearance.

The effected employee will complete and submit to their supervisor a Woodridge Police Department Absence Report on their next duty day. If necessary, supporting documentation may be attached to the form.

The supervisor will forward the completed Woodridge Police Department Absence Report to the appropriate Deputy Chief for review.

Communicable/Infectious Diseases

1009.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases. It is the policy of the Woodridge Police Department to comply with regulations of the Federal Occupational Safety and Health Act relating to occupational exposure to blood or other potentially infectious materials and inform affected employees of appropriate measures to be taken. It is the responsibility of the Woodridge Police Department to ensure that its members are able to perform their duties in a safe and effective manner.

1009.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Woodridge Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.) Significant exposures include, but are not limited to:

- (a) Needle punctures;
- (b) Blood serum exposure;
- (c) Plasma or blood in the mouth, nose or open or abraded skin;
- (d) Exposure to semen or vaginal secretions;
- (e) Human bite;
- (f) Spit or blood in the eyes, nose, mouth or open wound;
- (g) Any contact with feces or urine;
- (h) Any cut or puncture wound received while handling a sharp object.
- (i) Inhalation (see Tuberculosis (TB) Exposure Control Plan - Policy 1032)

Bloodborne Pathogen: Bacteria and viruses present in the blood and body fluids of an infected person that can cause disease to others.

Body Fluids: Blood, semen and vaginal fluids or other secretions that might contain these fluids such as saliva, vomit, urine or feces.

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Personal Protective Equipment: Specialized clothing or equipment worn by members for protection against the hazards of infection. This does not include standard issue uniforms and work clothes without special protective qualities.

Universal Precautions: Procedures that emphasize precautions based on the assumption that all blood and body fluids are potentially infectious. These procedures involve barriers which reduce the risk of exposure to pathogens.

1009.2 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The Deputy Chief of Support Services, or their designee shall generally hold this position. The ECO shall develop an exposure control plan that includes:

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them.
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:
 1. Reporting known and suspected cases of reportable communicable diseases to the local health authority (77 Ill. Adm. Code 690.200).
 2. Acting as, or appointing a person as the designated officer to receive reports from the local health authority. The designated officer will be trained to carry out the duties described in 77 Ill. Adm. Code 690.200 regarding the procedures for follow-up after occupational exposures to specific diseases.
 3. The mandates of the Illinois Occupational Safety and Health Act (820 ILCS 219/1 et seq.).
 4. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
 5. Responding to exposure notifications from hospitals to which members have transported a patient (210 ILCS 85/6.08).
 6. Exposure control mandates in 29 CFR 1910.1030 (820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

The ECO should also act as the liaison with the Illinois Department of Labor (IDOL) and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

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1009.3 EXPOSURE PREVENTION AND MITIGATION

1009.3.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area of department vehicles, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Plastic mouthpieces, masks, or other authorized barrier/resuscitation devices should be used whenever an officer performs CPR or mouth-to-mouth resuscitation.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
 - 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
 - 1. All sharp instruments such as knives and needles shall be handled with extraordinary care and should be considered contaminated items.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.
- (k) Any evidence contaminated with body fluids shall be completely marked as a "biohazard" to identify potential or known communicable disease contamination.

1009.3.2 COMMUNICATIONS

DuComm should advise responding units of the need for universal precautions if DuComm has knowledge that a person or persons connected with the call may have or claims to have a

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contagious disease. It should be stated that DuComm will follow their procedures and directives regarding the release of this information over the radio.

Circumstances may dictate modifying DuComm procedures during period of a pandemic outbreak or other communicable disease situations that arise (i.e Ebola).

1009.3.3 ARREST/PUBLIC CONTACT SITUATIONS

Arresting Officers will notify their Shift Supervisor and other personnel who may have contact with either an arrestee or other citizen when that person has body fluids present on his person, or has stated that he has a communicable disease.

1009.3.4 PREVENTION

Employees are responsible for the maintenance of a clean and sanitary workplace. Shift Supervisors shall ensure that these conditions are maintained.

Employees performing a pat down or custodial search of a person should use caution to avoid being stuck or cut by sharp objects

Employees should wash their hands frequently, especially after having direct contact with other persons, regardless of whether gloves were worn or direct contact with a body fluid was made.

1009.3.5 IMMUNIZATIONS

The Department has determined that the classes of personnel who may reasonably be considered at risk for exposure to blood borne pathogens in the Woodridge Police Department are sworn police officers and Community Service Officers. Department members falling into these groups will be offered, without charge, any mandated vaccinations for Bloodborne disease as required by law. Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; 820 ILCS 219/25).

1009.4 POST EXPOSURE

After any contact with blood and/or potentially infectious material, the Shift Supervisor will be notified and the infected equipment and work surfaces will be taken out of service until cleaned and decontaminated. The Shift Supervisor and employee are responsible to ensure proper cleaning and decontamination as provided by this policy as soon as possible to eliminate any further contamination. Disinfectants will be stored in accessible locations within the police facility, and will be used in accordance with any manufactures' specifications or other directions given to assure full disinfection.

1009.4.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate. The employee shall submit to an initial testing at the Village's designated physician at no cost to the employee. By law, all results

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will be known only to the employee, the physician, the Chief of Police and Village Administrator.

- (c) Employees recognizing a potential exposure situation will promptly notify their Shift Supervisor. The number of persons who may come into contact with a contagious person or a scene with open body fluids should be limited.

1009.4.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident.

Any direct exposure to body fluids or a person with a serious contagious disease shall be documented by the Shift Supervisor of the employee exposed on the appropriate form as outlined by the Intergovernmental Risk Agency (IRMA) current policy.

An investigation of the report shall be made by the employee's Shift Supervisor. The employee will be given the appropriate IRMA forms to complete. Supervisors are reminded that all the information gathered is to be held **strictly confidential** by law.

The supervisor shall ensure the following information is documented (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Name of the employee exposed
- (b) Date and time of incident
- (c) Location of incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (On-Duty Injury Policy).

These forms/reports will be sealed and submitted directly to the Chief of Police or the Chief's designee for processing. All forms and follow-up information will be kept **strictly confidential**.

1009.4.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

After the employee has sought appropriate medical attention, the Shift Supervisor will complete all IRMA paperwork. BBP packets will be available in the filing cabinet, which list the forms required

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or the supervisor can refer to the IRMA Paperwork Quick Reference for a complete list of forms and information needed on each form.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

After exposure, the Department will have an officer consult a physician if symptoms of bloodborne disease become persistent. This is not to imply that the Department will not automatically test any employee displaying any symptoms at any time.

1009.4.4 COUNSELING

The Department will arrange for counseling for any employee, or immediate family member, who believes that they have been exposed to a disease through a documented work incident (29 CFR 1910.1030; 820 ILCS 219/25). This may be through the Employee Assistance Program (EAP) and/or insurance carrier.

1009.4.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Obtaining a court order.
- (c) Contacting the Department of Public Health or local health authority and providing information regarding the circumstances of the exposure to determine if the appropriate authority will request consent from the person to submit to testing (77 Ill. Adm. Code 690.1380).
- (d) In cases of possible exposure to infectious diseases, including HIV, by having a health care provider or health facility test the source of the exposure pursuant to 410 ILCS 305/7; 410 ILCS 312/10.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

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The ECO should seek the consent of the individual for testing and consult the Village Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

The Department will provide blood testing to the immediate family of any employee who has been exposed to a disease through a documented work incident.

1009.5 DECONTAMINATION

Decontamination procedures for contact with body fluids:

A supply of 10% by volume bleach solution and dilute hydrogen peroxide will be maintained under the booking room sink.

After an exposure, the hands should be washed for approximately 2 minutes or more and with soap water, with special attention to the cuticle area of the fingernails, regardless of whether or not gloves were worn. Washing should be up the elbow, and any watches or jewelry should be removed and cleaned. If a ring cannot be removed, the area around and under the item should be cleaned as thoroughly as possible and the area disinfected with the peroxide solution.

In the case of larger areas of contamination, the employee should shower thoroughly, and redress in clean clothes.

A solution of hydrogen peroxide may also be used to further disinfect the skin after washing, and should be applied to any open wounds or other breaks in the skin.

Solid surfaces which are contaminated with body fluids will be washed with a 10% bleach solution.

The solution should remain in contact with the contaminated area for at least 10 minutes. Personnel doing the decontamination will wear gloves.

Clothing soiled with a body fluid should be handled with gloves and packaged to avoid additional contamination. It is recommended that contaminated clothing should be washed in detergent for 25 minutes separate from other laundry.

Contaminated disposable items will be bagged in plastic by personnel wearing gloves and disposed of by being placed directly into the dumpster outside the police facility. If they are medical items, they may be given to fire department paramedics for biohazard disposal.

1009.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential medical files, maintained by the Human Resources Department, and shall not be disclosed to anyone without the member's written consent (except as required by law) (29 CFR 1910.1030; 820 ILCS 219/25). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1009.7 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be

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coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification.

All members, upon hiring, shall participate in training regarding communicable diseases commensurate with the requirements of their position as a first responder. The training (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

Smoking and Tobacco Use

1010.1 PURPOSE AND SCOPE

This policy establishes limitations on the use of tobacco products by employees and others while acting in an official capacity or while in Woodridge Police Department facilities or vehicles.

1010.2 POLICY

The Woodridge Police Department recognizes that tobacco use is a health risk and can be offensive to other employees and to the public. It is the policy of the Woodridge Police Department to prohibit the use of tobacco by employees at any time the employee is acting in an official capacity for the Department, and in accordance with the Village of Woodridge Employee Handbook.

1010.3 EMPLOYEE USE

Tobacco use by employees is prohibited anytime employees are in public view representing the Department.

Smoking, including electronic smoking devices (e-cigarettes), is not permitted inside any Village facility, office or vehicle, by any employee, resident, vendor, contractor or visitor.

It shall be the responsibility of each employee to ensure that no person under his/her supervision smokes inside Village facilities and vehicles.

1010.4 ADDITIONAL PROHIBITIONS

No employee shall smoke, including electronic smoking devices (e-cigarettes) or use tobacco, even if out of public view in any school, child/adult day care center, health care facility or office, other government facilities or within 15 feet of any entrance or any other location described under the Smoke Free Illinois Act (410 ILCS 82/15).

Discipline and Personnel Complaints

1011.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Woodridge Police Department and providing due process protection for employees who become the subjects of complaints. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member.

1011.2 POLICY

The Woodridge Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report alleged misconduct without concern for reprisal or retaliation.

1011.3 FIRST LINE SUPERVISOR

Supervisors of this Department are crucial to the disciplinary process. They have the best opportunity to observe the conduct and appearance of Department members and detect those instances when disciplinary actions are warranted. First line supervisors also have the opportunity to understand the personality traits of their personnel and to determine the most effective methods of discipline.

First line supervisors are responsible, and have the authority, for limited administration of disciplinary process. This process includes training, performance counseling, oral reprimand, written reprimand, temporary relief from duty, referral and recommendation, through the chain of command, to the Chief of Police for punitive disciplinary action.

The role of a supervisor in the disciplinary process is:

- (a) To observe the conduct and appearance of members under his/her supervision, and detect those instances when disciplinary actions are warranted.
- (b) To investigate allegations of employee misconduct when within the scope of his/her authority and responsibility.
- (c) To counsel employees to improve job performance or correct minor infractions of Department Rules of Conduct and procedures.
- (d) To identify training needs as a function of the disciplinary process.
- (e) To recommend the most effective methods of discipline, taking into consideration the type of misconduct, personnel record, behavior history and personality traits of the personnel under his/her supervision.

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Supervisors have the authority to exercise limited disciplinary action. A supervisor may temporarily relieve an employee from his/her remaining tour of duty on the grounds that the employee is unfit for duty. Upon relieving an officer from duty the supervisor will immediately notify the Chief of Police and Division Deputy Chief and inform them of his/her actions. Both the supervisor and the employee relieved from duty will report to the Police Chief at 0900 hours on the next business working day unless otherwise directed.

A supervisor may issue a verbal warning to an employee that is reduced to writing or a written reprimand, as long as the discipline fits within the department's concept of progressive discipline policy.

1011.3.1 TRAINING AND PERFORMANCE COUNSELING

Supervisors are responsible for the ongoing training and performance counseling of their unit's members. These functions of discipline are best used as soon as possible after the infraction.

The criteria used by a supervisor to determine when training or performance counseling should be initiated depends upon the type or seriousness of the infraction and if there were any previous incidents of a similar nature. Generally, training is provided to correct any shortcomings, deficiencies, or lack of sufficient knowledge in the employee's job performance. Performance counseling would normally be provided for minor infractions of Rules of Conduct, minor procedural mistakes, inappropriate judgment, or matters concerning an officer's attitude.

Supervisors will make every reasonable attempt to provide the proper training or performance counseling necessary to assist the members of their units to perform at a safe and acceptable level.

If the supervisor is unable to provide the training or performance counseling required to correct the problem, the supervisor will request the appropriate Deputy Chief to register the officer in the appropriate school, when available.

Training should foster positive and constructive techniques for improving employee productivity, effectiveness, and attitude. The Department may mandate remedial training for employees found to be deficient in some necessary skills.

1011.4 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or of federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1011.4.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

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Discipline and Personnel Complaints

Administrative Review - An investigation into alleged misconduct on the part of one or more police department employees.

Citizen Complaint - Action taken by a citizen to bring to the attention of the police department any police action or inaction that the citizen considers to be contrary to law, proper procedure, good order, or in some other manner prejudicial to the citizen, the police department, or to the community as a whole.

Misconduct - A violation of any legal statute, written law, police department policy (written or unwritten), rule, regulation or order.

1011.4.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct by another department member shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.

1011.5 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1011.5.1 COMPLAINT FORMS

Personnel complaint forms will be provided to any citizen wishing to file a complaint.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1011.5.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate as described in section 1011.3.2.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1011.6 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

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All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1011.7 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1011.7.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action, or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
 - 1. The original complaint form will be directed to the Watch Commander of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
 - 2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Division Chief or the Chief of Police, who will initiate appropriate action.
- (b) Responding to all complainants in a courteous and professional manner.
- (c) Resolving those personnel complaints that can be resolved immediately.
 - 1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
 - 2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Watch Commander.
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Watch Commander and Chief of Police are notified via the chain of command as soon as practicable.
 - 1. This notification is required when there are allegations of a failure to intervene, unreasonable uses of force, perjury, tampering with evidence, or other categories required under state law. The Chief of Police or the authorized designee should take steps to notify the Illinois Law Enforcement Training and

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Standards Board (ILETSB). After preliminary review by ILETSB, an investigation should be conducted, if necessary (50 ILCS 705/6.3).

- (e) Promptly contacting the Department of Human Resources and the Watch Commander for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.
- (f) Forwarding unresolved personnel complaints to the Watch Commander, who will determine whether to contact the complainant or assign the complaint for investigation.
- (g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.
- (h) Investigating a complaint as follows:
 - 1. Making reasonable efforts to obtain names, addresses, and telephone numbers of witnesses.
 - 2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (i) Ensuring that the procedural rights of the accused member are followed.
- (j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1011.7.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Command Staff, the following applies to members covered by the Uniform Peace Officers' Disciplinary Act:

- (a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she shall be compensated (50 ILCS 725/3.3).
- (b) Unless waived by the member, interviews of an accused member shall be at the Woodridge Police Department or other reasonable and appropriate place (50 ILCS 725/3.1).
- (c) The accused member shall be informed in writing of the interviewers and all persons who will be present on behalf of the Department during any interview. The accused member shall inform the Department of any person who will be present on his/her behalf during any interview (50 ILCS 725/3.4).
- (d) No more than two interviewers should ask questions of an accused member.
- (e) Prior to any interview, a member should be informed in writing of the nature of the investigation (50 ILCS 725/3.2).
- (f) All interviews should be for a reasonable period and the member's personal needs should be accommodated (50 ILCS 725/3.5).
- (g) No member should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers (50 ILCS 725/3.6).

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- (h) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
 - 1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement and after the investigator has consulted with the prosecuting agency. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
 - 2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- (i) The interviewer shall record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview (50 ILCS 725/3.7).
- (j) No member shall be interviewed without first being advised in writing that admissions made in the course of the interview may be used as evidence of misconduct or as the basis for charges seeking suspension, removal, or discharge. In addition, no member shall be interviewed without first being advised in writing that he/she has the right to counsel of his/her choosing, and that counsel may be present to advise him/her at any stage of any interview (50 ILCS 725/3.8).
- (k) All members subjected to interviews that could result in discipline have the right to have representation by counsel of the member's choosing and may request counsel at any time before or during an interview. When a request for counsel is made, the interview shall not proceed until a reasonable time and opportunity are provided to the member to obtain counsel. If a collective bargaining agreement requires the presence of a representative of the collective bargaining unit during investigations, the representative shall be present during the interview, unless this requirement is waived by the member being interviewed (50 ILCS 725/3.9). However, in order to maintain the integrity of each employee's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (l) All members shall provide complete and truthful responses to questions posed during interviews.
- (m) No member may be compelled to submit to a polygraph test, or any other test questioning by means of any chemical substance, except with the member's express written consent. Refusal to submit to such tests shall not result in any disciplinary action nor shall such refusal be made part of his/her record (50 ILCS 725/3.11).
- (n) These provisions do not apply to any member charged with violating any provisions of the Criminal Code of 2012, or any other federal, state, or local criminal law (50 ILCS 725/5).

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1011.7.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Narrative -List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation. Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - If not already included in the body of the narrative, a separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1011.7.4 DISPOSITIONS

The decision to impose disciplinary action against an officer will be based on the "Conclusion of Fact" for each allegation of misconduct, violation of the Rules of Conduct and/or Department policies and procedures. The Conclusion of Fact can result in the following types of closures:

- (a) **SUSTAINED** – The allegation is supported by sufficient evidence.
- (b) **NOT SUSTAINED** – Insufficient evidence exists to prove or disprove the allegations.
- (c) **EXONERATED** – Incident did occur but the actions taken were lawful and proper.
- (d) **UNFOUNDED** – Allegation is not factual; did not happen.
- (e) **SUSTAINED OTHER** – Sustaining of violation or misconduct other than the allegations of the original complaint.

1011.7.5 PUNITIVE DISCIPLINE

Punitive discipline, generally, will be imposed in a progressive manner from minimum to maximum but also, when appropriate, may be imposed to the maximum limit at any time for any incident.

The following criteria should be used to determine the appropriate level of disciplinary action:

- (a) the seriousness of the incident
- (b) the circumstances surrounding the incident
- (c) the employee's accumulative disciplinary record
- (d) the employee's work performance
- (e) the overall negative impact on the Department caused by the incident
- (f) the probability that future similar problems will occur

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Upon sustaining charges against a member of the Department, the Chief of Police will determine an appropriate penalty. Penalties that may be imposed include:

- (a) **ORAL REPRIMAND** – An oral reprimand that some action, lack of action, or level of performance is not acceptable and will result in further disciplinary action if repeated or continued. Oral reprimands that are documented in writing will become part of the employee's personnel file.
- (b) **WRITTEN REPRIMAND** – A written reprimand stating that some action, lack of action, or level of performance is unacceptable and will result in further disciplinary action if such action is repeated or continued. Written reprimands will become a part of the employee's personnel file.
- (c) **REDUCTION IN PERFORMANCE RATING** – An employee's disciplinary record is part of his/her performance rating. This rating may be affected as a result of disciplinary action against the employee during that performance evaluation.
- (d) **WITHDRAWAL OF OUTSIDE EMPLOYMENT** – Secondary work privileges may be revoked or suspended by the Chief of Police.
- (e) **SUSPENSION** – A disciplinary action in which the employee must forfeit his/her salary for misconduct considered being serious, or part of a continuing pattern of behavior involving repeated misconduct. The Chief of Police may impose a suspension of any officer under his command for a period of not to exceed eighty (80) hours. A civilian employee, who is not a member of a bargaining unit, may appeal suspensions as outlined in the Village of Woodridge Employee Handbook.
- (f) **REDUCTION OF LEAVE** – The Chief of Police, at his sole discretion, may offer an employee who is suspended for a period of thirty two hours or less the choice of being suspended without pay, or being suspended and in lieu of forfeiting pay, forfeiting equivalent amounts of personal holiday time or vacation time already accrued.

If the Chief of Police determines that the appropriate penalty should be greater than an 80 hour suspension, or should be discharged from service, the Chief of Police will cause charges to be prepared to present to the Board of Police Commissioners or, in the case of civilian employees, the Village Administrator. The employee will be notified of those charges and prior to the imposition of any discipline, will be given the opportunity to appear before the Board of Police Commissioners, or in the case of civilian employees, who may not be members of a bargaining unit, the Village Administrator, to explain and defend against those charges.

If an investigation of employee misconduct results in dismissal, the following information will be provided to the employee:

- (a) a statement citing the reason for dismissal;
- (b) the effective date of the dismissal;
- (c) a statement of the status of benefits after dismissal; and
- (d) a statement as to the content of the employee's employment record relating to the dismissal.

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Any disciplinary action such as a suspension, oral reprimand that has been reduced to writing, or written reprimand will be entered in the concerned employee's personnel file.

An employee may request to have his/her personnel file purged of written reprimands or oral reprimands that have been reduced to writing. An employee's personnel file will be purged of written reprimands or oral reprimands that have been reduced to writing if the employee has not received any further written reprimands or oral reprimands that have been reduced to writing for a period that is consistent with the current labor agreement(s) or the Village of Woodridge Employee Handbook.

1011.7.6 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within a timely manner from the date of discovery by an individual authorized to initiate an investigation.

1011.7.7 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1011.8 ADMINISTRATIVE SEARCHES

Members have no expectation of privacy with regards to any assigned lockers, storage spaces and other areas, including desks, offices and department owned vehicles. These areas may be searched as part of an administrative investigation, or for any other reason.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1011.9 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave.

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) Shall be required to remain available for contact at all times during normal business hours (generally 0800-1600 hrs) and will report as ordered either in person, or by telephone.

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1011.10 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

The Woodridge Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction.

No disciplinary action should be taken until an independent administrative investigation is conducted.

1011.11 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

1011.11.1 DEPUTY CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Deputy Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Deputy Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Deputy Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Deputy Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1011.11.2 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Division Chief for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

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- (a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.
 - 1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
 - 2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

1011.11.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1011.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be explained in the Administrative Review. Under certain circumstances, and under an agreement from legal counsel, the investigation/proceedings may be stopped because of said resignation/retirement.

1011.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal discipline. The employee has the right to appeal pursuant to the Board of Police Commissioners Rules and Regulations, the Village of Woodridge Employee Handbook or the current collective bargaining agreements (55 ILCS 5/3-8014; 65 ILCS 5/10-2.1-17; 65 ILCS 5/10-1-45); if civil service, the procedures are outlined in 65 ILCS 5/10-1-1.

1011.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Any probationary period may be extended pursuant to policy 415 of the Field Training Officer Program, at the discretion of the Chief of Police.

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1011.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Employee Personnel Files Policy.

1011.16 MANDATORY NOTIFICATION TO THE ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD

The Chief of Police or the authorized designee shall notify the ILETSB when (50 ILCS 705/9.2):

- (a) Any final determination of willful violation of Woodridge Police Department policy, official misconduct, or violation of law results in:
 - 1. A suspension of at least 10 days, or
 - 2. An official investigation pursuant to Woodridge Police Department policy.
- (b) An allegation of misconduct or regarding truthfulness as to a material fact, bias, or integrity is made.
- (c) An officer resigns during the course of an investigation and after being served notice of the investigation.

The notification shall occur within 10 days of a final decision and exhaustion of any appeal, or resignation, and shall provide information regarding the nature of the violation.

Mandatory Seat Belt Use

1012.1 PURPOSE AND SCOPE

The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic crash. This policy establishes guidelines for seat belt and child safety seat use to promote maximum operator and passenger safety, thus reducing the possibility of death or injury as the result of a motor vehicle crash. This policy will apply to all employees, residents, vendors, contractors, or any other person operating or riding in department vehicles.

1012.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213 and 625 ILCS 25/4.

1012.2 WEARING OF SAFETY RESTRAINTS

All employees shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department, on- or off-duty, or in any privately owned vehicle while on-duty. The employee driving such a vehicle shall ensure that all other occupants, including non-employees, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the officer or the public. Employees must be prepared to justify any deviation from this requirement.

1012.2.1 TRANSPORTING CHILDREN

An approved child safety restraint system should be used for all children of age, size or weight for which such restraints are required by law. In the event that an appropriate approved child safety restraint system is not available, the child may be transported by sworn personnel and should be restrained in a seat belt (625 ILCS 25/4).

Rear-seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, children and the child restraint system or booster seats may not be able to be secured completely. In this circumstances a supervisor's or CSO vehicle should be utilized so that the child restraint system can be properly secured. Under no circumstances should a child restraint system be installed in the front seat of a vehicle unless it is possible to deactivate the passenger side airbag.

1012.3 TRANSPORTING PRISONERS

All prisoners, arrestees, or detainees, under the direct control of the Woodridge Police Department, and being transported in a Police Department vehicle, or any other vehicle, shall be properly secured with a seatbelt at all times.

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Mandatory Seat Belt Use

1012.4 INOPERABLE SEAT BELTS

No person shall operate a department vehicle in which the seat belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff who shall do so only with the express authorization of the Chief of Police.

Employees who discover an inoperable restraint system shall report the defect to the appropriate supervisor. The vehicle shall be marked "out of service" until such time as repairs can be made. Prompt action will be taken to replace or repair the system.

1012.5 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

1012.6 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Body Armor

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide sworn Police Officers and Community Service Officers (CSO) with guidelines for the proper use of body armor.

1013.2 POLICY

It is the policy of the Woodridge Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1013.3 ISSUANCE OF BODY ARMOR

The Deputy Chief of Patrol's Office shall ensure that body armor is issued to all sworn Police and Community Service Officers when they begin service at the Woodridge Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Deputy Chief of Patrol's Office shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to this schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

Police Department personnel assigned to specialized units (FIAT SWAT, ILEAS WMD, Mobile Field Force, TNT, DEA), may be issued alternate forms of or specialty body armor.

1013.3.1 USE OF OTHER BODY ARMOR

Generally, sworn Police Officers assigned to specialty units/assignments may be issued or employ specialty body armor and are subject to the following:

- a. Officers shall only wear agency-approved body armor.
- b. Officers shall wear the specialty armor when on an activation or deployment or during other operations within that particular unit/assignment.
- c. An Officer may be excused from wearing their specialty armor when involved in an undercover operation or when the supervisor determines that other circumstances make it inappropriate to wear.
- d. Officers issued specialty armor are responsible for the care and maintenance.

Sworn Police Officers are allowed to purchase out of their uniform allowance, tactical plate carriers, and tactical plate inserts to augment their soft body armor during tactical deployments, while on duty. Officers are prohibited from wearing the tactical plate carrier during their normal duties.

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The tactical plate carrier shall:

- (a) Be black in color
- (b) Contain a large "POLICE" patch on the front and back of the carrier.
- (c) Conform to Department uniform specifications
- (d) Only be worn during an event where a high level threat could be expected, including, but not limited to:
 1. Active shooter calls
 2. High risk search warrants
 3. Man with a gun

1013.3.2 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Officers and CSO's shall only wear agency-approved body armor.
- (b) Officers and CSO's shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.
- (c) Officers and CSO's may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
- (d) Body armor shall be worn when an officer or CSO is working in uniform and on-duty..
- (e) An officer or CSO may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.
- (f) It is encouraged that all Officers wear their soft body armor while at the range, although the practice will not be mandatory.

1013.3.3 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic inspections. Regular inspections of body armor should be conducted by the Officer or CSO the armor has been assigned to for fit, cleanliness, and signs of damage, abuse and wear. Any problems with the body armor shall be reported to the Deputy Chief's Office, via the chain of command, at which time reasonable measures will be taken to replace the body armor. Officers and CSO's shall be responsible for monitoring the expiration date of their assigned body armor. Any body armor found to be in a state of disrepair, expired, or set to expire, shall be replaced out of the individual officer or CSO's uniform allowance.

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1013.3.4 CARE AND MAINTENANCE OF SOFT BODY ARMOR

The individual Officer or CSO is solely responsible for the care and maintenance of their issues soft bod armor.

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

1013.4 RANGEMASTER RESPONSIBILITIES

The Rangemaster should:

- (a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.
- (b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- (c) Provide training that educates officers about the safety benefits of wearing body armor.

Employee Personnel Files

1014.1 PURPOSE AND SCOPE

This section governs the maintenance, retention and access to employee personnel files in accordance with established State law and the Village of Woodridge Employee Handbook. It is the policy of this department to maintain the confidentiality of employee personnel records (5 ILCS 140/7).

1014.2 EMPLOYEE RECORD LOCATIONS

Employee records and personnel files will generally be maintained by the Village of Woodridge Human Resources Department.

1014.3 EMPLOYEE ACCESS TO OWN FILE

Any employee, during normal business hours, may request access/review of his/her own personnel file(s) twice in a calendar year.. The department will grant the inspection within seven days. Any employee seeking the removal of any item from his/her personnel file shall file a written request explaining the employee's position to the Chief of Police through the chain of command (820 ILCS 40/2).

The Department shall thereafter remove any such item if appropriate or within 30 days provide the employee with a written explanation why the contested item will not be removed. If the contested item is not removed from the file, the employee's request and the department's written response shall be retained with the contested item in the employee's personnel file (820 ILCS 40/6).

Employees may obtain a copy of the information or part of the information contained in their file (820 ILCS 40/3).

An employee who is involved in a current grievance against the Department may designate in writing a representative of the employee's union or collective bargaining unit or other representative to inspect the employee's personnel record which may have a bearing on the resolution of the grievance (820 ILCS 40/5).

Employees may be restricted from accessing files containing any of the following information (820 ILCS 40/10)::

1. Ongoing Administrative Review investigations to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the employee of the intent to discipline.
2. Confidential portions of Administrative Review files which have not been sustained against the employee.
3. Criminal investigations involving the member.

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4. Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.
5. Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
6. Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.
7. Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
8. Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1014.4 TYPES OF FILES

Department personnel files and other related files can be located in any of the following places:

1014.4.1 PERSONNEL FILE

1. The Personnel file should contain, but is not limited to, the following:
 2. Performance evaluation reports regularly completed by appropriate supervisor and signed by the affected employee shall be permanently maintained.
 3. Records of all training (original or photocopies of available certificates, transcripts, diplomas and other documentation) and education shall be maintained.
 - (a) It shall be the responsibility of the involved employee to provide the Deputy Chief of Support Services or immediate supervisor with evidence of completed training/education in a timely manner.
 4. Disciplinary action.
 - (a) Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained in the individual employee's personnel file.
 5. Commendations shall be retained in the employee's department file, with a copy provided to the involved employee(s).
 6. Any reflecting personnel order with regards to assignments, promotions and other changes in the employee's employment status.
 7. A photograph of the employee.

1014.4.2 ADMINISTRATIVE REVIEW FILES

The Administrative Review file shall be maintained under the exclusive control of the office of the Chief of Police. Access to these files may only be approved by the Chief of Police, or their designee.

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Employee Personnel Files

These files shall contain:

1. The complete investigation of all formal complaints of employee misconduct regardless of disposition.
 - Each investigation file shall be sequentially numbered within a calendar year (e.g., yy-01, yy-02).
 - Investigation files shall be maintained indefinitely.

1014.4.3 TRAINING FILES

An individual training file shall be contained in the employee personnel file, and maintained by the Human Resources Department. Training files will contain records of all training and education mandated by law or the Department, including firearms qualifications and mandated annual proficiency re-qualification.

1. It shall be the responsibility of the involved employee to provide the Deputy Chief of Support Services or immediate supervisor with evidence of completed training/education in a timely manner.
2. The Deputy Chief of Support Services, or their designee shall ensure that copies of such training records are sent to Human Resources for placement in the employee's personnel file.
3. Only training/education authorized by the department will be documented in the employee's personnel file.
 - Training/education conducted during off-duty hours, at the employee's own expense should not be included as part of the personnel file.
 - Exception would be college education submitted as part of preference points for promotion.

1014.4.4 MEDICAL FILE

Any medical information shall be maintained by the Human Resources Department in the employee's individual medical file.

1014.5 PURGING OF FILES

Purging of items contained within the employee's personnel file shall be done pursuant to the Village of Woodridge Employee Handbook or the employee's current collective bargaining agreements.

1014.6 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Illinois (5 ILCS 140/7).

Commendations and Awards

1015.1 PURPOSE AND SCOPE

The purpose of this general order is to provide the mechanism by which the employees of the Department can be given recognition for outstanding efforts and individual acts which advance the goals of the Department.

It is the policy of the Woodridge Police Department to provide a high level of service and professionalism at all times. Occasionally, efforts made by individuals exceed these expectations and provide a model for others. To recognize those persons who perform above expectations, the Department may present awards of several types.

1015.1.1 AWARDS COMMITTEE

The Awards Committee shall be convened on authority of the Chief of Police to consider candidates for award recognition. Make-up of the committee shall be drawn from both sworn and non-sworn employees and both supervisory and first line personnel. The Awards Committee membership will be appointed annually by the Chief of Police.

1015.2 WHO MAY MAKE COMMENDATIONS

Any employee may nominate, in writing or e-mail, an individual for recognition via the chain of command. The nomination should include, where applicable: times, dates, report numbers and the names of the individuals to be recognized. Since all awards recognize the individual, if an event involves multiple employees the award decisions will be based on each individual's contribution or level of involvement.

The Awards Committee will meet as deemed necessary by the Sergeant in charge of the committee throughout the year to review commendable actions submitted to it. Immediately prior to any awards presentation the committee may meet as often as needed to finalize the awards for that year.

The Chief of Police has final approval of all awards.

Unless otherwise indicated, all awards may be presented at an annual awards ceremony by the Chief of Police or his designee.

1015.3 MERITORIOUS OR COMMENDABLE ACTIONS

1015.3.1 MERITORIOUS OR COMMENDABLE ACTS BY DEPARTMENT MEMBERS

A meritorious or commendable act by a member of this department may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.

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Commendations and Awards

- Any action or performance that is above and beyond the typical duties of a member of this department.

1015.3.2 COMMENDATION INCIDENT REPORT

A written report shall be used to document the incident on which the commendation is based, this can include an email. This should include:

- (a) The member's name and the date and time of the incident.
- (b) A brief account of the commendable action, with report numbers as appropriate.

Completed reports shall be forwarded to the Awards Committee for review.

1015.3.3 DOCUMENTATION OF MERITORIOUS ACTS BY CITIZENS

Meritorious acts performed by citizens and observed by members of this department should be documented using the same process for members, with areas for inapplicable information left blank. Adequate information to identify the persons performing the meritorious act should be included on the form.

Any documentation in any form from the public identifying meritorious conduct of a citizen should be accepted by any department member forwarded to the receiving member's Division Chief. Attempts to obtain detailed information regarding the incident and the person performing the meritorious act, as well as the person submitting the document, should be made by the member. Additional details should be documented as appropriate.

1015.4 AWARDS

- Awards may be bestowed upon members of the Department or the public. These awards include the following:
 - Award of Merit - An award given to employees for outstanding accomplishment in advancing the goals of the Department through a continued effort. This may include, but is not limited to, efforts which bridge more than one year. This award will be given only as circumstances dictate. Recipients receive a citation bar and plaque.
 - Award of Valor - An award given to employees who have demonstrated heroism in hazardous circumstances. In order to be considered, an employee must exhibit bravery in the performance of duty while risking their own life. This is the Department's highest award. Recipients receive a citation bar and plaque.
 - Lifesaving Award - An award given to a member of the Department for a major contribution toward saving of a human life by the direct application of life saving or rescue techniques, either on or off duty. Recipients receive a citation bar and plaque.

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Commendations and Awards

- Purple Heart Award - An award given to an employee who received substantial and significant injury in the line of duty due to felonious assault. Recipients receive a citation bar and plaque.
- Sworn Officer of the Year - An award given annually to a sworn officer who demonstrates commitment to the Department and law enforcement through exemplary effort. This effort need not be limited to the calendar year of the award, and no one particular act necessarily qualifies an individual for this award.
For an officer to be considered, they should generally present a role model to all personnel. Recipients receive a citation bar and plaque. Each year the Awards Committee will submit names to the Chief's office for consideration.
The recipient of this award is chosen by the Chief of Police with input from the Command Staff.
- The Employee of the Year Award - A biennial award given to a non-sworn employee who demonstrates commitment to the Department and law enforcement through sustained effort. This effort need not be limited to the calendar year of the award, and no one particular act necessarily qualifies an individual for this award. For an employee to be considered, they should generally present a role model to all personnel. Recipients receive a citation bar and plaque. Every other year the Awards Committee will submit names to the Chief's office for consideration. The recipient of this award is chosen by the Chief of Police with input from the Command Staff. Upon discretion of the Chief of Police, the award may be given to a non-sworn employee on a non-designated award year for extraordinary circumstances.
- Commendation Award - An award given to employees for outstanding performance or achievement; usually, but not limited to, specific actions as well as other achievements which may bring credit to the Department. Recipients receive a citation bar and certificate.
- Letter of Recognition - An award given to employees demonstrating above average initiative and effort in a specific act. Recipients will receive a certificate.
- Chiefs Citation - An award given to individuals or groups whose performance deserves special recognition by the Office of the Chief of Police. Although recommendations may be made by the awards committee, this award is granted directly from the Chief's office. Recipients receive a citation bar and certificate.
- Physical Fitness Award -An award given to employees who meet and maintain Departmental fitness standards. Recipients receive a citation bar.
- Safety Award - An award given to employees in the high risk IRMA category who have not been involved in an at-fault accident during the past five years.
This award is eligible to be reissued in 5 year intervals. This award need not be recommended or approved by the awards committee. Recipients receive a citation bar.

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Commendations and Awards

- Longevity Award - An award given to recognize years of service to the Department in five year increments. This award need not be recommended or approved by the awards committee, and will be given at the Department meeting nearest the employee's anniversary date. Recipients receive a citation bar.
- Citizen Award -An award recognizing a citizen who performed a conspicuous act of heroism, assistance to the Department, or service to fellow citizens beyond the expected. Recipients will receive a certificate. The Chief of Police has the option to present this award at the annual awards ceremony or at another appropriate venue.

Citation bars will be of a design approved by the Chief of Police and may be displayed only on the Class A uniform in accordance with uniform regulations. Multiple awards of the same type will be designated as follows:

- (a) 1 Award = Citation Bar
- (b) 2 Awards = Citation Bar with One Gold Star
- (c) 3 Awards = Citation Bar with Two Gold Stars
- (d) 4 Awards = Citation Bar with Three Gold Stars
- (e) 5 or more Awards = Display of previous Citation Bar with 3 Gold Stars, beginning the cycle again with another Bar as outlined above.

Awards that are given to Department members by other agencies and that have a citation bar or other uniform device awarded, may be worn on the Class A uniform with the approval of the Chief of Police.

Fitness for Duty

1016.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions.

1016.2 EMPLOYEE RESPONSIBILITIES

- (a) It shall be the responsibility of each member of this department to safely and properly perform essential duties of their position.
- (b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive, and capable of performing their assigned responsibilities.
- (d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.3 SUPERVISOR RESPONSIBILITIES

- (a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.
- (b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.
- (c) The Supervisor and the employee's respective Deputy Chief shall make a determination whether or not the employee should be temporarily relieved from their duties.
- (d) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

1016.4 NON-WORK-RELATED CONDITIONS

Any employee suffering from a non-work related condition that warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period. The employee shall follow the guidelines of their respective collective bargaining agreements and the Village of Woodridge Employee Handbook.

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Fitness for Duty

1016.5 WORK-RELATED CONDITIONS

Any employee suffering from a work-related condition that warrants a temporary relief from duty shall be required to comply with policy 1022 for On-Duty Injuries and personnel rules and guidelines set forth in the Village of Woodridge Employee Handbook for processing such claims.

Any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well-being of the employee and until such time as the following may be completed:

- (a) A preliminary determination that the employee's conduct appears to be in compliance with policy.
- (b) If appropriate, the employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty as defined by the Village of Woodridge Employee Handbook and Policy 305 of this manual.

1016.6 LIMITATION ON HOURS WORKED

Absent emergency operations or exigent circumstances members should not work more than:

- (a) 16 hours in one 24 hour period

Except in very limited circumstances members should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other on or off-duty work assignments including, but not limited to, work authorized by the department under the Outside Employment Policy 1021.

1016.7 PHYSICAL FITNESS PROGRAM

The Department recognizes that the maintenance of high levels of physical fitness can have long term health benefits for the employee and favorable effects on job performance.

Therefore, it is the policy of the Woodridge Police Department to strongly encourage each member to attain the highest level of fitness possible. Employees are also encouraged to participate in the Village of Woodridge Employee Wellness program. To that end the Department will provide fitness equipment and instruction, and may conduct periodic assessments of all employees so they may measure their progress.

Physical Fitness Trainers:

The Chief of Police or their designee may designate physical fitness instructors/trainers from the current defensive tactics instructors. These individuals will be fully trained and should remain current in both general and police specific fitness methods. The Chief may also designate one supervisor to oversee the program and be responsible for its delivery.

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Fitness for Duty

Fitness trainers may deliver a fitness and exercise curriculum as directed by the program supervisor.

Fitness trainers may also be available for voluntary fitness consultation and advice to Department members outside of any formal training. Trainers may advise or recommend exercises, fitness equipment or dietary plans.

Any medical information received by a fitness trainer in the course of such consultation will be held in strictest confidence and will not be divulged.

Fitness Equipment and Fitness Room:

The Village of Woodridge shall maintain a fitness room with exercise equipment which will assist in the improvement and maintenance of employee fitness. A second fitness room is also available in the basement of the Village Hall. Employees are encouraged to obtain private gym/fitness memberships should additional equipment and/or programming be desired to attain preferred fitness levels.

All exercise equipment will be used in accordance with manufacturer operational instructions.

If an employee has a question about the use or care of any equipment they should consult a fitness trainer, or a member of the Employee Wellness Committee

Employees shall complete a waiver and then sign in and out when using the fitness room. When an employee has finished using the room it will be left clean and in good order. Any malfunctioning or broken equipment will be taken out of service immediately and reported promptly to a supervisor.

1016.7.1 PHYSICAL TESTING

To measure the levels of employee fitness, annual assessments may be held by the Department.

This will be conducted at a date and time designated by the Chief of Police.

Participation in these fitness assessments will be mandatory for all sworn Officers. Tests administered will be generally based on the methods and standards developed by the Illinois Law Enforcement Training and Standards Board for its Peace Officer Wellness Evaluation Report test.

Tests performed:

- (a) Sit and reach: Scored by inches reached on a yardstick.
- (b) One minute sit-up test: Scored by number of bent leg sit-ups performed in one minute.
- (c) One repetition bench press: Scored as ratio of weight pushed divided by weight.
- (d) A mile and one-half run: Scored in minutes and seconds to completion.
- (e) Target scores will be dependent on age and gender (attached).

Department members who attain or exceed the target scores for their age group during the biannual testing will be recognized with a physical fitness award.

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Department members who fail to attain the target scores are encouraged to continue to work towards that goal. Employees may consider consultation with a medical doctor, personal trainer, Department fitness trainer or other resources as appropriate.

[See attachment: Physical Fitness Program Attachment.pdf](#)

1016.8 REVOCATION OR SEIZURE OF FIREARM OWNER'S IDENTIFICATION CARD

Possession of a Firearm Owner's Identification Card (FOID) is not a condition of continued employment if the Officer's FOID is revoked or seized, because the officer has been a patient of a mental health facility and the officer has not been determined to pose a clear and present danger to him/herself or others as determined by a physician, clinical psychologist, or qualified examiner (50 ILCS 725/7.2).

1016.8.1 DOCUMENTATION

If a determination is made that an officer poses a clear and present danger to him/herself or others, such determination shall be documented in the officer's medical file (50 ILCS 725/7.2).

1016.9 AVAILABILITY OF MENTAL HEALTH SPECIALISTS

The Department shall make mental health resources, including counselors and therapists, available to members (55 ILCS 5/3-6012.2; 65 ILCS 5/11-1-14).

Meal and Break Periods

1017.1 PURPOSE AND SCOPE

This policy regarding meals and breaks is superseded by the affected employee's collective bargaining agreement or Department Rules. If not covered in the employee's collective bargaining agreement or Department Rules, this policy shall conform to and be guided by the policy governing all Village employees that has been established by the Village Manager (820 ILCS 140/3) in the Village of Woodridge Employee Handbook.

1017.1.1 GENERAL GUIDELINES FOR MEAL PERIODS

Guidelines:

- The Department will provide meal breaks to its employees as established by Village Employee Handbook, Department Rules and regulations, and/or collective bargaining agreements as may be amended from time to time.
- Sworn members on-duty may dine at establishments within, or contingent to, the corporate limits of the Village of Woodridge.
- If an assignment takes a member out of the Village limits (examples include training, court, etc.) the member may take his/her meal break at a convenient location.
- Members may purchase meals on a carry-out only basis at establishments which are not within, or contingent to, the corporate limits of the Village of Woodridge with permission of the on-duty Watch Commander.
- Members of the on-duty patrol shift will notify DuComm when they take their meal breaks. The notifications will include the location of the break.
- Meal break periods not taken shall be forfeited unless otherwise indicated in Village and Department rules and regulations, and/or collective bargaining agreements.
- It is the Watch Commander's/Civilian Supervisor's responsibility to ensure that there is an appropriate number of officers/employees not on break or lunch as to ensure proper levels of police service and response times.
- The time spent for the meal period shall not exceed the authorized time allowed.

Special Permission:

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Meal and Break Periods

Any member who wishes to take their meal break at their residence, but who does not reside within the corporate limits of the Village of Woodridge, must make written request for permission from the Chief of Police.

Non-Union and Exempt Employees:

Non-union employees and exempt employee are not bound by these guidelines.

1017.1.2 BREAKS

Each employee is entitled to a break period, as defined by Department Rule or the employee's respective collective bargaining agreement.

The time spent for the break period shall not exceed the authorized time allowed.

1017.2 RESTRICTED LEAVE

Employees upon request may use up to one hour of paid leave or more if authorized by the collective bargaining agreement to donate blood every 56 days (820 ILCS 149/10).

Employees with the approval of a supervisor are entitled to take up to two hours of paid leave to vote (10 ILCS 5/17-15).

Lactation Break Policy

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reasonable accommodations for employees desiring to express breast milk for the employee's infant child as outlined in the Nursing Mothers in the Workplace Act (820 ILCS 260/10 and 29 USC § 207).

1018.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing infant (820 ILCS 260/10 and 29 USC § 207).

1018.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

Employees desiring to take a lactation break shall notify DuComm or a supervisor prior to taking such a break and such breaks may be reasonably delayed if they would unduly disrupt department operations (820 ILCS 260/10).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

Nursing mothers may take these breaks for up to one (1) year after the child's birth.

1018.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall (820 ILCS 260/15). The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Employees occupying such private areas shall either secure the door or otherwise make it clear that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

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Lactation Break Policy

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

1018.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the department shall clearly label it as such and shall remove it when the employee ends her shift.

Timesheet Procedures

1019.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

1019.2 POLICY

The Woodridge Police Department maintains timely and accurate payroll records.

1019.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages. In the event that the actual employee is unable to complete their timesheet, and have made prior arrangements with their supervisor, then a Sergeant, a member of Command Staff, or any other person designated by the Chief of Police may complete the timesheet, and submit that timesheet on the employee's behalf. The electronic submission of a timesheet, once submitted, will constitute the employees acknowledgement that all times are accurate and reflect actual hours worked.

Supervisors are responsible for approving the payroll records for those under their commands.

1019.4 TIME REQUIREMENTS

Employees salaries and benefits, including accrued time, shall be payable upon the basis of twenty six (26) pay periods per year, on the Friday following completion of the pay period. If a holiday falls on one of these Fridays, paychecks shall be distributed on the last working day preceding the holiday.

1019.4.1 BENEFIT AND ACCRUED TIME

Employees are responsible for insuring they have enough benefit/accrued time in order to facilitate requested time off, prior to completing their timesheets. Any employee putting in for time they have not earned can expect the Finance Department to use any other available accrued time.

1019.5 RECORDS

The Village Finance Department shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

Overtime Compensation

1020.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt employees who work authorized overtime, either by payment of wages or by the allowance of accrual of compensatory time off.

1020.1.1 DEPARTMENT POLICY

If a member is part of a collective bargaining unit, their overtime shall be governed by their respective collective bargaining agreements.

If a member is not part of a collective bargaining unit, and holds a "non-exempt" position, then their overtime shall be governed by the Village of Woodridge Employee Handbook, Section 6.8 "Salary Payment Specifications-Non Exempt Employees"

Any overtime accrued by any member must be authorized and approved by their supervisor.

Outside Employment

1021.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of the Village of Woodridge Employee Handbook and this policy.

1021.1.1 DEFINITIONS

Outside Employment - Where any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

1021.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior annual written approval of the Chief of Police. Failure to obtain prior annual written approval for outside employment or engaging in outside employment prohibited by the Village of Woodridge Employee Handbook Section 3.11 and this policy may lead to disciplinary action.

[See attachment: Secondary Employment Forms.pdf](#)

1021.3 DEPARTMENT RESOURCES

Employees are prohibited from utilizing other departmental employees, and any department equipment or resources in the course of or for the benefit of any outside employment, without the Village Administrator's written consent. The only exception to this is the employee's secondary employment with the Village of Woodridge. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

On Duty Injuries

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to outline the proper medical care and reporting requirements for injuries, illnesses, and deaths that occur on duty. Any matters not contained in this policy shall be covered by the Village of Woodridge Employee Handbook, Section 7.14.

[See attachment: General Liability IRMA Form.pdf](#)

[See attachment: Employee Statement Form.pdf](#)

[See attachment: Employee Witness Statement Form.pdf](#)

[See attachment: FIRST AID REPORT FORM.pdf](#)

[See attachment: ERTW Flowchart.pdf](#)

[See attachment: FORM IC 45.pdf](#)

[See attachment: IRMA Paperwork Quick Reference.pdf](#)

[See attachment: Medical Release Form.pdf](#)

[See attachment: Treatment Authorization Form.pdf](#)

[See attachment: Work Status Worksheet 2.pdf](#)

1022.2 GENERAL PROCEDURES

Pursuant to the Village of Woodridge Employee Handbook, Section 7.14:

If an employee is injured while working, he must report the injury to his supervisor immediately. Immediate reporting of an injury is necessary to ensure prompt and accurate submission of workers' compensation claims. The failure to immediately report a work-related injury may result in disciplinary action, up to and including termination.

The term "working" shall refer to any activity in which the member is financially compensated (regular duty, training, overtime, details, etc.).

1022.2.1 INJURIES REQUIRING MEDICAL CARE

All work related injuries and work related illnesses, regardless of whether medical care may be required, must be reported to the employee's immediate supervisor and Command Staff as soon as practical. The Department's IRMA Claims Coordinator must be advised within 24 hours from the time the injury was discovered, excluding weekends and holidays.

1022.2.2 EMPLOYEE'S RESPONSIBILITY

Any employee sustaining any work-related injury or illness, as well as any employee who is involved in any accident while on duty shall report such injury, illness or accident as soon as practical to his/her supervisor. The employee must complete the Village of Woodridge Employee

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Statement Form, and may also be required to detail the incident in a Department memorandum. Any employee that witnessed the incident must complete the Employee Witness Statement Form, and may also be required to detail their account in a Department memorandum.

Any employee observing or learning of a potentially hazardous condition is to promptly report the condition to his/her immediate supervisor.

Any employee sustaining a work-related injury or illness that requires relief from duty is required to be examined and/or treated by a doctor.

Any employee sustaining a work-related injury or illness that requires relief from duty is also required to comply with departmental policies and directives relating to the duty. The employee is also required to notify the Department of any change in condition or anticipated duration of the absence by submitting a signed physician's note and a completed and signed "Work Status Worksheet", following each doctor's appointment.

When appropriate, an employee being treated for an on-duty injury should inform the attending physician that a modified duty assignment may be available at the Department. Restricted duty may be available for the employees whose injuries prevent resumption of regular duties, pursuant to Department policies and the employee's respective collective bargaining agreement.

An injured employee or employee who has suffered a work-related illness shall report as soon as practical to their respective Deputy Chief, or their designee the medical findings concerning the injury and the extent and duration of any work restrictions if they are known. In addition, such employees are required to promptly submit a "Work Status Worksheet", completed and signed by the attending physician, indicating either a restricted or full release to duty, to their respective Deputy Chief.

1022.2.3 SUPERVISOR'S RESPONSIBILITY

A supervisor learning of any work-related injury, illness or accident shall promptly prepare the appropriate IRMA forms. Updated copies of the IRMA forms with instructions for completion are provided by the IRMA Claims Coordinator, Chief of Police, or their designated person. These documents can be accessed on the Village's shared drives and in the Duty Room file cabinet. In all incidents involving medical treatment or accident investigation, the Supervisor shall complete and submit all applicable witness interviews, scene documentation, and photographs to the IRMA Claims Coordinator.

Any employee requiring medical attention at a treatment facility, the Supervisor shall complete the "Treatment Authorization Form". The injured employee should be transported by ambulance, or by another employee to the treatment facility. The Supervisor should also provide the employee with the "Work Status Worksheet", for the attending physician to complete.

For work-related accidents, injuries or illness not requiring professional medical care, a "First Aid Report" shall be completed and forwarded to the IRMA Claims Coordinator within 5 business days.

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On Duty Injuries

When an accident, injury, or illness is reported initially on the "First Aid Report" and the employee subsequently requires professional medical care, the State of Illinois Employer's First Report of Injury form (Form IC 45) shall then be completed, along with a "Treatment Authorization Report".

Every injured employee must be provided with an Illinois Workers' Compensation Commission Application For Benefits form (IC 1) within 24 hours, regardless of the nature of illness or injury.

Copies of any reports documenting the accident or injury should be forwarded to the IRMA agency contact and the Chief's office, as soon as they are completed.

All paperwork associated with the injury/illness shall be completed within at least 5 business days and forwarded to the IRMA Claims Coordinator.

[See attachment: Workers Comp Supervisor Invest.pdf](#)

1022.2.4 CHIEF OF POLICE RESPONSIBILITY

The Chief of Police shall review and forward copies of the report to the Department of Human Resources. Any copies of the report and any related documents retained by the Department shall be filed in the employee's individual medical file (see the Employee Personnel Files Policy).

1022.3 INJURY NOT REQUIRING MEDICAL ATTENTION

Those injuries and illnesses not requiring medical attention shall be recorded on a "First Aid Report". This form shall be completed and signed by a supervisor. The Supervisor shall complete and submit all applicable witness interviews, scene documentation, and photographs.

This form shall be signed by the affected employee, indicating that he/she desired no medical attention at the time of the report. By signing this form, the employee will not preclude his/her ability to seek medical attention later. The first aid report will be filed in the employees individual medical file.

The form, along with any supplemental documents/photographs will be forwarded to the IRMA Claims Coordinator.

1022.4 SETTLEMENT OF INJURY CLAIMS

Occasionally, an employee's work-related injury results from the negligent or wrongful acts of another, for which the employee, the Village, and/or other insurers are entitled to recover civilly. To ensure that the Village's interests are protected and that the employee has the benefit of the Village's experience in these matters, the following procedure is to be followed:

1022.4.1 EMPLOYEE TO REPORT INITIAL CONTACTS

When an employee sustains work-related injuries caused by another person and is then approached by such person or an agent, insurance company, or attorney and offered a settlement of claims, that employee shall take no action other than to make a written report of this contact to his/her supervisor as soon as possible.

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1022.4.2 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than ten (10) days prior to accepting and finalizing the settlement of any third party claim arising out of or related to an on duty injury, the employee shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the employee accept a settlement without first providing such written notice to the Chief of Police. The purpose of such notice is to permit the Village to determine whether or not the offered settlement will affect any claim the Village may have regarding payment for damage(s) to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the Village's right of subrogation, while ensuring that the employee's rights to receive compensation for injuries are not affected.

Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment, while respecting employee personal tastes and legal rights.

Deviations from this policy may be made for a legitimate law enforcement purpose. Sworn members working assignments which necessitate that their identities as police officers be concealed or made more covert (e.g. DuMeg, Tactical Narcotics Unit, DEA HIDTA) may request exemption from the Chief of Police.

The Chief of Police, or their designee, is the final arbiter of the appropriateness of any items/standards described in this policy.

1023.2 PERSONAL HYGIENE

All personnel will maintain a neat, clean appearance, free of dirt and odors.

Fragrance products such as colognes, perfumes, aftershaves, or body sprays, if used, will be used in moderation.

1023.3 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1023.3.1 HAIR

The length, bulk or appearance of the hair shall not be excessive, unkempt or cut or styled in a manner that detracts from a professional image. Hair coloring must be natural looking tones; unnatural colors such as green, purple, blue, etc., are not permitted. Shaved geometric patterns and letters are strictly prohibited.

Hairstyles for both male and female uniformed employees will not prevent the proper wearing of a 5 star uniform hat or helmet.

During the course of their duties, some employees may become involved in work activities that require the use of a tightly fitting respirator face-piece. In accordance with the manufacturer's recommendations and testing standards set forth in OSHA regulation 1910.134, personnel must maintain grooming standards so as not to interfere with the proper seal of the face piece, or otherwise compromise the proper functioning of any and all safety equipment.

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Personal Appearance Standards

Male employees:

- Hair shall be neatly groomed and shall not hang over the shirt collar.

Female employees:

- Sworn female officers shall wear their hair in short style or worn fastened up off the neck and ears. Non-sworn employees may wear their hair in any style in compliance with section 1023.3.1.
- No ribbons or ornaments shall be worn in the hair by sworn members, except for neat and inconspicuous pins and barrettes

1023.3.2 MUSTACHES AND BEARDS

A short and neatly trimmed mustache may be worn all year. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

Beards or goatees may be worn all year. Beards or goatees will not extend below the jaw line more than two inches and will not be greater than $\frac{3}{4}$ of an inch in hair length. Beards or goatees must be neatly trimmed and maintained at all times. No facial hair may be excessively bushy, rolled or curled.

Absent growing or maintaining facial hair with the intent to have a mustache, beard or goatee, employees are expected to be clean shaven.

1023.3.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat. They should also be of even width, and shall end with a clean shaven horizontal line.

1023.3.4 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

Female members may wear fingernail polish. Coloring will be subdued and moderate in tone and application.

1023.3.5 JEWELRY AND ACCESSORIES

Generally:

- (a) Female employees may wear a single earring in each ear.
- (b) Small plain earrings are allowed to be worn by sworn female officers, and shall be plain with no dangling elements.

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Personal Appearance Standards

- (c) Non-sworn female employees may wear any style of earring which maintains a professional appearance.
- (d) Earrings on male personnel are prohibited, unless by assignment in an undercover capacity and approved by the Chief of Police.
- (e) A reasonable number of rings worn on the fingers will be allowed. Large or gaudy rings are prohibited.
- (f) Medical information jewelry may be worn on duty.
- (g) For sworn personnel on duty, no visible chains or other adornment will be allowed around the neck or wrist with the exception of wristwatches and religious items around the neck.
- (h) Non-sworn members may wear necklaces and bracelets of a reasonable style and number.

1023.3.6 MAKE-UP

Make-up may be used by female employees, and if used, shall be applied moderately and in good taste.

1023.4 TATTOOS

Tattoos are permitted. However, tattoos that display distracting, offensive or unprofessional designs, logos or wording, and are not concealed by an authorized uniform or other attire, shall be covered through the use of a bandage or an approved part of the uniform when the employee represents the Department to the public.

Any tattoos of the head, face or neck are strictly prohibited.

1023.5 BODY PIERCING

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or bifurcation.
- (b) The complete or transdermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.

No visible body piercing on any employee of either gender, other than the above mentioned earrings, will contain any jewelry while on duty.

Uniform Regulations

1024.1 PURPOSE AND SCOPE

The uniform policy of the Woodridge Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. The purpose of this policy is to specify the components and conditions of wear for the uniform of various personnel of the Woodridge Police Department, as well as specify the dress code for non-uniformed personnel. It is the policy of the Woodridge Police Department to provide quality uniforms and outline a manner of wear that presents a professional image, provides identification as police employees, and is serviceable and comfortable.

Employees should also refer to the following associated Policy Manual sections:

- (a) Section 700 - Department Owned and Personal Property
- (b) Section 1023 - Personal Appearance Standards

Specifications of uniforms for the various classes and approved vendors will be published yearly, and may be changed or updated at any time with notice by the Office of the Chief of Police. The current uniform specification document will be considered part of this order. All equipment and uniforms will be purchased in accordance with the Uniform Procurement General Order.

The Woodridge Police Department will provide uniforms for all employees required to wear them in the manner, quantity and frequency as determined by the Chief of Police or as agreed upon in the respective employee group's collective bargaining agreement. New employees will receive uniforms and equipment consistent with any applicable labor agreement(s).

The Chief of Police will determine which employee assignments will and will not routinely wear uniforms on duty.

1024.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Department members will present a professional image at all times. Any member appearing before the public while on duty shall be properly attired. This includes properly maintained footwear.

All uniform personnel shall maintain their uniforms and equipment in a serviceable condition and shall be ready at all times for immediate use. Members will never report for duty wearing soiled, wrinkled, torn or visibly patched clothing or uniform components. All uniforms and other attire will be of the proper fit.

All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to promptly perform uniformed field duty. Uniformed members will keep a spare uniform for the appropriate season available at the Police Department. If a member's uniform becomes soiled or damaged in the course of duty, the member shall change to this spare.

Personnel shall wear only the uniform specified for their rank and assignment.

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The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.

Supervisors will monitor their subordinates and regularly inspect them to assure that they are properly wearing the uniform or attire designated for their assignment.

Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.

If the uniform is worn while in transit, it is encouraged that an outer garment be worn over the uniform shirt so as not to bring attention to the employee while he/she is off duty.

Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform.

Sunglasses must have a professional appearance.

Visible jewelry, other than those items listed below, shall not be worn with the uniform- unless specifically authorized by the Chief of Police or his/her designee.

- (a) Wrist watch.
- (b) Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
- (c) Medical alert bracelet.

All shoes and boots will be black, free of ornamentation, and kept polished. Pants worn with boots will not be worn bloused.

Sworn officers will wear navy blue uniform shirts and pants; Community Service Officers, dependent upon their assignment, will wear light blue uniform shirts and navy blue pants.

Uniform component buttons will be buttoned as designed and the sleeves will not be worn rolled up.

If the wearer's socks are visible when in uniform, they will be black or blue in color, with no visible logos or graphics. Officers may wear white socks only when wearing a boot that rises above the ankle.

All undershirts or T-shirts worn under the uniform shirt and visible at the neck will be a solid color in white, blue or black with the below exception. Undershirt sleeves shall not extend below the sleeves of the uniform shirt.

- (a) White uniform shirts will require a white undershirt.
- (b) No writing or graphics on the undershirt should be visible at the neckline or through the shirt.

With the exception of white shirts, all long sleeve uniform shirts will always be worn with a tie, turtleneck, mock turtleneck or Dickie.

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- (a) Long sleeve white shirts will only be worn with a tie.
- (b) All ties will be worn with a metal tie bar of a color matching the other metal accessories.
- (c) Turtlenecks will be navy blue for all ranks and assignments with no visible logo; the only exception will be an embroidered "WPD".
- (d) Officers wearing a commando type sweater may wear a turtle neck, mock turtleneck or Dickie. However if an officer wears a uniform shirt under the commando sweater the officer must wear a tie if no turtle neck or Dickie is worn.

Department members appearing in court will do so in either an approved uniform or business attire. Business attire for males will include a dress shirt, dress pants and tie.

1024.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Division Chief.

1024.3 UNIFORM CLASSES

1024.3.1 CLASS A UNIFORM

Class A uniforms will be the sworn officer's dress uniform and will be reserved for formal events such as funerals, graduations, ceremonies, or as directed. The Class A uniform when worn shall require a 5 Star uniform hat when/where it is applicable.

The Class A uniform is required for all sworn personnel. Purchase of a dress blouse for this class of uniform will be optional for sworn officers until the completion of their probationary period. On completing this period, all sworn officers will maintain a full Class A uniform.

The Class A uniform includes:

- (a) White long sleeve shirt with tie.
- (b) Dress blouse.
- (c) Dress pants.
- (d) Polished shoes.

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Class A1 uniform-Honor Guard-uniforms will be used by the honor guard during official honor guard functions, and will be based on, but distinct from, the sworn dress uniform. These uniforms shall not be worn unless the Officer is functioning in an Honor Guard capacity.

All authorized awards/commendations shall be in compliance with the General Order as defined in Departmental Awards.

1024.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times. The Class B uniform is the regular working uniform of the Patrol Officers and Community Service Officers.

The Class B uniform will consist of the following:

- (a) Blue long or short sleeve shirt may be worn with the collar open. .With the exception of white shirts, all long sleeve uniform shirts will always be worn with a tie, turtleneck, mock turtleneck or Dickie.
- (b) Blue uniform pants or approved cargo pants
- (c) A white, navy blue or black crew neck t-shirt must be worn with the uniform.
- (d) All shirt buttons must remain buttoned except for the last button at the neck.
- (e) A black shoe or boot with a polished toe.
- (f) Boots with pointed or steel toes are not permitted.

Class B1 will be the Bicycle uniform, to be used during bicycle operations. Body armor will be worn under the uniform shirt.

Class B2 will be an extreme hot weather uniform, for use when temperatures exceed 90 degrees Fahrenheit during the officer's duty time.

- (a) Officers wearing the Class B2 uniform will have a normal Class B uniform available and will change into this uniform when the temperature drops below 90 degrees Fahrenheit.
- (b) The Class B2 uniform will not be worn to court appearances.

Class B3 will be the uniform utilized for truck enforcement and K9 and will not be worn to court.

If seasonal variations of the uniform exist, they will be noted on the uniform specification sheet available from supervisory personnel or the copy of said materials available in the duty room.

May and October of each year will be considered transitional months. As wide temperature variations can be expected during either of these months, either the summer or winter uniform will be acceptable for wear. During the change of seasons Officers may wear either the summer or winter uniform for their tour of duty. However they must wear the complete uniform as outlined in this policy.

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The Watch Commander may determine the uniform of the day for patrol officers, and may temporarily modify this section during extreme conditions.

1024.3.3 CLASS C UNIFORM

Class C uniforms will be informal yet recognizable attire. Class C may also be used as the normal working uniform dependent upon the employees work assignment.

- (a) Persons normally wearing a Class C uniform will also be required to maintain one Class B uniform.
- (b) Colors for Class C wear by civilian support units will be determined by the unit supervisors with the approval of the Support Services Deputy Chief.

1024.3.4 SPECIALIZED UNIT UNIFORMS

Officers in specialized units or officers assigned to special tasks may wear clothing that is suitable for the assignment or the task at hand. All supervisors will monitor this and maintain the proper function and appearance of their units.

1024.3.5 FOUL WEATHER GEAR

The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

No patches, badges or nametags will be worn on uniform rain gear

1024.4 INSIGNIA AND PATCHES

Departmental Patches

- (a) Woodridge Police patches will be worn on both sleeves of all uniform shirts, jackets and sweaters of Class A and B, with the exception of the raincoat.
- (b) Officers assigned to K-9 duty will wear a K-9 designation on the right shoulder in place of the departmental patch.

The regulation nameplate, or an authorized embroidered nameplate, shall be worn at all times while in uniform.

- (a) Nametags of the appropriate type will be displayed centered on the right breast on the outer garment of all class A or B uniforms, with the exception of the raincoat.
- (b) Nametags will be last name only. In the case of two employees having the same last name, a first initial may be added. If this still results in duplication, a middle initial may be added.
- (c) Personnel trained to perform specialty assignments may be allowed to place the title of this specialty on a second line below the name.
- (d) Embroidered versions of the nametag in the proper color may take the place of a metal nametag on garments except Class A. Embroidered versions of the nametag will be name only.

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When a jacket is worn, the nameplate or an authorized embroidered nameplate shall be affixed to the jacket in the same manner as the uniform.

Flag Pin - A flag pin may be worn, centered above the nameplate.

Badge - The department issued badge, or an authorized embroidered replica, must be worn and visible at all times while in uniform. All metal components, such as badges, nameplates, buttons, buckles, etc., will be maintained in their original issued condition. Any items showing tarnish or excessive wear will be refurbished or replaced.

- (a) All badges for all classifications of employee remain property of the Village unless otherwise designated by the Chief of Police.
- (b) Badges will be silver/gold for patrol officers, CSOs and other non-sworn, and gold for civilian supervisors and the sworn ranks of sergeant and above.
- (c) Badges will be displayed on the upper left breast on the outer garment of Class A or B uniforms, with the exception of the raincoat. Officers shall wear "P" buttons on both breast pockets of the uniform.
- (d) Sworn officers on duty in civilian attire should display the badge on a badge holder in a prominent place unless the officer needs to conceal his police identity. If worn on a belt, the badge will be displayed next to the officer's weapon.
- (e) Civilian employees may also display the badge while in civilian attire on the belt or other prominent place.
- (f) Embroidered versions of the badge in the proper color may take the place of a metal badge on garments except Class A uniforms. Personnel will maintain a set of uniforms for use of the standard badge, nameplate and "P" buttons. When wearing an embroidered uniform no "P" buttons are to be worn.

Rank Insignia -

- (a) The insignia of rank for the Chief of Police will consist of three gold stars on the shirt collar points and epaulets of jackets and dress blouses. The lower sleeves of the dress blouse will have three gold bands.
- (b) The insignia of rank for Deputy Chief of Police will consist of two gold stars on the shirt collar points and epaulets of jackets and dress blouses. The lower sleeves of the dress blouse will have two gold bands.
- (c) The insignia of rank for Sergeant of Police will consist of three gold chevrons on the collar points and three embroidered gold chevrons on the collar points on the sleeves below the Department patch. The dress blouse will have one royal blue band on the lower sleeves.
- (d) The Chief of Police may from time to time authorize other insignias to be worn, either to signify an exempt rank or to designate a departmental assignment.

Service Stripes

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- (a) Service stripes will be worn on Class A and may be worn on Class B uniforms to show total length of service in any full time capacity within the Department. Each stripe will represent four (4) complete years of service.
- (b) Service stripes will be located on the lower part of the left sleeve of long sleeve uniform shirts or other outer garments, except rain gear. Wear of these insignia is mandatory for Class A garments.
- (c) On the dress blouse, the service stripes will be above any lower sleeve rank insignia.

1024.4.1 MOURNING BADGE

The wearing of Mourning Bands will be determined according to the Mourning Band Policy.

1024.5 CIVILIAN ATTIRE

Employees who do not wear a uniform, are expected to be well groomed and dressed in a manner that is suitable to his/her responsibilities and positions. An employees appearance must be business-like and reflect professional standards. The Chief of Police will make the final determination on appropriate dress for the Department. The dress code is covered in section 3.5 of the Village of Woodridge Employee Handbook.

Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.

- (a) CASUAL FRIDAY - the Village allows employees to dress in jeans for casual Friday, however, the same cited restrictions apply. No worn or torn clothing, worn or torn gym shoes or scuffed dress shoes or boots are permitted.
- (b) MEETING ATTIRE: Employees who have meetings scheduled outside the office or with vendors or other non-Village individuals on a designated casual day are expected to dress professionally. In addition, the department head may allow employees to dress in jeans for work-related reasons.

1024.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Woodridge Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Woodridge Police Department to do any of the following:

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

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1024.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee.

Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.

Replacement of items listed in this order as optional shall be done as follows:

- (a) When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.

Baseball caps. Officers may wear department issued baseball caps. These caps must be approved by the department and shall not be worn in lieu of the 5 star hat for "Official purposes".

Officers may also procure the following items from their uniform allowance:

- (a) Emergency Medical Equipment; Tactical Tourniquet, Combat Gauze & Trauma Sheers or other type of equipment as authorized by the Deputy Chief of Support Services.
- (b) "Orca" Deluxe Nylon Tactical Suspender Harness or similar type of product. These items must be worn under the Officer's outer Vest Carrier and may not be visible when being worn.

1024.7.1 OUTER VEST CARRIER

All outer vest carriers will be "Dark Navy" material with shirt breast pockets, epaulets, and military creases. Embroidery is optional. All outer carriers will be ordered with the Velcro attachment across the back which allows for a patch that says "POLICE" to be attached. It is the decision of the Officer to wear this patch or not, but the patch must be immediately available and worn when directed by the Watch Commander. Outer vest carriers with a metal badge and nameplate will have "P" buttons on the shirt breast pockets.

Outer vest carriers may have any three of the following attachments:

- Lower slit or flap pocket
- Conducted Energy Device holster
 - must be on non-firearm/weak side
- Extra magazine(s) holder for 1911 magazine
- Flashlight holder
- Squad car microphone holder
- Cellular phone holder
- Radio holder
- Handcuff case
- Tourniquet holder

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- Individual First Aid Kit (IFAK)
 - Kit shall be clearly marked with a red cross or similar insignia so as to be readily identifiable as medical equipment.
 - Kit shall be no larger than: L 7" X W 4" X D 4"
 - The contents of their first aid kit will be left to officer discretion.

MOLLE webbing may be added to one side, or the entire bottom portion, of the front panel of the vest carrier, below the shirt breast pockets, to accommodate these attachments.

Additionally, a pocket or holster for a "hidden" secondary firearm may be inside of the carrier. This cannot be visible while the carrier is being worn.

1024.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Woodridge Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Woodridge Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Nepotism and Personal Relationships

1025.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices to include recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security, while maintaining positive morale by avoiding actual or perceived favoritism, discrimination, or other actual or potential conflicts of interest by or between members of this department. All aspects of Nepotism and Personal Relationships shall be governed by the Section 2.2 of the Village of Woodridge Employee Handbook regarding, "Conditions of Employment".

1025.2 EMPLOYEE RESPONSIBILITY

If employees become related, as defined by the Village of Woodridge Employee Handbook, after employment, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the Human Resources Manager immediately.

1025.3 SUPERVISOR/MANAGER RESPONSIBILITY

Supervisors and Managers must ensure that any personal relationships do not impact the workplace or operations and efficiency of the Department and that they do not result in a potential, actual, or perceived conflict of interest, including but not limited to potential, actual, or perceived favoritism.

1025.4 ADMINISTRATION

The Village Administrator and Human Resources Manager are responsible for the coordination, administration, and implementation of the provisions of this policy.

Department Badges

1026.1 PURPOSE AND SCOPE

The Woodridge Police Department badge and uniform patch as well as the likeness of these items and the name of the Woodridge Police Department are property of the Department and their use shall be restricted as set forth in this policy.

1026.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1026.2.1 SWORN PERSONNEL

Badges and departmental identification cards issued to sworn personnel shall be clearly marked to reflect the position of the assigned employee (Police Officer, Sergeant, Deputy Chief, Chief)

Officers assigned to the Detective Unit will be issued a badge display the word "Detective" while assigned to that position.

Sworn personnel shall be issued two (2) shirt badges and one (1) flat wallet badge.

1026.2.2 NON-SWORN PERSONNEL

Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Parking Control, Telecommunicator).

- (a) Non-sworn personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.
- (b) Non-sworn personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1026.2.3 RETIREE UNIFORM BADGE/ID

Upon honorable retirement (20 years or more) employees will be issued a flat wallet badge displaying the word "Retired", along with a Police Identification card also displaying the word, "Retired". These credentials are only to be used for LEOSA purposes (18 USC § 926C(c), for retiree concealed carry of a firearm.

Upon honorable retirement (20 year or more), employees may purchase, at their own cost, a shirt badge, displaying the word "retired", to be worn at ceremonial events.

The retiree may choose any rank that they held during their career to be placed on the retired badge.

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1026.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and non-sworn uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

The provisions of this policy shall also apply to sworn personnel assigned to specialty assignments or units, in which a special badge or supplementary identification is issued. Those sworn personnel shall also be bound by the respective organizations rules and regulations with regards to badges and ID.

1026.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

- (a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Woodridge Police Department. The following modifications shall be included:
 - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
 - 2. The badge number portion displays the acronym of the employee association.
- (b) The likeness of the department badge for endorsement of political candidates is strictly prohibited.

1026.5 MOURNING PROCEDURE

It is the policy of the Woodridge Police Department to mourn the death of law enforcement officers who are killed in the line of duty, to mourn the death of employees that succumb to death by natural means and mourn the death by natural means of retired employees in good standing.

For Woodridge Police employees who are killed in the line of duty:

- (a) All employees will display the department approved mourning bands on their badges for a **period of 30 days**.

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- (b) Mourning bands will be displayed on badges worn on outer uniform garments.
- (c) Employees who are dressed in civilian clothing shall wear mourning bands on badges that are worn on their belts or by their weapons.
- (d) Unless as otherwise directed by a Presidential order, the United States flag will be flown at half-staff during the day of death until the end of school hours on the day of internment. All remaining flags of the village and state will be flown at half-staff for a period of 30 days.

For employees of the Woodridge Police Department who succumb to death by natural means:

- (a) All employees will display the department approved mourning bands on their badges for a **period of 15 days**.

For retired employees of the Woodridge Police Department in good standing that succumb to death by natural means:

- (a) All employees will display the department approved mourning bands on their badges for a **period of 5 days**.

For law enforcement officers who are killed in the line of duty in the Chicago Metropolitan Area (Cook, Lake, Kane, DuPage, Will, Kendall and McHenry counties):

- (a) All employees will display the department approved mourning bands on their badges for a **period of 10 days**.

For law enforcement officers who are killed elsewhere in the State of Illinois:

- (a) All employees will display the department approved mourning bands on their badges for a **period of 5 days**.

Restricted Duty Assignments

1027.1 PURPOSE AND SCOPE

This policy establishes procedures for providing restricted duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, any provisions set forth in the Village of Woodridge Employee Handbook or current collective bargaining agreements.

1027.2 POLICY

Restricted duty assignments are governed by the current collective bargaining agreements and subject to the operational needs of the Village of Woodridge and the Police Department.

1027.3 GENERAL CONSIDERATIONS

Consideration for restricted duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA), Victims' Economic Security and Safety Act or the Illinois Human Rights Act (820 ILCS 180/5; 775 ILCS 5/1-101 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

The Village or the authorized designee may restrict employees working in restricted duty assignments, as defined by the provisions of the employee's respective collective bargaining agreement or Village of Woodridge Employee Handbook.

1027.4 PROCEDURE

Employees may request a restricted duty assignment for short-term injuries or illnesses as part of their respective collective bargaining agreements.

Employees seeking a restricted duty assignment should submit a written request to the Chief of Police.

1027.4.1 MODIFIED-DUTY SCHEDULES

The schedules of employee on restricted duty will be determined by the Chief of Police, or their designee, to fit Department needs.

The schedules of employees assigned to restricted duty may be adjusted, with prior approval from the Chief of Police, to suit medical appointments.

The employee is required to have their attending physician complete a "Work Status Worksheet", detailing any limitations of their restricted duty.

No overtime will be authorized for employees assigned to restricted duty.

1027.4.2 DRESS CODE

Employees assigned to restricted duty assignments will generally dress in business casual attire.

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1027.5 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a restricted duty assignment.

1027.5.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. The supervisor shall immediately notify their respective Deputy Chief. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the Village of Woodridge Employee Handbook regarding family and medical leave.

1027.6 COURT APPEARANCES

Employees on restricted duty are generally prohibited from leaving the building to attend court.

Exceptions will be made for serious offenses or high profile cases, with approval of the Chief of Police, or their designee. The nature of the injury/medical condition may warrant the employee to be accompanied by a sworn officer.

Employees will be responsible for notifying the Records Unit and the appropriate jurisdictions of their inability to appear in court.

DuPage County:

- Notify the State's Attorney's Officer of the conflict, by going on-line via the Internet to <http://www.co.dupage.il.us/statesattorney/> and completing requested information. The State's Attorney may submit a motion to continue the case to their next scheduled court date, when practical.
- If the officer is unable to attend his traffic court date he/she must make notification to the Records Supervisor as soon as practical (when the conflict is known) prior to the court date. Officers unable to attend traffic court dates other than vacations shall follow the Excused/Unexcused Absences General Order.

Will County:

- If an officer is unable to attend a court notice in Will County, he/she must fill out the "Will County State's Attorney Police Officer Non-Appearance for Court Notification 5-day Notice" form. This form must be faxed to the Will County State's Attorney's Office not less than 5 days from the date of the court date. The original form will be turned over to the Records Unit, for placement into the original file.

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- Should the officer fail to notify the State's Attorney's Office, a "Notice of Police Officer's Failure to Appear in Court" form will be sent to the department.

1027.7 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to restricted duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary restricted duty shall inform their Deputy Chief, via chain of command, of any inability to maintain any certification, training or qualifications.

Lead Exposure

1028.1 PURPOSE

The purpose of this general order is to define the hazards and outline precautions to minimize the exposure of Department members to the element lead.

1028.2 POLICY

It is the policy of the Woodridge Police Department to provide a safe working environment for all of its employees. While all hazards cannot be eliminated, the Department believes that education on the hazards of exposure to lead on the firing range can minimize the risk

1028.3 PROCEDURE

Entry paths for lead into the body:

- When inhaled lead particles go directly into the lungs and are quickly absorbed into the bloodstream. The blood then transfers the lead to soft body tissue and bone. Heat from smoking, sweating, or physical activity accelerates this process.
- Lead can also settle on the skin and hair, and in turn, be absorbed through the pores of the skin.
- If lead particles reach the mouth, they can be ingested into the digestive system.

Lead can have a wide range of toxic effects on the body. Pregnant females are particularly at risk; female officers who may be pregnant should notify the Range Master prior to shooting.

Testing can be performed in several ways. The blood level (BLL) test detects recent exposure to lead but does not provide information regarding long term or past exposure. The BLL measures the quantity of lead in micrograms per deciliter of blood, written as ug/100 dl, that is micrograms of lead per 100 deciliters of blood.

The Occupational Safety and Health Administration (OSHA) Standards state that the median blood level for adults should be about 15-ug/100 dl. For reproductive health, the blood level should stay below 30-ug/100 dl. OSHA recommends removal from the work place of any employee whose BLL measures 40-ug/100 dl or higher.

In view of lead hazards, the following precautions will be taken by all Department personnel during and after using any firing range during any Department sponsored training:

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Lead Exposure

- No smoking at any time on the range.
- No eating on the range without thoroughly washing the hands and face. Lead dust on hands and face can be ingested through contact with food.
- Do not collect fired brass in baseball caps. Many shooters use their baseball caps to collect spent brass, which contaminates the cap with lead particles. When the cap is placed back on the head, the lead is deposited into the hair and absorbed into the skin.
- After using the range, be aware that after extended periods on the range, the face, arms and hands may have lead residue. Employees should wash these areas using cold water and soap.
- It is suggested that range clothes be washed separately from the family's regular laundry. Families with infants should be particularly careful, since infants are most vulnerable to lead contamination.

The Department will offer designated range and firearm instructor's annual blood testing to determine their lead exposure. This will be done at no cost to the employee.

Collective Bargaining Union Negotiations

1029.1 PURPOSE & SCOPE

The purpose of this policy is to describe the Department's role in collective bargaining, establish membership of the Collective Bargaining Management Team and Employee Team, and to participate in "good faith" bargaining efforts.

It is the policy of the Woodridge Police Department to abide by the Metropolitan Alliance of Police, Lodge #51 and Lodge #639, Union contracts, to promote harmonious relations, and to keep the lines of cooperation and communication open between management and bargaining unit employees.

1029.2 PROCEDURE

Roles in Collective Bargaining:

Department's Role:

- (a) The Chief of Police, or his designee, will serve on the collective bargaining team in an advisory capacity. In this capacity he may be called upon to advise the Village as to Police Department policies and procedures that may be affected by suggested changes presented during the bargaining process.
- (b) The Chief of Police, or his designee, shall furnish necessary information to facilitate settlements to labor disputes. At no time will reprisals be sought against any employee who may be lawfully engaged in the collective bargaining process.

Member's Role:

- (a) Employees of the Woodridge Police Department who are members of a bargaining unit shall not carry out collective bargaining tasks on duty, except as a specifically assigned duty or as outlined in the Collective Bargaining Agreement.

Collective Bargaining Team:

Management: At the discretion of the Village Manager, a Collective Bargaining Team representing management will include an attorney appointed by the Village Manager as its principal negotiator. Membership may also be made up of:

- (a) One or more non-bargaining unit Police Department employees
- (b) One or more employees from another department of the Village of Woodridge

Employee: Sworn personnel below the rank of Sergeant who are presently represented by the Metropolitan Alliance of Police (MAP), Lodge #51 and MAP #639 Civilian Employees.

"Good Faith" Bargaining:

In compliance with the Illinois Public Labor Relations Act, the Village of Woodridge representatives and employees authorized to bargain collectively will participate in negotiations based on the principle of "good faith" bargaining.

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Collective Bargaining Union Negotiations

Bargaining Team Ground Rules:

Prior to the commencement of negotiations, both parties shall decide on mutually acceptable “ground rules” to which the bargaining teams shall adhere during the collective bargaining process.

The rules shall include but not be limited to the following:

- (a) Size and composition of the bargaining teams;
- (b) Compensation, if any, for employees acting as bargaining team members;
- (c) Procedures governing release of information to third parties during the bargaining process;
- (d) Time schedules and meeting agendas;
- (e) Methods for recording sessions;
- (f) Methods for introducing issues; and
- (g) Methods for resolving conflict.

Collective Bargaining Agreements:

- (a) The Collective Bargaining Agreement shall be in written form and signed by both parties signifying agreement of the terms.
- (b) The authorizing signatures of the Village shall be those of the Village Mayor and Village Clerk.

Contract Agreement Dissemination:

- (a) Once the contract is ratified and signed by both parties, the Chief of Police, or his designee, will disseminate a copy to each affected supervisor and command personnel.
- (b) It will be the responsibility of the union to insure that sufficient copies of the negotiated contract are produced and disseminated to its members.

Contract Review:

- (a) Upon receiving the contract the Chief of Police will review said contract and within a reasonable period of time issue amendments and rescissions of those administrative directives affected by the contract, in order to insure compliance.

Promotion and Selection

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to promote personnel in a manner that is consistent with State Law, Village Ordinances, Board of Police Commissioners Rules and Regulations and Equal Opportunity-Affirmative Action Guidelines. It is the policy of the Woodridge Police Department to select, promote and appoint those individuals who have demonstrated a desire and capacity to assume greater responsibility in the police profession.

1030.2 DEFINITIONS

Assessment Center: A standardized evaluation of behavior based upon multiple sources of input and using trained observers and multiple techniques. Judgments about behavior are made from specially developed assessment exercises designed to measure the participant's performance in specific job related tasks and situations.

Board of Police Commission (BOPC): A group of five (5) members, each of whose term of office shall be three (3) years, and who are appointed by the Mayor, subject to the advice and consent of the Board of Trustees.

Non-sworn Supervisors: A non-sworn employee who has supervisory authority over non-sworn police department employees within their Section or Unit.

1030.3 PROCEDURE

Professional and Legal Requirements:

Department Authority and Responsibility: The authority and responsibility for administering the department's role in the promotion process is vested in the Chief of Police. There are currently three methods of promotion employed at the Woodridge Police Department:

- (a) Board of Police Commission appointment
- (b) Exempt rank appointment
- (c) Non-sworn appointments

Regardless of which promotional method is employed, the Chief of Police shall be responsible for administering the Department's role in the promotional process and for performing the necessary liaison activities between the Village Personnel Director and the Board of Police Commissioners.

- (a) As department head, the Chief of Police oversees the selection of sworn, exempt rank personnel independent of Board of Police Commission rules and regulations.
- (b) All exempt rank and non-sworn supervisory appointments shall be made by the Chief of Police with the consent of the Village Administrator.

The Village maintains a separate manual entitled: "Rules and Regulations of the Board of Police Commissioners of the Village of Woodridge," which in conjunction with Title 2, Chapter 4 of

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Promotion and Selection

the Village Code of Ordinances, details procedures for the promotional process, may include procedures for:

- (a) Evaluating the promotional potential of candidates
- (b) Administering written tests
- (c) Using assessment centers
- (d) Conducting oral interviews
- (e) Providing procedures for review and appeal of results for each promotional element by candidates
- (f) Determining promotional eligibility for vacancies where lateral entry is permitted

Promotion and Selection Process:

Sergeant of Police: The Board of Police Commissioners, pursuant to the ordinances of the Village of Woodridge and the State Statutes of Illinois, are responsible for the promotion of sworn police officers to the rank of Sergeant of Police. A manual, mentioned in Section IV.A.3 above, outlines the process and procedures for the selection of Sergeants of Police.

Deputy Chief of Police: The Office of Chief of Police with consent of the Village Administrator, pursuant to the ordinances of the Village of Woodridge, is responsible for the selection and appointment of the sworn, exempt rank position of Deputy Chief of Police.

- (a) Qualifications necessary for Deputy Chiefs of Police shall be established from the current job description.
- (b) All candidates for the position of Deputy Chief of Police shall be held to these standards.
- (c) Lateral entry from outside the department into an exempt rank position is permitted.
- (d) Exempt rank selection/appointments are not subject to civil service protection.

Non-sworn Supervisors: The selection and appointment of non-sworn supervisors shall be conducted by the Chief of Police with consent of the Village Administrator. The positions shall be appointed either from internal or external applicants.

Promotion Process Requirements:

The procedures used by the Board of Police Commissioners and the Department for promotion or appointment will be maintained as job related and non-discriminatory.

As part of the promotion process requirement, the Department may use an assessment center testing process for the positions of Chief of Police, Deputy Chief, Sergeant and Non-sworn supervisors.

Promotional Announcements:

The department shall provide eligible employees with a written announcement of all forthcoming Board of Police Commissioners and non-sworn promotion opportunities. Such announcements

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Promotion and Selection

will precede the actual promotion process by at least thirty (30) days and may include, but not limited to the following:

- (a) A description of eligibility requirements
- (b) A job description of the position for which the vacancy exists
- (c) A schedule with dates of the selection process

Eligibility List Development:

The Board of Police Commissioners shall develop an eligibility list for the rank of Sergeant pursuant to the Rules and Regulations of the Board of Police Commissioners of the Village of Woodridge.

The Board of Police Commissioners shall send a dated copy of the final eligibility list to each person appearing on said list.

The Chief of Police shall fill positions for the rank of Sergeant as outlined in the "Rules and Regulations of the Board of Police Commissioners of the Village of Woodridge," and applicable Ordinances of the Village of Woodridge.

No published eligibility list will be developed for exempt rank positions or non-sworn supervisors.

Probationary Period:

All promotions are subject to six (6) month probationary period from the date of appointment.

Reapplication, Retesting and/or Reevaluation:

Candidates for promotion are eligible for reapplication, retesting, and/or reevaluation at all posted/announced promotion examinations.

Tuberculosis (TB) Exposure Control Plan

1031.1 PURPOSE AND SCOPE

Members of the Woodridge Police Department provide services to citizens who may have either latent or active TB infection. Tuberculosis is caused by infection with the bacteria *Mycobacterium tuberculosis*. Initial infection usually goes unnoticed, with no clinical signs or symptoms. Ninety percent of people with this form of infection, also known as latent TB infection (LTBI), never develop active disease. However, approximately 10% of people with LTBI will develop TB disease months to years after initial infection. TB disease is characterized by clinical symptoms such as fever, fatigue, weight loss, and night sweats. These individuals can be infectious to others, which can occur as a regular part of the duties of emergency responders, such as our personnel within this department.

1031.2 POLICY

The Woodridge Police Department maintains, reviews, and updates this Exposure Control Plan as a supplement to the department's Infectious Materials/Bloodborne Pathogens Exposure Control Plan at least annually and whenever necessary to reflect new or modified tasks, procedures, and engineering controls that affect occupational exposure. This plan will also be updated to reflect new or revised employee positions with such potential occupational exposure. This responsibility will be completed by the Program Administrator, who within the department is Deputy Chief of Support Services or their designee.

1031.3 EXPOSURE DETERMINATION

All employees in the following job classifications have or may have occupational exposure to TB when performing the listed tasks/procedures below:

Sworn Police Officer - Daily interactions with the general public

Community Service Officer - Daily interactions with the general public

Matron - Interactions with prisoners

Maintenance/Custodian - Cleaning holding cells

1031.4 NOTIFICATION

The Program Administrator will ensure that all applicable personnel are informed of this potential hazard and take necessary precautions against exposure to TB. In addition, all outside contractors or personnel from other departments that may perform duties within our facility, or any of those identified within Section 1032.3 of this plan, will also be informed of the potential TB hazard and are required to take necessary precautions in order to minimize such exposure potential.

Signs shall be posted at rooms or areas used to isolate an individual with suspected or confirmed infectious TB or areas where procedures or services are being performed on an individual with suspected/confirmed infectious TB. Signs shall be posted at all entrances in order to inform both

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Tuberculosis (TB) Exposure Control Plan

personnel and other individuals that a potential TB risk exists. Signs shall include a single word, e.g. STOP, HALT, or NO ADMITTANCE; or hazard symbol, and/or a descriptive message, e.g. Respiratory Isolation, No Admittance without Wearing a Type N-95 or more protective Respirator, or see a specific person or position as identified.

1031.5 EXPOSURE INCIDENT REPORTING

All members must report exposure incidents or potential exposure incidents immediately to their supervisor, pursuant to Policy 1022 for "On Duty Injuries", and Policy 1009 for "Communicable/ Infectious Diseases". This individual is responsible for investigating, evaluating, and documenting the circumstances surrounding the exposure incident using required department reporting forms, e.g. First Report of Injury (Form 45), Supervisor's Investigation Report, and Employee Statement of Incident Form. These forms shall be forwarded to the Woodridge Police Department claims coordinator, who in turn, will submit them to our workers' compensation administrator, Intergovernmental Risk Management Agency (IRMA) within five days of the alleged exposure and/or being informed of the potential infectious TB individual. The employee shall then seek appropriate medical treatment for this alleged exposure as soon as possible and adhere to all recommended testing procedures as deemed necessary by the treating physician.

1031.6 SCREENING/ISOLATION

All Department personnel are responsible for the screening of all arrestees, detainees, and/or other individuals where direct contact is necessary for TB symptoms. These symptoms are a persistent cough lasting 3 or more weeks with 2 or more signs and symptoms of active infectious TB, e.g. bloody sputum, night sweats, weight loss, fever, anorexia, or has had a positive acid-fast bacilli (AFB) smear completed. An attempt should be made to complete this screening process as soon as it is feasible depending on various circumstances, e.g. combative suspect, intoxication, unconscious, etc.; at which times it would be difficult or even impossible.

Should the individual exhibit any of these symptoms, identify oneself as being infectious TB, or such condition verified via local or State health department, this person should be isolated as soon as feasible in order to prevent oneself and others from potential exposure. The individual should be placed in an isolation room or, if one is not available, segregated from other individuals and personnel. Department personnel shall don their assigned N-95 respirator as soon as possible prior to transport either by ambulance or squad car. The suspect or alleged infectious TB individual could also be masked so long as not to jeopardize either treatment or medical conditions that may exist. A surgical mask, O2 mask, and/or tissue may be used so long as no respiratory distress results in this individual.

During isolation or transport, minimal number of personnel should come in contact with this individual in order to prevent further potential TB exposure. Again, all access points leading to the isolation area shall be labeled, placarded, and/or marked as described previously in Section 1032.4. These individuals should be transported and/or relocated to more suitable facilities that are equipped to handle such situations as soon as feasible.

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Tuberculosis (TB) Exposure Control Plan

1031.7 TRAINING, SCREENING AND REPORTING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services. Members with questions regarding this policy shall direct them to their immediate supervisor for clarification. All Department personnel shall receive training at initial assignment for any identified position in Section 1032.3, and on an annual basis, thereafter, or sooner should tasks/duties change that could cause a TB exposure risk to exist. In addition, all personnel shall meet the requirements of the Department's Policy 705 prior to use of the N-95 respirator unit.

TB screening of all personnel should include a baseline be completed at time of hire. An alternative to annual screening frequency would be to conduct an annual risk assessment by keeping close communication with the local health department to monitor the incidence of TB within the community population served. All personnel shall be tested should a known exposure occur.

All positive infectious TB incidents shall be reported to either the County Health Department and/or State of Illinois Department of Public Health as required for both employees and those individuals that are encountered during the fulfillment of such assigned duties arising out of the course of employment.

1031.8 SUMMARY

The procedures in this Exposure Control Plan should minimize the likelihood of an occupational exposure to TB. The procedures for isolating and managing this potential exposure shall be utilized until such time the individual with suspected or confirmed infectious TB is determined to be non-infectious, until the diagnosis for TB is ruled out, or until the individual is transferred to the custody of others and/or no longer under our direct supervision.

Anti-Retaliation

1032.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, Illinois law, Village ordinance, collective bargaining agreement, or the Village of Woodridge Employee Handbook.

1032.2 POLICY

The Woodridge Police Department has a zero tolerance policy for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1032.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy, any other policy or the Village of Woodridge Employee Handbook; or for participating in any investigation related to a complaint under this or any other policy or the Village of Woodridge Employee Handbook.

Retaliation includes any adverse action or conduct, including but not limited to:

- Intimidation
- Discrimination
- Verbal and/or physical abuse
- Adverse actions with regards to pay, work assignment, or any other terms of employment
- Termination of employment
- Any threats of any such action

Anti-Retaliation

1032.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, Department Manager, Human Resources Manager and/or Assistant Village Administrator, pursuant to the guidelines in the Village of Woodridge Employee Handbook.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can, itself, result in disciplinary action up to and including termination.

Although total confidentiality in investigating and imposing any discipline cannot be assured, the Village will attempt to preserve confidentiality to the extent that the needs of the situation permit.

1032.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and the associated provisions of the Village of Woodridge Employee Handbook, and ensure that members under their supervision are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are received and reported to the Chief of Police and the Human Resources Manager.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Taking appropriate and reasonable steps to mitigate any further violations of this policy, any other policy, or Village of Woodridge Employee Handbook.
- (e) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (f) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (g) Not interfering with or denying the right of a member to make any complaint.
- (h) Forwarding requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy to Command Staff for review.

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Anti-Retaliation

1032.6 WHISTLE-BLOWING

The Illinois Whistleblower Act protects an employee who, with reasonable cause to believe the information communicated discloses a violation of a law, rule, or regulation (740 ILCS 174/1 et seq.):

- (a) Provides information to a government or law enforcement agency, in a judicial or administrative hearing, or testifies before a legislative body.
- (b) Refuses to participate in an activity that would result in a violation of a law, rule, or regulation.
- (c) Engages in any other act or omission if the employee is disclosing or attempting to disclose public corruption or wrongdoing.

Retaliation is also prohibited against any employee who reports, cooperates in an investigation conducted by an individual responsible for receiving and investigating complaints of misconduct, reviewing the performance of the department's members, and/or the integrity of the Village's operations and programs involving, or testifies in a proceeding or prosecution regarding, improper government action (50 ILCS 105/4.1).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Chief of Police and the Human Resources Manager for investigation pursuant to the provisions in the Village of Woodridge Employee Handbook and the Discipline & Personnel Complaints Policy.

1032.7 TRAINING

Generally, acknowledgement of this policy will serve as training on the subject matter contained therein. The Department or Village may, as circumstances dictate, provide additional training, which will be coordinated through the Deputy Chief of Support Services or Human Resources. Members with questions regarding this policy shall direct them to their immediate supervisor,

Peer Support Program

1033.1 PURPOSE

This order provides all employees with information regarding the function of the Peer Support Program, how to contact the program for assistance, and the services the program offers.

1033.2 POLICY

The Woodridge Police Department will provide all employees an opportunity to receive confidential peer support through times of personal or professional difficulties and to help anticipate and address potential adverse effects on personal and professional lives. Peer support will be a voluntary assignment staffed by trained Peer Supporter personnel who will provide direct assistance and/or referrals.

1033.3 DEFINITIONS

Confidentiality—The professional or ethical duty for the Peer Supporter to refrain from disclosing information from or about a recipient of peer support services, barring any exceptions that must be disclosed at the outset to the recipient.

Privacy—The expectation of an individual that disclosure of personal information is intended for the Peer Supporter only.

Peer Support Program- The network of Peer Supporters within the Department which is available to provide confidential support and assistance to employees who express a need for assistance due to personal or professional difficulties. The Peer Support Program can augment outreach programs such as employee assistance programs (EAP), in-house treatment programs, and out of agency psychological services and resources, but not replace them.

Peer Support Program Coordinator—A Woodridge Police Department sworn employee with rank of Sergeant or above, designated to direct and coordinate the purpose and activities of the Peer Support Program. The Peer Support Program may have more than one Program Coordinator, and if so each shall be referred to as a Co-Coordinator.

Peer Support Program Core Group—WPD sworn and non-sworn employees who provide organizational guidance and structure to the Peer Support Program. The Core Group will consist of, but not be limited to, the Program Coordinator or Co-Coordinators, Department Social Worker, police officers, and other department members.

Peer Supporter—A Peer Supporter is a specifically trained colleague, not a counselor or therapist, who assists employees by providing emotional support during times of personal or professional difficulty. Peer Supporters are sworn or civilian employees who have volunteered and been selected to participate in the Peer Support Program and have successfully completed a minimum 40-hour peer support training class. A Peer Supporter is also trained to recognize and refer cases that require professional intervention or are beyond his/her scope of training to a licensed mental health professional.

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Peer Support Program

1033.4 PROCEDURES

The Peer Support Program's objectives include, but are not limited to:

1. Helping employees through a temporary crisis.
2. Promoting an atmosphere of support and trust among employees.
3. Promoting an awareness of the self-help alternatives available to employees.
4. Providing trained personnel who can assist in problem resolution before a point of crisis is reached.
5. Developing an additional system of referral for appropriate professional care.
6. Developing a readily accessible network of employees trained to be of service to their fellow employees.

This is accomplished primarily through listening, assessing, assisting with problem-solving, making referrals to a professional, and conducting follow-up as needed.

1033.4.1 PEER SUPPORT CONDUCT

- A. The Core Group is authorized to remove a Peer Supporter from the program if necessary. Peer Supporters shall be removed from participation in the program under the following criteria, including but not limited to:
 1. Conduct inconsistent with program objectives.
 2. Breach of confidentiality.
 3. Failure to attend training.
 4. Numerous unexcused absences from mandatory meetings.
 5. Repeated non-participation in functions when called upon.
 6. Sexual conduct, a personal relationship, or a financial relationship between the Peer Supporter and the person being assisted (during the time the assistance is being provided).
 7. Receiving a disciplinary suspension.
 8. Loss of the Supporter's good standing with the Department.
- B. A Peer Supporter will not be exempt from federal, state, and local laws, or rules and regulations of the Department.
- C. Peer Supporters shall sign the Peer Support Team Confidentiality Agreement (Attached) upon entering the program, indicating their agreement to maintain confidentiality and outlining the consequences for any violation of confidentiality.
- D. Peer Supporters need to be aware of their personal limitations. They should seek advice and counsel in determining when to disqualify themselves from working with problems for which they have not been trained or problems about which they may have strong personal beliefs.

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Peer Support Program

- E. A Peer Supporter will have the option to take a leave of absence from the program and will be encouraged to exercise this option when personal issues or obligations require it.
- F. Peer Supporters may voluntarily withdraw from participation in the program at any time with notification in writing to the Program Coordinator(s).
- G. Peer Supporters may consult with employees while the Peer Supporters are on duty with approval of the Peer Supporter's immediate supervisor. Supervisors should grant such requests unless they adversely affect operational needs. Peer Supporters will not give employee names or personal identifiers to the supervisor.
- H. No overtime will be authorized for Peer Support Program activities unless pre-approved by a supervisor or the Program Coordinator(s). All efforts should be made to use Peer Supporters while they are working.
- I. The Peer Support Team will attempt to train a sufficient number of sworn and civilian employees to provide services to all sworn and civilian Department personnel.
- J. Fellow employees and supervisors are encouraged to support their co-workers in accessing peer support. If an employee wants to refer another to the Peer Support Program, the employee should speak with that individual directly and suggest that he/she seek out peer support assistance. This does not preclude members of the Peer Support Team from self-initiation due to personal observation.
- K. Peer Supporters shall limit their interactions with the same employee to three (3) interactions based on the original request for peer support, or as determined by the Program Coordinator(s). Exceptions to the number of interactions will be considered on a case-by-case basis. Additional requests for interventions should be referred to a mental health professional.
- L. Peer support is not designed to supplant existing programs. Employees have the option of using the Employee Assistance Program (EAP). The Department may also conduct a Critical Incident Stress Debriefing, to address a critical incident faced by Department employees which may cause them to experience unusually strong emotional reactions or stress which have the potential to interfere with their ability to function.

[See attachment: Peer Support Confidentiality Agreement.pdf](#)

1033.4.2 PEER SUPPORT TEAM SELECTION

Peer Supporters:

Peer Supporters are voluntary, non-probationary employees who are currently in good standing with the Department.

- (a) Considerations for selection of Peer Supporter candidates include, but are not limited to, previous education and training; resolved traumatic experiences; and desirable personal qualities such as maturity, judgment, personal and professional ethics, and credibility.
- (b) Each candidate will be appointed upon recommendation of the Core Group with the approval of the employee's immediate supervisor.

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Peer Support Program

Coordinator:

- (a) The Chief of Police with the assistance of the Deputy Chiefs of Police and the Core Group shall select the Program Coordinator(s).

1033.5 CONFIDENTIALITY

- A. Peer Supporters must respect the confidentiality of their contacts, and must be fully familiar with the limits of confidentiality. Limits to confidentiality will be consistent with state and federal laws as well as Department policy. Confidentiality will cease if there is a possibility of threats to self, threats to others, domestic abuse, child and elder abuse, and law violations. Employees must understand the limits of confidentiality:
 1. All information shared by an employee is confidential; **EXCEPT** for matters which involve all violations of law, if an employee or someone else an employee reports is suicidal/homicidal, or if an employee reports an act involving child abuse/neglect, elder abuse/neglect, or domestic violence which mandates a report be filed.
- B. If an employee discloses to a Peer Supporter his/her involvement in any violation of the law or that he/she committed an act that mandates a report be made, the Peer Supporter must report the violation to the employee's respective supervisor. In addition, the Peer Supporter must notify the Program Coordinator(s). If an employee discloses that he/she, or someone else, is suicidal, the Peer Supporter must make the appropriate notifications guided by Department policy, state law, and Peer Support training guidelines.
- C. Communications between Peer Supporters and their contacts are not considered privileged information. There is no legal protection from being compelled to disclose communications between Peer Supporters and employees. However, some communications between a licensed social worker or a licensed clinical social worker and a person consulting the social worker in a professional capacity may be considered privileged (225 ILCS 20/16), and some communications between a licensed professional counselor or licensed clinical professional counselor and a person consulting the counselor in a professional capacity may be considered privileged (225 ILCS 107/75).
- D. Peer Supporters must not provide information to supervisors or fellow peer support members obtained through peer support contact, except in suicide-related situations described in section B above, and should reinforce to supervisors the confidentiality guidelines established by the Department. For consultation or support, a Peer Supporter may request help from the Program Coordinator(s).
- E. A Peer Supporter who breaks confidentiality can be subject to disciplinary action and removal from the Peer Support Team.

1033.6 DOCUMENTATION

- A. A Peer Supporter shall not keep written formal or private records of supportive contacts other than non-identifying records that help document the general productivity of the program. The Peer Supporter should provide the Program Coordinator(s) with the

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Peer Support Program

non-identifying information on a quarterly basis or upon request, using the memo format.

- B. The Program Coordinator(s) shall provide an annual report to the Chief of Police via the chain of command on the activities of the Peer Support Program. The report shall include a summary of meetings held, training, changes in personnel, and non-identifying information regarding interventions.

1033.7 TRAINING

- A. All Peer Supporters shall attend an approved 40-hour Peer Support Training course prior to conducting any Peer Support activities. The training should include, but not be limited to, the following topics:
 - 1. Effective listening
 - 2. Critical incident stress management
 - 3. Debriefing and defusing techniques
 - 4. Post-traumatic stress
 - 5. Problem-solving skills
 - 6. Relationship termination
 - 7. General assessment skills
 - 8. Referral and follow-up
- B. Peer Support Team members shall be required to attend any additional training deemed necessary by the Program Coordinator(s).
- C. All training will be documented properly.

Attachments

DCFS Cants 5 Form.pdf

**WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT REPORT:
MANDATED REPORTERS**

DATE: _____

ABOUT: _____
Child's Name Child's Birth Date

If you are reporting more than one child from the same family please list their names and birth date in the space provided on the reverse side of this form.

Street Address City Zip Code

Parent/Custodians: _____
Name

Address (if different than the child's address)

This is to confirm my oral report of _____, _____, made in accordance with the Abused and Neglected Child reporting Act (325 ILCS 5 et seq). Please answer the following questions. (If you need more space, use the back of this page.)

1. What injuries or signs of abuse/neglect are there?
2. How and approximately when did the abuse/neglect occur and how did you become aware of the abuse/neglect?
3. Had there been evidence of abuse/neglect before now? Yes No
4. If the answer to question 3 is "yes," please explain the nature of the abuse/neglect.
5. Names and addresses of other persons who may be willing to provide information about this case.
6. Your relationship to child(ren)
7. Reporter Action Recommended or Taken:

PLEASE CHECK THE APPROPRIATE RESPONSE:

- I saw the child(ren)
 I heard about the child(ren) From whom? _____
 I **have** **have not** told the child's family of my concern and of my report to the Department.
 I am **willing** **NOT willing** to tell the child's family of my concern and of my report to the Department.
 I **believe** **do NOT believe** the child is in immediate physical danger.

(Name Printed) (Signature)

(Title) (Organization/Agency)

INSTRUCTIONS

The Abused and Neglected Child Reporting Act states that mandated reporters shall promptly report or cause reports to be made in accordance with the provisions of the ACT.

The report should be made immediately by telephone to the IDCFS Child Abuse Hotline (800-252-2873) and confirmed in writing via the U.S. Mail, postage prepaid, within 48 hours of the initial report.

MAILING INSTRUCTIONS

Mail the original to the nearest office of the Illinois Department of Children and Family Services, Attention: Child Protective Services.

2 nd Child's Name (If Any)	2 nd Child's Birth Date
3 rd Child's Name (If Any)	3 rd Child's Birth Date

DCFS is an equal opportunity employer, and prohibits unlawful discrimination in all of its programs and/or services.

WPD_Oath_Of_Office.pdf

Woodridge Police Department

VILLAGE OF WOODRIDGE

OATH OF OFFICE

STATE OF ILLINOIS)
) SS:
DUPAGE/WILL/COOK COUNTIES)

I, _____ having been appointed to the office of Patrol Officer in the Village of Woodridge, in the Counties of DuPage, Will and Cook aforesaid, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of Patrol Officer according to the best of my ability.

SUBSCRIBED AND SWORN to before me this
____ day of ____ A.D. ____

GINA CUNNINGHAM-PICEK, MAYOR
VILLAGE OF WOODRIDGE

SUBSCRIBED AND SWORN TO before me this
____ day of ____ A.D. ____

SEAL

VILLAGE CLERK
VILLAGE OF WOODRIDGE

Evidence and Property Appendix.pdf

AMBERfax2014.pdf

State of Illinois
AMBER ALERT
Notification Plan

(Public Act 92-0259)
FACSIMILE TRANSMISSION PACKET

Date: _____ Time: _____

To: Illinois Springfield Communications Center
Telephone #: 217-786-6677
Facsimile #: 217-786-7191

From: (Department) _____
(Contact) _____

Telephone #: _____ Facsimile #: _____

OCA (LEADS/NCIC) Number: _____

Subject: **AMBER ALERT**
CHILD ENDANGERMENT/ABDUCTION
EMERGENCY NOTIFICATION
MESSAGE

PHOTOGRAPH OF THE CHILD, ABDUCTOR, OR VEHICLE SHOULD BE SENT TO:
scc@isp.state.il.us and missing@isp.state.il.us

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

This facsimile contains CONFIDENTIAL INFORMATION which may also be legally privileged and is intended only for the use of the individual or entity to which it is addressed. Unauthorized disclosure or dissemination may be prohibited by state and federal statutes. If you have received this communication in error, please contact the sender immediately.

EMERGENCY NOTIFICATION MESSAGE CRITERIA

The child is under the age of 16 **or** has a proven mental or physical disability
and,
 Police **must believe** the child is in danger of serious bodily harm or death.

ABDUCTION INFORMATION

Date Abducted:			Time Abducted:			
Location/Place of Abduction:		City:		State:	Zip:	County:
Vehicle Description	Color:	Year:	Make:	Model:	Style:	
License Plate:	State of Issue:		Direction of Travel/Destination:			
Incident Details:						

CHILD INFORMATION *(Complete an additional page for each additional child abducted)*

Last Name:		First Name:			MI:
Date of Birth:	Age:	Race:	Gender:		
Height:		Weight:	Eyes:	Hair:	
Clothing	Shirt:			Pants:	
Shoes:		Outerwear:			
Identifying Features:				Photo Emailed:	

ABDUCTOR INFORMATION *(Complete an additional page for each additional abductor)*

Last Name:		First Name:			MI:
Date of Birth:	Age:	Race:	Gender:		
Height:		Weight:	Eyes:	Hair:	
Clothing	Shirt:			Pants:	
Shoes:		Outerwear:			
Identifying Features:				Photo Emailed:	

LAW ENFORCEMENT CONTACT INFORMATION

Department:		Contact Phone #:	Media Inquiry #:
Department ORI:		Contact Email:	
<i>Although each case has its own set of circumstances, police must follow the abduction criteria as closely as possible.</i> This process should not replace departmental policy/procedure on conducting follow-up investigation to include collecting photographs of any missing or abducted child.			
For ISP Use ONLY:			
Clearinghouse notified	Yes	No	IDOT notified
	Yes	No	District 15 notified
	Yes	No	

**Liquor and Tobacco Enforcement
Parental Consent.pdf**

WOODRIDGE POLICE DEPARTMENT

1 Plaza Dr. Woodridge, Il. 60517 Ph#(630)719-4740 – Fax#(630)719-9266

PARENTAL CONSENT FORM RELEASE & HOLD HARMLESS AGREEMENT

I _____, parent of _____,
do hereby give permission for my son/daughter to participate in a Woodridge Police Department controlled buy operation. I understand that my son/daughter, acting as a special agent of the department will attempting to purchase items, which normally cannot be legally sold to minors.

In consideration for the foregoing, on behalf of myself and my son/daughter, hereby releases and holds the Village of Woodridge, its Police Department, its officer's and/or its employees, harmless from any and all liability, causes of action, suits, injuries, damages or demands of whatsoever nature arising out of the operation of the Village of Woodridge Police Department. In addition, the undersigned intends, by executing this release and hold harmless, to waive all claims the undersigned and/or my son/daughter has or may in the future have whatsoever against the Village of Woodridge, its Police Department, its officer's and/or employees.

I understand my son/daughter may be requested to appear before the Village of Woodridge Liquor/Tobacco Commission and/or the 18th Judicial Court of DuPage County. I will cooperate in making my son/daughter available for the appearances.

Parent Signature; _____ Date; _____

Intox ECIR Accuracy Checks.pdf

EC/IR-2 Accuracy Check Retrieval

- 1) Press and hold <Shift> and press <F5>. Release both keys.
- 2) For "format of print", press <Space bar> until "Complete" is displayed.
RECORDS
- 3) Press <Enter>
- 4) For "Test Types", press <Space bar> until "All" is displayed.
- 5) Press <Enter>.
- 6) When "Select Tests By" is displayed, press <Space bar> until "Range of Dates" is shown.
- 7) Press <Enter>
- 8) Enter desired starting date with the year in 4-digit format
(MM/DD/YYYY)
- 9) Press <Enter>
- 10) Enter desired ending date with the year in 4-digit format.
- 11) Press <Enter>
- 12) Press <Space Bar> to print.

Only licensed BAO's are permitted to retrieve these records.

Records can be retrieved for one particular date or for a range of dates. If a range of dates is requested, all subject tests conducted within that range will also print out.

Test results that have been deleted by the BAT will not be printed.

All instruments are set for self-accuracy checks on the 1st day of every month at 7:00 am.

Response to Resistance Form 2020.pdf

WOODRIDGE POLICE DEPARTMENT RESPONSE TO RESISTANCE REPORT

A. Incident Information

Date	Time	Day of Week	Location	CASE REPORT NUMBER:
Type of Incident <input type="checkbox"/> Crime in progress <input type="checkbox"/> Domestic <input type="checkbox"/> Other dispute <input type="checkbox"/> Suspicious person/vehicle <input type="checkbox"/> Traffic Stop <input type="checkbox"/> Crisis Intervention <input type="checkbox"/> Other (specify) _____				

B. Officer (Each officer involved is required to complete a report)

Name	Badge #	Sex	Height	Weight	Age	Injured <input type="checkbox"/> YES <input type="checkbox"/> NO	Killed <input type="checkbox"/> YES <input type="checkbox"/> NO
Rank	Duty assignment	Years of service			On-Duty <input type="checkbox"/> YES <input type="checkbox"/> NO	Uniform <input type="checkbox"/> YES <input type="checkbox"/> NO	

C. Subject (List only the person who was the subject of the response to resistance by the officer listed in Section B.)

Name (Last, First, Middle)	Sex	Height	Weight	Age	Weapon <input type="checkbox"/> YES <input type="checkbox"/> NO	Injured <input type="checkbox"/> YES <input type="checkbox"/> NO	Killed <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Under the influence <input type="checkbox"/> Suspected under the influence <input type="checkbox"/> Mental Illness <input type="checkbox"/> Other unusual condition (specify) _____				Arrested <input type="checkbox"/> YES <input type="checkbox"/> NO	Charges				
Subject's actions (check all that apply) <input type="checkbox"/> Did not comply with officer verbal direction <input type="checkbox"/> Did not respond to de-escalation attempts by officer <input type="checkbox"/> Resisted police officer control <input type="checkbox"/> Physical threat/attack on officer or another <input type="checkbox"/> Threatened/attacked officer or another with blunt object <input type="checkbox"/> Threatened/attacked officer or another with knife/cutting object <input type="checkbox"/> Threatened/attacked officer or another with motor vehicle <input type="checkbox"/> Attempted to disarm officer <input type="checkbox"/> Firearm <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Threatened officer or another with firearm <input type="checkbox"/> Fired at officer or another <input type="checkbox"/> Other (specify) _____				Officer's actions toward THIS subject: (check all that apply) <input type="checkbox"/> Command Presence <input type="checkbox"/> Verbal Direction <input type="checkbox"/> De-escalation <input type="checkbox"/> Soft Hand Control <input type="checkbox"/> Control & Compliance Tools <input type="checkbox"/> Oleoresin Capsicum (OC) <input type="checkbox"/> TASER <input type="checkbox"/> Baton <input type="checkbox"/> Hard Hand Control <input type="checkbox"/> Intermediate Weapons <input type="checkbox"/> Baton <input type="checkbox"/> Less Than Lethal Force <input type="checkbox"/> Deadly Force			(check all that apply) <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Firearm pointed at subject <input type="checkbox"/> Firearm discharged Firearms discharge (if applicable) <input type="checkbox"/> Intentional <input type="checkbox"/> Accidental Number of Shots Fired _____ [Use "UNK" if unknown] <input type="checkbox"/> TASER discharged <input type="checkbox"/> Probes <input type="checkbox"/> Drive Stun <input type="checkbox"/> Both Number of Cycles _____		

D. Post Response

Subject sustained visible injury: <input type="checkbox"/> YES <input type="checkbox"/> NO	Subject complained of injury/medical issue: <input type="checkbox"/> YES <input type="checkbox"/> NO	Paramedics respond: <input type="checkbox"/> YES Fire District _____ <input type="checkbox"/> NO
Subject treated on scene: <input type="checkbox"/> YES <input type="checkbox"/> By paramedics <input type="checkbox"/> NO <input type="checkbox"/> By officer	Subject transported: <input type="checkbox"/> YES Hospital _____ <input type="checkbox"/> NO	Reason: <input type="checkbox"/> Injury <input type="checkbox"/> Mental Health <input type="checkbox"/> Intoxication <input type="checkbox"/> Other (specify) _____
On-duty supervisor notified: <input type="checkbox"/> YES <input type="checkbox"/> NO	Photographs taken of subject/officer injury: <input type="checkbox"/> YES <input type="checkbox"/> NO If "NO", Reason: _____	

► Each officer involved in the response to resistance is required to completed a case report or supplemental report in FBR

► If this officer used response to resistance against more than one subject in this incident, attach additional reports.

Officer Signature/Badge:	Date:
Supervisor Signature/Badge:	Date:
Command Review Signature/Badge:	Date:

Receipt for Payment.pdf



Policy 608 Attachment

1 Plaza Drive, Woodridge Illinois 60517 (630) 719-4740

Receipt for payment

CI Number

Case Officer

Date

I acknowledge receipt of \$ _____ from the Woodridge Police Department made in exchange for information provided. I further understand that this is considered taxable income and should be included on my State and Federal tax returns.

CI Name (Signed)

CI Name (Printed)

Witness

Date/Time

Witness

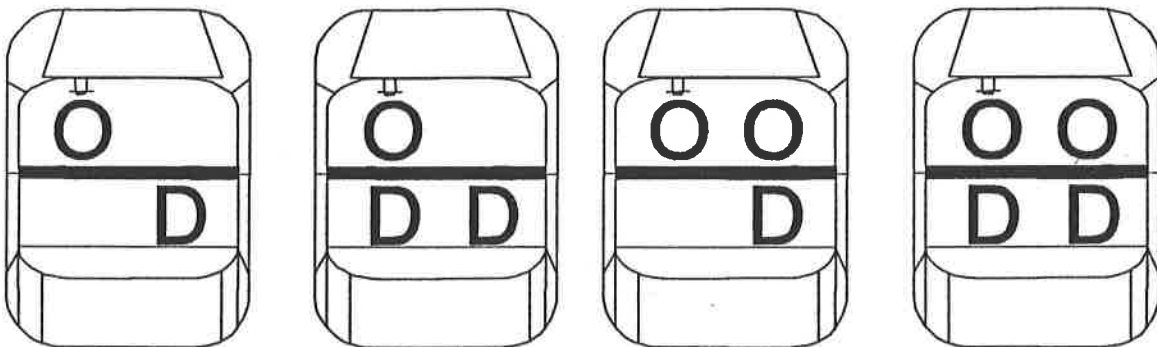
Date/Time

Prisoner Transport Attachment.pdf

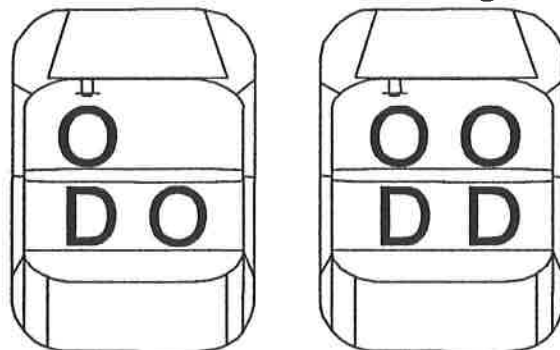
ATTACHMENT A

SEATING ARRANGEMENT Prisoner Transport

Vehicles with safety barriers



Vehicles without safety barriers



O - Officer

D - Detainee/Prisoner

INTAKE DATA SHEET

DuPage Sheriff's Office: Corrections Bureau

ARREST/TRANSPORT OFFICER

Print all Information and Check Appropriate Prisoner Condition(s)

Date

Time

PRISONER NAME:

Last Name

First Name

MI.

Sex/Race/DOB

ARRESTING AGENCY:

ARRESTING OFFICER:

Last Name

ID#

TRANSPORTING AGENCY:

TRANSPORTING OFFICER:

Last Name

ID#

*INTAKE / SEARCH OFFICER:

* Including the use of the
Hand Scanner

Last Name

ID#

PRISONER CONDITION:

Check Appropriate Box

Has Indicated or Expressed SUICIDAL IDEATIONS?

Under the Influence of Alcohol or Drugs?

Has or Complains of Physical Injury?

Has Received Medical Attention?

Has Pre-Existing Medical or Psychological Problem?

Has a Cough and Reported Fever?

Combative or Belligerent?

No Known Physical Injury or Mental Disorder

Complaint #

(DuPage Only)

Charges:

Out of County HOLD's?

INTAKE SUPERVISOR

I have observed the prisoner and find him/her IN NEED of medical examination before being accepted to the Jail. (Notification of Duty Nurse made.)

I have observed the prisoner and find him/her to be ACCEPTABLE for Jail admission.

RECEIVED BY:

(Prisoner can only be accepted by a Supervisor) :

Supervisor's Name

I.D. #

INTAKE NURSE

I have examined the prisoner and find him/her UNACCEPTABLE until treated by a Physician for:

I have RE-EXAMINED the prisoner after he/she has received outside medical treatment.

Date

Time

I have examined the prisoner and find him/her ACCEPTABLE for admission into the Jail with the following condition(s)

EXAMINING NURSE:

Print Last Name

I.D.#

Signature



PRISONER PERSONAL PROPERTY REPORT

Name (Last/First/Middle)		R.D. No.	Arrest No.															
		Date	Time of Arrest															
Address (Street/City/State/Zip)		Telephone																
Charge	Date Incarcerated	Sex	Race															
			Age															
Prisoner Incarcerated? [] Yes [] No	Report Attached [] Yes [] No	Hold For (Agency)																
<p>PRISONER PROPERTY:</p> <table style="width:100%; border: none;"> <tr> <td style="width:33%;">[] Total Money \$</td> <td style="width:33%;">[] Checks \$</td> <td style="width:33%;">[] _____</td> </tr> <tr> <td>[] Purse</td> <td>[] Ring(s): Give No.:</td> <td>[] _____</td> </tr> <tr> <td>[] Wallet</td> <td>[] Lighter</td> <td>[] _____</td> </tr> <tr> <td>[] Keys</td> <td>[] Cigarettes</td> <td>[] _____</td> </tr> <tr> <td>[] Belt</td> <td>[] Shoe Laces</td> <td>[] _____</td> </tr> </table>				[] Total Money \$	[] Checks \$	[] _____	[] Purse	[] Ring(s): Give No.:	[] _____	[] Wallet	[] Lighter	[] _____	[] Keys	[] Cigarettes	[] _____	[] Belt	[] Shoe Laces	[] _____
[] Total Money \$	[] Checks \$	[] _____																
[] Purse	[] Ring(s): Give No.:	[] _____																
[] Wallet	[] Lighter	[] _____																
[] Keys	[] Cigarettes	[] _____																
[] Belt	[] Shoe Laces	[] _____																
<p>I hereby acknowledge receipt of the above items into the custody of the Woodridge Police Department and state that a copy of this receipt has been furnished to the defendant.</p>																		
Date/Time	Signature	Star No.																
<p>THIS SECTION MUST BE COMPLETED BEFORE RELEASE OF PROPERTY</p> <p>I hereby acknowledge receipt of the items taken from me by the Woodridge Police Department and state that all items have been returned except as noted.</p>																		
Date/Time	Signature	Print																
<p>OFFICER RETURNING PROPERTY TO PRISONER MUST INITIAL BY PRISONER'S SIGNATURE</p>																		
Signature Arresting Officer		Date	Approved By															
			Date															

Tire Deflation Devices Form.pdf



Woodridge Police Department

Tire Deflation Device Deployment Form

Officer:		Badge:	Date:	Incident: WOPC	
On-Duty Watch Commander:		ISPERN:	Day of Week:	Time Deployed:	Time Stopped:
Pursuit/Enforcement Initiated By: <input type="checkbox"/> WPD <input type="checkbox"/> Other		Total Number of WPD Officers Involved:		Other Police Departments Involved:	
Reason Initiated: <input type="checkbox"/> Forcible Felony (wanted/suspected) <input type="checkbox"/> Firearms used in crime/escape <input type="checkbox"/> Felony (wanted/suspected) <input type="checkbox"/> Misdemeanor (wanted/suspected) <input type="checkbox"/> Suspected stolen vehicle <input type="checkbox"/> DUI/Reckless driving suspect <input type="checkbox"/> Other traffic violation suspect <input type="checkbox"/> Other wanted/missing person <input type="checkbox"/> Assist other jurisdiction _____ <input type="checkbox"/> Other _____		Road Type/Area: <input type="checkbox"/> 2 lane <input type="checkbox"/> 4 lane <input type="checkbox"/> Major roadway <input type="checkbox"/> Side street <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Tollway <input type="checkbox"/> Interstate <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other _____		Weather: <input type="checkbox"/> Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Sleet/Hail <input type="checkbox"/> Fog <input type="checkbox"/> Other _____ Road Conditions: <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snow/Ice	
Lighting: <input type="checkbox"/> Daylight <input type="checkbox"/> Dusk <input type="checkbox"/> Dawn <input type="checkbox"/> Night <input type="checkbox"/> Clear <input type="checkbox"/> Artificial <input type="checkbox"/> None Supervisor Notified: <input type="checkbox"/> By Officer <input type="checkbox"/> By Dispatch					
Suspect Vehicle: <input type="checkbox"/> Car <input type="checkbox"/> Pickup Truck <input type="checkbox"/> SUV <input type="checkbox"/> Van <input type="checkbox"/> Motorcycle <input type="checkbox"/> Other: _____		Suspect Vehicle Speed: <input type="checkbox"/> Stationary <input type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100 <input type="checkbox"/> Over 100		Tire Deflation Devices Deployed: <input type="checkbox"/> Matador Qty: _____ <input type="checkbox"/> Piranha Qty: _____ <input type="checkbox"/> Other Hand-Held Qty: _____ <input type="checkbox"/> Improvised <input type="checkbox"/> Other: _____	
Where Tire Deflation Devices Effective/Outcome: <input type="checkbox"/> Tire(s) deflated <input type="checkbox"/> Tire(s) NOT deflated <input type="checkbox"/> Vehicle stopped <input type="checkbox"/> Vehicle continued fleeing <input type="checkbox"/> Vehicle crashed <input type="checkbox"/> Other					
Crash Information: (attach crash report/s) <input type="checkbox"/> Suspect <input type="checkbox"/> Bystanders/Other vehicles <input type="checkbox"/> None Damage: <input type="checkbox"/> Property Only <input type="checkbox"/> Injury <input type="checkbox"/> Fatality Injuries resulted from crash: <input type="checkbox"/> Violator <input type="checkbox"/> Officer <input type="checkbox"/> Passenger <input type="checkbox"/> Bystander <input type="checkbox"/> Other					
Violator Arrest/Escape: <input type="checkbox"/> Arrested from vehicle <input type="checkbox"/> Arrested after foot pursuit <input type="checkbox"/> Escaped in vehicle <input type="checkbox"/> Escaped on foot Passenger Arrest/Escape: <input type="checkbox"/> Arrested after foot pursuit <input type="checkbox"/> Arrested after foot pursuit <input type="checkbox"/> Escaped in vehicle <input type="checkbox"/> Escaped on foot			Arrest Data: <input type="checkbox"/> Felony <input type="checkbox"/> Other _____ <input type="checkbox"/> Reckless Driving <input type="checkbox"/> Fleeing & Eluding <input type="checkbox"/> Other traffic charges <input type="checkbox"/> Other misdemeanor charges		
Passengers in violator vehicle: (do not include driver) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list ages: _____			Were any officers injured during deployment: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Information Learned After Pursuit: <input type="checkbox"/> DUI <input type="checkbox"/> Outstanding Warrant(s) <input type="checkbox"/> Transporting contraband <input type="checkbox"/> Stolen vehicle <input type="checkbox"/> Unlicensed driver <input type="checkbox"/> DWLS/DWLR <input type="checkbox"/> Uninsured vehicle <input type="checkbox"/> Transporting subject with outstanding warrant <input type="checkbox"/> Other _____					
Violator Information: Name:			DOB:		Valid DL: <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:			Phone:		DL #: State:
In-car video: <input type="checkbox"/> Yes <input type="checkbox"/> No Body-Worn Camera: <input type="checkbox"/> Yes <input type="checkbox"/> No Placed in Evidence: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Officer Signature:			Date:		Supervisor Signature: Date:

Crime Scene Log.pdf



Woodridge Police Department

CRIME SCENE ENTRY LOG

Date: _____

Incident #: _____

Location: _____

Page _____ of _____

Name	Badge	Agency	Reason for Being on Scene	Date	Time In	Time Out

Recording Officer: _____ Date: _____ Agency: _____

Supervisor: _____ Date: _____

Secondary Employment Forms.pdf

VILLAGE OF WOODRIDGE
EMPLOYEE REQUEST TO ENGAGE IN EMPLOYMENT DURING OFF-DUTY PERIODS

EMPLOYEE'S NAME: _____

The following information regarding your prospective employment must be filled in completely.

Employing Firm: _____

Address: _____

Telephone: _____

Type of Business: _____

Name of Supervisor: _____

Position Applied For: _____

Duties Include: _____

Hours to be Worked: _____

Number of Days Per Week: _____

Employment Will Extend From: _____ **To:** _____

I certify that the foregoing answers are true and correct and that in the event of any change in employment plans I will promptly notify the Department Manager of my employment status by submitting the required information to him on this form. It is further understood that I will not accept employment with any firm other than the aforementioned prior to filing a "Request for Off-duty employment form". I acknowledge my responsibility not to accept off-duty employment until such time as I have received proper approval.

Employee's Signature

Date

Department Manager's Approval

Department Manager's Denial

Date of Manager's Approval

Date of Manager's Denial

WOODRIDGE POLICE DEPARTMENT

OFF DUTY OR SELF EMPLOYMENT RULES AND REGULATIONS

- A. Regular full time employees may engage in outside or self-employment in other than official duty hours providing that approval is secured from the Chief of Police and that notice is given to the Village Administrator in writing.
- B. Regular full time employees must recognize that their primary employment duty and responsibility is to the Village of Woodridge and that the Chief of Police, in judging approval of outside employment, shall determine that:
1. Outside employment must not interfere with his/her effectiveness as a village employee.
 2. Outside employment shall not interfere with an employee's response to emergency calls.
 3. Outside employment shall not place an employee in a position of conflict of interest with his/her village employment. Employees may not work within the Village of Woodridge as a security officer.
 4. Under no circumstances shall village property be utilized by an employee in outside employment without written permission of the Village Administrator.
 5. Employees will not be allowed to work in off duty employment in excess of twenty (20) hours per week.
- C. Should the Chief of Police subsequently determine that an employee's continuing in the course of any outside employment fails to satisfy the criteria set forth in section (B) herof, the Chief of Police may instruct said employee to terminate said outside employment.
- D. Prior to working an off duty or self employment job for profit, an employee must complete and submit to the Chief of Police the following:
1. Off Duty Employment Form.
 2. Off Duty Employment Rules and Regulations.

I understand the Woodridge Police Department Off Duty Employment Rules and Regulations, and I will abide by them.

Employee's Signature

Date

**SECONDARY EMPLOYMENT
INDEMNITY AGREEMENT**

Agreement made _____, 20_____, between
Date
_____, of _____,
Secondary Employer Address
Village of _____, County of
_____, State of Illinois, herein referred to as, "Secondary
Employer," and the Village of Woodridge, a body politic and corporate (and its Police
Department), herein referred to as ("Village") and _____, of
Name of Employee
_____, Illinois, herein referred to as "Employee"
Address

In consideration for Village's permission to allow Employee of the Police Department to be employed in any capacity for Secondary Employer, it is hereby agreed:

Section One

Secondary Employer and Employee undertake to indemnify defend and hold harmless against any and all claims, suits, actions, damages, cost, charges and expenses, including court costs and attorney's fees and against all liability, losses and damages of any nature whatever, that Village shall or may at any time be put to by reason of secondary employment of Employee.

Section Two

Secondary Employer and Employee agree to defend Village against any claims brought or actions filed, against Secondary Employer or Employee with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully brought or filed. In case a claim shall be brought or any action be filed with respect to the subject indemnity herein, Secondary Employer and Employee agree that Village may, with Secondary Employer or Employee's insurance company's approval, employ attorneys of its own selection to appear and defend the claim or action on behalf of Village, at the expense of Secondary Employer or Employee.

Section Three

Village agrees to notify Secondary Employer or Employee in writing, within 30 days, by registered mail, at Secondary Employer or Employee's address as stated in this agreement, of any claim made against Village on the obligations indemnified against. Notification shall be effective on the date of mailing.

**SECONDARY EMPLOYMENT
INDEMNITY AGREEMENT
Page 2**

Section Four

Secondary Employer or Employee agrees to reimburse Village for any necessary expenses, attorney's fees, or costs incurred in the enforcement of any part of this indemnity agreement.

Section Five

Secondary Employer or Employee agrees to pay Village interest at the rate of eight percent (8%) per annum on the amount of the loss indemnified against, from the date of the loss until such amount, plus interest, is paid. Secondary Employer or Employee further agrees to pay Village interest at the same rate on any sums Village is obliged to pay, either in the enforcement of this agreement, or as advance payment or any other payment of any of the loss indemnified against, from the date of such payments until such sums, including interest, are paid.

Section Six

Secondary Employer or Employee agrees to defend, indemnify and hold harmless Village for any injury, damage, liability of any nature or to the Secondary Employer, any person or entity, whatsoever, in event Employee is called out by the department in case of an emergency and required to leave their secondary employment.

Section Seven

There shall be no modification or change in the terms of this agreement without the written approval of Village. Cancellation of this agreement may only occur when Secondary Employer no longer employs Employee, and only written acceptance thereof by Village. Cancellation shall not relieve Secondary Employer or Employee from liability for claims, regardless of when made, resulting from occurrences, which took place during the period of this agreement.

In witness whereof, the parties have executed this agreement on _____,
20____

Secondary Employer

Village Representative

Employee

FORM_D_ConfirmationofTransferofSexualAssaultReport.pdf

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

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

Law Enforcement Agency That Received the Initial Sexual Assault Report

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

Initial Agency Contact Name: _____

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

Email: _____

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

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

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

Name of Person Receiving Report: _____

Title of Person Receiving Report: _____

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

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

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

Name of Contact Person: _____

Title: _____ **Phone:** _____

Email: _____ **Fax:** _____

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

Ride Along Form FILLABLE.pdf

WOODRIDGE POLICE DEPARTMENT

RIDE-ALONG REQUEST INFORMATIONAL QUESTIONNAIRE

Last Name	First Name	MI	Date of Birth mm/dd/yyyy
Home Address	City	State	Home Phone No.
Driver's License No. & State		You must be 18 years or older to participate on a Ride-a-long	
Emergency Contact Information:			
Why would you like to ride with a police officer on patrol?			
Have you ridden with an officer before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many times? _____			
What Police Department (s): _____			
Check the day(s) you would prefer to ride:		Check time of day you would prefer to ride:	
Sun. Mon. Tues. Wed. Thurs. Fri. Sat.		Morning Afternoon Evening	
<p>“I understand that providing false information on this form will result in the denial of permission to ride with a police officer.”</p> <p>Signature _____ Date _____</p>			

Village of Woodridge, Illinois

COVENANT NOT TO SUE AND INDEMNITY AGREEMENT

For:

Date of Birth:

WHEREAS, the undersigned, being of legal age, has voluntarily requested to ride as a passenger in the Police Department vehicles of the Village of Woodridge DuPage and Will Counties, Illinois, and accompany police officers of the Village while engaged in the performance of their duties, to study and observe for his/her own benefit the functions and operations of the Woodridge Police Department and its personnel; and

WHEREAS, the undersigned desires to participate in such activity at his own risk; and

WHEREAS, the village of Woodridge, its officers, agents, and employees (including, but not limited to, all employees and officers of the Woodridge Police Department) do not wish to be liable for any damages arising from personal injuries and/or property damage sustained;

NOW THEREFORE, in consideration of the premises and other good and valuable consideration, the undersigned does hereby, for himself/herself, his/her spouse, heirs, executor or administrator, and personal representatives:

- a) Assume full responsibility for any personal injury or damage to his/her person or property which may occur, directly or indirectly, while in, on, or about any Police Department premises, or while accompanying any police officers of the Village of Woodridge, while in the performance of their duties;
- b) Covenant not to sue the Village of Woodridge, its officers, agents and employees (including, but not limited to, all employees and officers of the Woodridge Police Department) on any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the undersigned being in, on, or about a Police Department vehicle, the Police Department premises, or while accompanying any police officers of the Village of Woodridge;
- c) Indemnify and hold harmless the Village of Woodridge, its officers, agents, and employees (including, but not limited to, all employees and officers of the Woodridge Police Department) for any acts or conduct of the undersigned of whatever kind or nature, while in, on, or about any Police Department vehicle, the Police Department premises, or while accompanying any police officer;
- d) Agree to defend and to pay any costs or attorney’s fees resulting from any action brought by or against the Village of Woodridge, its officers, agents, and employees (including, but not limited to, all employees and officers of the Woodridge Police Department),for any acts or conduct of the undersigned of whatever kind or nature, while in, on, or about any Police Department vehicle, the Police Department premises, or while accompanying any police officer;

- e) Agree that it is the intent of the undersigned that this Covenant Not to Sue and Indemnity Agreement be in full force and effect at any time after the execution hereof.

 Name Occupation

 Street/City/State Telephone Number

DATED at Woodridge, DuPage and Will Counties, Illinois, this ____ day of _____,
 20__, at _____ o'clock ____ .M.

WITNESS:

 Name Title

Permission is hereby granted to the person whose signature is affixed above to be a passenger in a Police Department vehicle:

From: _____

To: _____

Approved By: _____
 Name/Title Date

Woodridge Police Department

CITIZEN RIDE-ALONG EVALUATION FORM

Name _____ Address _____

Phone _____ AGE: **Must be 18 years of age or older**

DATE OF RIDE-ALONG _____

1. As a result of the "Ride-along", are your attitudes toward the Police
 - a) More favorable
 - b) Unchanged
 - c) Less favorable

2. Have your perceptions of a police officer's duties changed because of this experience?
 - a) yes
 - b) no

If yes, how _____

3. Would you recommend a "Ride-along" to another person?
 - a) yes
 - b) no

Comments regarding the "Ride-along" _____

318.0 Animal Calls Attachment.pdf

Vehicle Inspection Log.pdf

Woodridge Police Department – Vehicle Inspection Log

Officer: _____ Star: _____

Date: _____ Unit Number: _____

Current Mileage: _____ Service Due: _____

Lighting: Left Headlight: Right Headlight: Interior Lights: Spotlight:

Emergency Lights: Arrow Stick: Tail Lights: Brake Lights:

Left Turn Signal: Right Turn Signal: Siren: Public Address System:

Barrier Tape: AR-15: Bean Bag Shotgun: Pylons: (5 minimum):

Camera Operational: Camera Microphone Operational: Flares:

Fire Extinguisher: **Mirrors:** Rear View: Left: Right:

Washer Fluid: OK: Needed to be filled:

1st Aid Kit should include the below listed items:

Have	Replaced

Anti-Septic Towelettes
Biohazard Bag
Cohesive Flexible Bandage
CPR Shield
Sterile Eye Wash
Trauma Sheers

Have	Replaced

Disposable Gloves
Disposable Face Mask
Elastic Bandages
Cold Ice Pack
Lamino Pad: 5 X 9
Antiseptic Bio-Hand Cleaner

Vehicle Cleanliness: Interior: Exterior: I-Pass Transponder Present: Yes: No:

Vehicle Damaged: Interior: Yes: No: Exterior: Yes: No:

Work order completed in missing / inoperable / damaged equipment? Yes: No:

Other: _____

Signature of Officer Inspecting Vehicle _____ Date _____

Supervisor Signature _____ Date _____

Symbols: = Operable, Complete, OK M= Missing R= Repair

This form must be retained for three months

Missing Person - Release and Hold Harmless.pdf

Tire Deflation Devices Form.docx

436.0 FTO Attachment.pdf

Physical Fitness Program Attachment.pdf

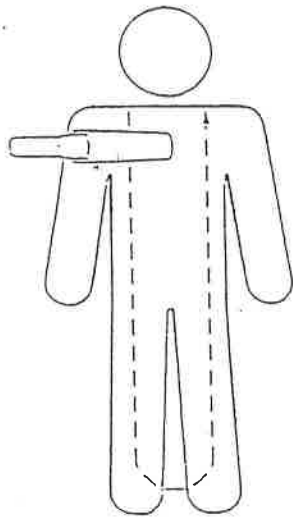
POWER CHART

TEST	MALE				FEMALE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit and Reach	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
1 Minute Sit-Up	37	34	28	23	31	24	19	13
Maximum Bench Press Ratio	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

Sick Time Use Call In Log.pdf

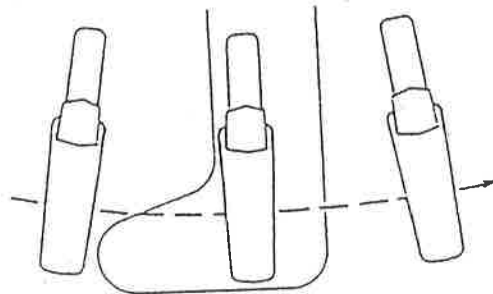
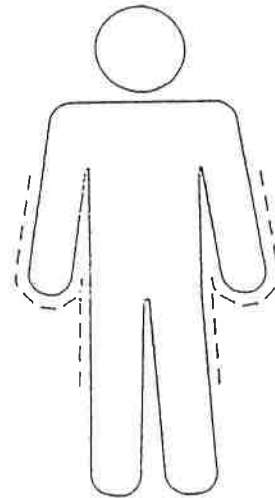
350.0 Hand Held Scanners Attachment.pdf

SUGGESTED BODY-SCANNING PROCEDURES



Scan
Front
& Back

Double
Check
Pocket
Areas



To scan feet and ankles, sweep the Super Scanner perpendicularly and approximately one to two inches high to avoid reinforcing bars in concrete floors. It might also be necessary to press and hold down the Sensitivity Reduction Button.

304.0 Firearms Attachment.pdf

Combat Range Shooting Program

I. PURPOSE:

The purpose of this plan is to provide a firearms program that trains Woodridge Police Officers in better survival techniques and shooting skills.

II. POLICY:

It shall be the policy of the Woodridge Police Department to train its officers in the care, safety, and use of sidearms carried in compliance with the Firearms General Order.

III. DEFINITIONS:

- A. *Range Officer*: A sworn Police Officer trained in firearms instruction.
- B. *Grip*: The technique of holding a weapon, to ensure proper sight picture, trigger pull, and shot placement.
- C. *Sight picture and alignment*: The aiming of the front sight and rear sight, as it pertains to the intended target.
- D. *Trigger pull*: The movement of the trigger in a rearward, smooth, continuous motion by the shooter.
- E. *Drawing the Weapon*: The act of removing the weapon from a holstered position, to a point of aiming on a target or a low ready position.
- F. *Reloading*: The act of replenishing the ammunition supply to a weapon.
- G. *Cover*: An object or objects that prevent the penetration of projectiles.
- H. *Concealment*: An object or objects that prevent detection by eye-sight.
- I. *Malfunction Drills*:
 - 1. Stove pipe: an empty shell stuck in the slide.
 - 2. Double feed: two bullets are being fed into the weapon at the same time.
 - 3. Weapon fires once and will not fire again: magazine placed into the weapon but not seated properly.

VI. PROCEDURES:

A. TRAINING:

1. All firearms training will be approved by the Range Master, and only certified Range Officers designated by the Chief of Police or designee will conduct such training.
2. Every combat shoot will be designated to emphasize a certain area of safety and proficiency. Multiple tasks during the course of fire will be stressed.
3. All officers will be required to sign a log sheet prior to participating in any department shoot. Information logged will be: weapon serial number, type of weapon, caliber, date, and signature of the Officer. All officers are required to follow all range rules listed in the "Range Rules" Attachment B.
4. Areas of training covered at combat shoots shall consist of the following:
 - a) Range safety;
 - b) Weapons safety;
 - c) Weapons maintenance;
 - d) Grip;
 - e) Indexing of trigger finger;
 - f) Sight picture and alignment;
 - g) Trigger pull;
 - h) Drawing the weapon from the holster;
 - i) Reloading;
 - j) Use of cover and concealment;
 - k) Magazine placement in the carrying pouch;
 - l) Malfunction drills; and
 - m) Stress situations.
 - 1) multiple tasks during a course of fire
 - 2) timed courses of fire
 - 3) multiple shooters on the line

VI. QUALIFICATIONS:

- A. All officers are required to qualify at least once annually with any off-duty firearm and/or secondary firearm. Officers qualifying with off-duty and/or secondary firearms must show the ability to proficiently operate and fire the weapons.

- B. Annually officers will qualify with their duty carry firearm, firing the State of Illinois approved qualification course of fire. Officers must qualify with a score of 72%.

Woodridge Police Department

Range Rules

Every member of the Woodridge Police Department is responsible for following the established safety rules. Anyone not in compliance is subject to immediate removal from the range and possible disciplinary action.

1. Treat every firearm as if it were loaded.
2. Never point the weapon at anything you are not willing to destroy.
3. Be certain of your target and what is beyond it.
4. Keep your finger off the trigger and indexed until you have consciously made a decision to fire the weapon. After you have fired the weapon you must re-index your trigger finger.
5. Do not load, unload, or HANDLE your weapon unless you are on the firing line, no one else is downrange from you, *and* you have the permission of the Range Officer.
6. When on the firing line, all muzzles will be pointed safely downrange at all times.
7. If you have a malfunction that you cannot fix, keep the muzzle pointed safely downrange, raise your weak hand, and wait for the Range Officer to come to you.
8. Eye and hearing protection will be worn. Also wear appropriate clothing that uses a belt to secure your duty belt or holster to.
9. The Range Officer will have the final say on any issue involving safety on the range.

Woodridge Police Department

Personal Duty Weapon Authorization

I, _____, would like authorization to use my personal weapon, _____, serial number _____ as a duty weapon in the course of my employment with the Woodridge Police Department.

I fully understand that:

The weapon must meet all department specifications.

I am responsible for all maintenance and repairs of said weapon.

The weapon will be inspected periodically by the department range staff.

The probability exists that the weapon will be taken into evidence upon its use in a deadly force confrontation.

Officer Signature

Date

I have inspected the above weapon at the officer's request and found that it meets all department specifications at this time. I have also made the officer aware that no modifications may be made to the weapon that would cause it to fall outside of the set specifications.

Range Master Signature

Date

Upon review of the above information, _____ is hereby authorized to use the listed weapon for duty in the course of his or her employment with the Woodridge Police Department.

Chief of Police

Date

Pistol Specifications

Manufactured by Colt, Springfield Armory, Kimber, Smith & Wesson, or other by individual approval.

Pistol must have:

1911A1 Government-sized frame and slide with rail system

(may vary subject to approval)

Height: 5.25"

Width: 1.28"

Length: 8.7"

Barrel length: 5.0"

.45ACP caliber

Carbon Steel or Stainless Steel components

Blued, Black Teflon, Electroless Nickel, or dulled Stainless finish

Solid barrel bushing

Fixed sights

MINIMUM 4.5# trigger pull

Wood, rubber, or synthetic grip panels

7 or 8 round magazine

Pistol may have:

Night sights

Beavertail grip safety & Commander Style hammer

Long trigger

External extractor

Lowered and flared ejection port

Narrow (Carry) extended Safety Lock

Ambidextrous or single

Front slide serrations

Flared magazine well

Full-length recoil spring guide

Recoil spring buffer (synthetic pad)

Grip panel laser sight system

Individually owned weapons will be inspected at least annually and are subject to additional periodic inspections.

Response to resistance report FINAL.pdf

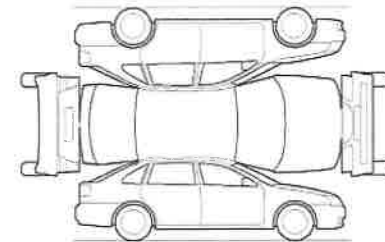
510.0 Vehicle Tows Attachment.pdf

WOODRIDGE POLICE DEPARTMENT - TOWED / RECOVERED VEHICLE REPORT

Date:	Time:	Tow Location:	R.D. Number: WO
IMMEDIATE TOW		ABANDONED VEHICLE	
<input type="checkbox"/> HIT & RUN – Leaving the scene of a crash		<input type="checkbox"/> On a public roadway in a state of disrepair it incapable of being driven	
<input type="checkbox"/> INVESTIGATION – Impounded under 720 ILCS 5/36-1 and/or Narcotic forfeiture laws		<input type="checkbox"/> Parked on private property w/o consent of owner agent: Authorization for removal has been signed; POLICE NOTICE AFFIXED DATE:	
<input type="checkbox"/> CORONER’S CASE – Vehicle of deceased person involved in estate or corner’s investigation		<input type="checkbox"/> HOLD – for investigation – 5 days only <input type="checkbox"/> EXTENDED HOLD UNTIL :	
<input type="checkbox"/> HAZARD – Vehicle obstructing traffic flow (See explanation in case report)		<input type="checkbox"/> Unmoved /Unused for a period of time; POLICE NOTICE AFFIXED:	
<input type="checkbox"/> STOLEN: Vehicle recovered Owner not on scene		<input type="checkbox"/> ARRESTEE –Vehicle controlled by arrestee	
		<input type="checkbox"/> DRIVER is Registered Owner	

Vehicle Information

Year:	Make/Model:	Color:	License (state/year):
Registered Owner:			VIN:
Address:			Phone Number: Towing Officer:
City/State:			Inventory
Keys in Car	___ Yes ___ No	Exterior Damaged	___ Yes ___ No ___ Unk
Doors Locked	___ Yes ___ No	Seats Missing	___ Yes ___ No ___ Unk
Factory Stereo	___ Yes ___ No	Engine Missing	___ Yes ___ No ___ Unk
Ignition Pulled	___ Yes ___ No	Starter Missing	___ Yes ___ No
		Tires Missing	___ Yes ___ No ___ Unk
		Wheels Missing	___ Yes ___ No ___ Unk
		Spare Tire in Vehicle	___ Yes ___ No ___ Unk
		Hub Caps Missing	___ Yes ___ No
List other Property in Vehicle:			
Officer / Star #:		Date/Time:	Reviewed by:



Circle
Damaged
Areas

White: Records Copy

Yellow: Impound Copy

Pink: Towing Copy

Woodridge Police Department

VEHICLE TOW RELEASE

O'Hare Towing 2424 Wisconsin Downers Grove 800-227-6890	Westmont Shell 63 rd /Cass Westmont 630-852-6100	West & Sons 2525 75 th St. Darien 630-627-4466	A.J Towing 7505 RT 83 Willowbrook 630-789-9500	Action Towing 5224 Walnut Downers Grove 630-960-2869	Certified Towing 6823 Hobson Valley Woodridge 630-584-4399
---	---	---	--	--	--

You are hereby authorized to release from your custody the following described vehicle, which was impounded by the Woodridge Police Department on _____. Upon the payment of all fees, costs, and charges in connection with the towing and storage of said vehicle, by the bearer of this order. Use Report number _____ in reference to any questions you may have.

MAKE:	MODEL:	YEAR:
License:	License State:	License Year:
Vin:		
Name of Owner/Agent:		
Address:		

Your vehicle was impounded as a result of a custodial arrest. Under Village Ordinance 2005-61, an administrative fee in the **amount of \$** _____ is required to be paid for all impounded vehicles (Title 5, Chapter 1, and Section 12). You are further responsible to pay the towing fee and any storage fees that may have been accrued to the tow company.

I, the owner/agent of the above described vehicle, hereby agree that upon presentation of this release, that all fees, costs, and charges will be paid by me, the lawful and legal owner/agent, without any further recourse to the Village of Woodridge, Illinois.

Signature of Owner/Agent _____ Date

If you have any questions regarding this matter, you may contact the Woodridge Police Department at 630-719-4740

VEHICLE SEIZED	YES _____	NO _____
Vehicle Held For	No Insurance <input type="checkbox"/>	NO DL <input type="checkbox"/> 12 HOUR DUI <input type="checkbox"/> OTHER <input type="checkbox"/>
Releasing Officer _____	Booking Fee Paid	YES <input type="checkbox"/> NO <input type="checkbox"/>

Records Vehicle can be released on _____ at _____ hrs.

Vehicle Lockouts Attachment.pdf

RELEASE AND HOLD HARMLESS

Woodridge Police Dept.
One Plaza Drive
Woodridge, IL 60517

DATE: _____

LICENSE/VIN: _____

WO #: _____

BADGE #: _____

MAKE: _____

The undersigned understands and acknowledges that any attempt to:

unlock a motor vehicle, through the use of a device commonly referred to as a "slim Jim", "lock jock", or any other device, could cause damage to said motor vehicle.

push a motor vehicle, with the use of a device commonly referred to as a "push bumper" or any other device, could cause damage to said motor vehicle.

Despite the risk of damage, I am authorizing and requesting the Village of Woodridge, its Police Department, its officers, and/or its employees, to attempt to unlock/move the above referenced motor vehicle.

In consideration of the foregoing, the undersigned hereby releases and holds the Village of Woodridge, its Police Department, its officers, and/or its employees, harmless from any and all liability, causes of action, suits, damages or demands of whatsoever nature arising out of the attempt of the Village of Woodridge, its Police Department, its officers, and/or its employees, to unlock/move the above referenced motor vehicle. In addition, the undersigned intends, by executing this Release and Hold Harmless, to waive all rights the undersigned has to recover any damages whatsoever against the Village of Woodridge, its Police Department, its officers, and/or its employees, arising out of their attempt to unlock/move the above referenced motor vehicle.

Being the owner or authorized agent of the
above referenced motor vehicle.

Clear and Present Danger Attachment.pdf

WOODRIDGE POLICY/PROCEDURE

FIREARMS CONCEALED CARRY ACT

APPENDIX A

Illinois State Police	
Person Determined to Pose a Clear and Present Danger	
<p>It is the duty of law enforcement officials and school administrator to report to the Department of State Police when a student or other person is determined to pose a clear and present danger to themselves, or to others, within 24 hours of the determination. 20 II. Admin. Code 1230120.</p> <p>This form must be completed in its entirety by the law enforcement official, principal, chief administrative officer, or their designee making the determination. Clear and present danger reporting shall be used by the Department of State Police to identify persons who, if granted access to a firearm or firearm ammunition, pose an actual, imminent threat of substantial bodily harm to themselves or another person's) that is articulable and significant or who will likely act in a manner dangerous to public interest.</p> <p>Completed forms and attachments should be faxed to the Illinois State Police, Firearm Services Bureau at 217/782-9139. For questions or to confirm receipt of a fax, please mil the Firearms Services Bureau, Monday through Friday, 8:30 a.m_ to 5:00 p.m at 217/782-3700. For assistance from the Firearms Services Bureau beyond normal business hours, comma the Statewide Terrorism and Intelligence Center at 877/455-7842. If immediate police assistance is required, contact your local law enforcement agency or call 911.</p>	
REPORTING OFFICIAL	
Name of Reporting Official:	
Title of Reporting Official:	
Name of Law Enforcement Agency / School:	Address:
Contact Information:	
Phone	
Signature of Reporting Official:	
Date:	
INDIVIDUAL POSING A CLEAR AND PRESENT DANGER	
Individual's Name:	Date of Birth:
Individual's Nome Address:	Individuals Campus Address i if applicable):
Individual's Parents or Guardians Names i if applicable):	
Individual's Contact Phone Number(s):	

ISA 2-840111141

<p>Illinois State Police Person Determined to Pose a Clear and Present Danger</p>	<p>Page 2</p>
<p style="text-align: center;">DETERMINATION OF CLEAR AND PRESENT DANGER</p>	
<p>Provide a detailed narrative of the facts supporting the determination of Clear and Present Danger. Include specific behaviors witnessed and statements made. Also include dates and times as well as any witnesses to the specific behaviors or statements. Any attachments or supporting documentation must be referenced in the narrative and submitted with this form.</p>	
<p>The reporting officer certifies that _____ poses a clear and present danger in that they</p>	
<p>demonstrate threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behaviors, as determined by a school administrator or law enforcement official. {430 ILCS 55/1.1)</p>	
<div style="background-color: #e0e0ff; height: 400px;"></div>	
<p>Signature of Reporting Official: _____</p>	<p>Date: _____</p>
<p>Notice: The Department shall make the final determination regarding whether a clear and present danger exists for purposes of revoking a FOID card pursuant to Section 8(f) of the Act. The Department shall maintain a record of those persons who are determined to present a clear and present danger for the purpose of denying or revoking a FOID card pursuant to Section 8(f) of the Act but shall not maintain a record of those persons who are not determined to present a clear and present danger for such purposes.</p>	

Endangered Missing Person Advisory Forms.pdf

Endangered Missing Person Advisory

(Instructions)

CRITERIA

- **The person is missing under unexplained or suspicious circumstances.**
- **The person is believed to be in danger because of age, health, mental or physical disability, environment, weather conditions, or in the company of a potentially dangerous person of some other factor that may expose the person to possible harm or injury.**
- **Public information is available that could assist in the safe recovery of the person.**
- **The circumstances do not fit the criteria of an AMBER Alert.**

The “Endangered Missing Person Advisory” is a voluntary partnership between law enforcement and local broadcasters for notifying the public about a missing and endangered person. The advisory is initiated by the local law enforcement agency utilizing the criteria for an Endangered Missing Person as stated above.

Local law enforcement agencies must follow intra-departmental policy regarding the actual investigation process of any endangered missing person which takes place within their jurisdiction.

I. PURPOSE

To rapidly disseminate information about a missing and endangered person to law enforcement agencies, broadcasters, and the public.

II. PROCEDURES

Immediately enter the missing person information into the Law Enforcement Agencies Database System (LEADS) and the National Crime Information Center (NCIC). Be sure to cross reference others involved, as well as vehicle information, if available.

After verifying the criteria, complete the “Endangered Missing Person Advisory” available on the Illinois AMBER Alert Task Force website at www.amberillinois.org or in the LEADS forms section of LEADS 2000, and fax to Illinois State Police (Springfield Communication Center) for distribution to the media and other approved public outlets wishing to receive notification.

If appropriate, an ISPERN message should be coordinated through the ISP District of occurrence. Additionally, information should be disseminated to other law enforcement agencies via a LEADS/NLETS broadcast message by the requesting agency.

III. ADDITIONAL RESOURCES

These resources are available to assist in the location and recovery of missing persons. Please consider contacting them for additional assistance.

Illinois State Police Zone Investigations – contact ISP District of occurrence.

STIC/Clearinghouse for Missing Persons – 1-800-843-5763

National Center for Missing and Exploited Children – 1-800-843-5678

A Child is Missing – 1-888-875-2246

The National Runaway Switchboard – 1-800-786-2929

IV. SUMMARY

The “Endangered Missing Person Advisory” provides yet another valuable tool for law enforcement agencies to protect the citizens of Illinois.

State of Illinois

Endangered Missing Person Advisory

Facsimile Transmission

Date: _____ Time: _____

To: Illinois Springfield Communications Center
Telephone #: 217-786-6677
Facsimile #: 217-786-7191

From: (Department) _____

(Contact) _____

Telephone #: _____ Facsimile # _____

OCA (LEADS/NCIC Number): _____

Endangered Missing Person Advisory Alert

PHOTOGRAPH OF THE MISSING PERSON, COMPANION, OR VEHICLE SHOULD BE SENT

TO: scc@isp.state.il.us and missing@isp.state.il.us

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

This facsimile contains CONFIDENTIAL INFORMATION which may also be legally privileged and is intended only for the use of the individual or entity to which it is addressed. Unauthorized disclosure or dissemination may be prohibited by state and federal statutes. If you have received this communication in error, please call us immediately at the number listed above.

ENDANGERED MISSING PERSON ADVISORY NOTIFICATION CRITERIA

- The person is missing under unexplained or suspicious circumstances.
- The person is believed to be in danger because of age, health, mental or physical disability, environment, weather conditions, or in the company of a potentially dangerous person or some other factor that may expose the person to possible harm or injury.
- Public information is available that could assist in the safe recovery of the person.
- The circumstances do not fit the criteria of an AMBER Alert.

INCIDENT INFORMATION

Date of Incident:				Time of Incident:			
Location/Place of Incident:			City:		State:	ZIP:	County:
Vehicle Description	Color:	Year:	Make:	Model:	Style:		
License Plate:		State of Issue:	Direction of Travel/Destination:				
Incident Details:							

MISSING PERSON INFORMATION *(Complete an additional page for each endangered missing person)*

Last Name:			First Name:			MI:
Date of Birth:		Age:	Race:		Gender:	
Height:		Weight:	Eyes:		Hair:	
Clothing	Shirt:			Pants:		
Shoes:		Outerwear:				Photo emailed:
Additional Significant Identifiers:						

COMPANION INFORMATION *(Complete an additional page for each additional companion)*

Last Name:			First Name:			MI:
Date of Birth:		Age:	Race:		Gender:	
Height:		Weight:	Eyes:		Hair:	
Clothing	Shirt:			Pants:		
Shoes:		Outerwear:				Photo emailed:
Additional Significant Identifiers:						

LAW ENFORCEMENT CONTACT INFORMATION

Department:		Contact phone:	Media Inquiry number #:
Department ORI:		Contact Email:	
This process should not replace departmental policy/procedure for conducting follow-up investigation to include collecting photographs, dental records, etc. of any missing person.			

OathofficeLP104.pdf

HIDTA Decon.pdf

Policy 608 Attachment



Chicago HIDTA Deconfliction Submission
Watch Center: 312-448-5700 Fax: 312-448-5701
Email: watchcenter@chicago-hidta.org

User Information

User Name: Your Name Date: 1/1/15
 Parent Agency: Woodridge Police Department PIN# AB1234
 Case Number (Required): WO15-000000
 Office # (630) 960-8919 Cell# (630) 461-0981 Fax# (630) 719-1250

Target Details (check appropriate box)

Person: Last Name _____ First _____ MI _____
 Alias: _____ Nickname _____
 DOB: _____ Sex _____ Race _____ Gang _____
 SSN: _____ DLN _____ DL State _____

Business Name _____
 Telephone # _____
 License Plate # _____

Event Location Entry Details

Address _____ Apt/FI _____
 City _____ State _____ Zip Code _____
 Type of Activity (Required) e.g. search warrant, buy, narcotic investigation, surveillance...
 Start Date (Required) _____ End Date (Required-1 year max) _____

Watch Center Use Only						
Decon#	Date	Time	Person Notified	VM Y/N	Name	Star#

For Official Use Only

Revised June 2013

Hazard Communications Policy 072014.pdf

WOODRIDGE HAZARD COMMUNICATION POLICY (EMPLOYEE RIGHT TO KNOW)

Highlights of Policy:

- *Understanding the Importance of Hazard Communication: Employees of the Village are our greatest resource. As such safety of our employees is our first priority.*
- *Employees have a right to know the hazardous chemicals and products used at and stored within our facilities. SDS (Safety Data Sheets) provide an understanding of safe handling, hazards of the products and chemicals, and what to do in the event of exposure to the product.*
- *Location of the SDS sheets in your department and how to read the SDS.*
- *Requirements for labeling and containers.*
- *Training under this policy.*
- *List of Hazardous Chemicals*
- *Revisions to the policy incorporate the GHS (globally harmonized)improvements to the Right to Know / Hazard Communication policy.*

I. HAZARDOUS SUBSTANCE COMMUNICATION

The purpose of this policy is to establish safety and health procedures for the Village of Woodridge to comply with the O.S.H.A. Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200. This policy communicates the hazards of chemicals, creates a list of the hazardous chemicals in our workplace, provides a means to maintain and access SDSs, establishes requirements for the use of containers and product labels, and outlines standards for training.

This program applies to all work operations where employees may be exposed to hazardous substances under normal working conditions, non-routine functions, or during an emergency situations.

The safety coordinator is the program coordinator and has over-all responsibility for the program. The safety coordinator will review and update the program as necessary. The written program will be kept at each department location with the SDS file and may be reviewed or copied by any employee. The department director has direct responsibility for departmental implementation of this program.

Under this program employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Employees will also be informed of the hazards associated with non-routine tasks and the hazards associated with chemicals in unlabeled containers.

II. SUPERVISORS ARE RESPONSIBLE FOR

1. Insuring that all Hazardous Substance containers are labeled.
2. Requesting a SDS every time a Hazardous Substance is purchased.

3. Maintaining an SDS file, and annual inventory of SDS, for all such Hazardous Substances.
4. Training all new employees on the Right-To-Know and Hazardous Substances requirements.

III. DEPARTMENT DIRECTORS ARE RESPONSIBLE FOR

1. Requiring supervisors to maintain all O.S.H.A. Injury and other compliance records.
2. Performing formal facility safety inspections as part of monthly activities with particular emphasis on detecting hazardous material violations.
3. Training employees and documenting compliance with the Hazardous Substance/Right-To-Know regulations.

IV. LIST OF HAZARDOUS CHEMICALS – SDS INVENTORIES

Each department director will make a list of all hazardous chemicals and related work practices used in their facility, and will update the list as necessary. The list of chemicals identifies all of the chemicals used in our work areas. A separate list is available for each department location and is conspicuously identified and available at all times. Each list shall also identify the corresponding SDS for each chemical. A master list of these chemicals will be maintained by and is available from the Safety Coordinator.

A. HAZARDOUS CHEMICALS DEFINITION

The definition of "hazardous chemicals" as provided by OSHA is "any chemical which is a physical hazard or health hazard."

Chemical physical hazard characteristics include substances which are:

1. Explosive
2. Flammable
3. Oxidizers
4. Self-reactive
5. Pyrophoric
6. Self-heating
7. Organic peroxides
8. Corrosive to metal
9. Gas under pressure
10. Emits flammable gas

Chemical health hazards include substances which may cause:

1. Acute toxicity
2. Skin corrosion or irritation
3. Serious eye damage or eye irritation
4. Respiratory or skin sensitization
5. Germ cell mutagenicity
6. Carcinogenicity
7. Reproductive toxicity
8. Specific organ toxicity
9. Aspiration hazards

Further explanation can be found within the OSHA Hazard Communication Standard.

V. SAFETY DATA SHEETS (SDS'S)

SDS's, formerly Material Safety Data Sheets (MSDS), provide the specific information concerning the chemicals you use. SDS's are written or printed material concerning product hazard determination, which are prepared and distributed with chemicals by chemical manufacturers and distributors. SDS's are written in English and contain the following sections:

1. Product Identification;
2. Hazard(s) identification;
3. Composition/information on ingredients;
4. First-aid measures;
5. Fire-fighting measures;
6. Accidental release measures;
7. Handling and storage;
8. Exposure controls/personal protection;
9. Physical and chemical properties;
10. Stability and reactivity;
11. Toxicological information;
12. Ecological information;
13. Disposal considerations;
14. Transport information;
15. Regulatory information; and
16. Other information, including date of preparation or last revision.

Each Department Supervisor is responsible for obtaining SDS's for their department. A SDS should be available for every hazardous chemical listed on the inventory list. In the event a SDS is not available, the supervisor will use the following procedures to obtain SDS's:

1. The supplier will be contacted and all correspondence and communication documented as proof of effort to comply.
2. If a supplier does not satisfy the request within 30 days, a second request for a SDS should be sent to the supplier.
3. If the supplier does not satisfy the second request within 30 days, the supervisor will remove the chemical from use until the SDS is obtained.

Supervisors are responsible for reviewing all incoming data sheets for new and significant health/safety information. Any new information will be communicated so appropriate measures can be taken to properly inform affected employees.

If deficiencies exist or additional information is needed concerning SDS's, the chemical manufacturer or supplier will be contacted to obtain necessary information.

Supervisors are responsible for maintaining the SDS's and maintain a master copy of the SDS's and inventory list. The SDS's for chemicals and the chemical inventory list shall be maintained in a binder or file titled "Safety Data Sheets". These shall be accessible to employees during each work shift.

If SDS's are not available or new chemicals in use do not have SDS's, employees should immediately contact their supervisor.

Where hazardous materials are generated as by-products of operations, such as carbon monoxide in excess of 50 PPM (TWA), an SDS will be provided in the appropriate SDS files.

Supervisors must approve all new/trial chemicals before use by employees. SDS's must be reviewed before the chemical is used. All employees must inform their supervisor upon ordering or receiving new chemicals.

The Village of Woodridge relies upon the hazard determination and SDS supplied by the chemical manufacturer or distributor to determine the hazards of all chemicals bought, used or stored in the facility.

Supervisors will evaluate the hazards of consumer products.

VI. LABELS ,CONTAINERS, AND OTHER FORMS OF WARNING

A. LABELS

The department director will ensure that all hazardous chemicals within their facilities are properly labeled and updated, as necessary. Each supervisors have the responsibility to identify all known hazardous chemicals present in their respective work areas and these chemicals must display, in English, a precautionary label stating:

1. Product identifier
2. Signal word(s)
3. Hazard statement(s)
4. Pictogram(s)
5. Precautionary statement(s)
6. The name and address of the manufacturer, importer, or other responsible party

B. LABELING UPDATES AND REVIEW

Supervisors are responsible for reviewing the labeling system periodically and updating if necessary. Changes to the labeling system will be communicated to affected employees.

Employees who have questions about the precautionary labeling system should contact their supervisor.

C. CONTAINERS

All portable containers of hazardous chemicals require labeling. (A portable container is one that is used to hold a chemical that has been transferred from its original container). The exception to this policy is that portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from a labeled container and are intended only for the immediate use by and remain in the constant control of the employee who performs the transfer. All other portable containers and usage will require labeling. Employees who have questions about portable container labeling should contact their immediate supervisor. The employee who uses the portable container is responsible for placing the label on the container, and the supervisor is responsible to see that labeling is completed.

VII. NON-ROUTINE TASKS

Occasionally employees will be asked to perform non-routine work, which can be defined as work not normally performed by an employee during the normal course of job duties. Example of non-routine work may include but are not limited to:

1. Welding and cutting operations;
2. Tank/container cleaning;
3. Accident scene clean-up;
4. Intensive maintenance activities;
5. Using internal combustion engines in enclosed areas.

The following procedures will be used when employees perform non-routine work:

1. The supervisor will determine the need for non-routine work and the hazards associated with the work.
2. The supervisor will train the employees performing the non-routine work of the hazards associated with the work and of procedures to follow or evaluate the need to retain outside assistance.
3. Employees share in the responsibility by ensuring their supervisor knows that non-routine work will be performed.
4. Employees should contact their supervisor with questions concerning non-routine work.

VIII. TRAINING

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and the safe use of those hazardous chemicals either by the safety coordinator or department director. A program that uses both audio visual materials and classroom type training shall be prepared for this purpose. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisors will be trained regarding hazards and appropriate protective measures so they will be able to answer questions from employees and provide daily monitoring of safe work practices. In most instances, office/administrative personnel are exempt from receiving formal training, but shall receive a copy of this program, orientation of SDS binder and its location, including the list of hazardous chemicals.

The training plan will emphasize these items:

1. An overview of the OSHA standard and our written Hazard Communication (Employee Right-To-Know) Program.
2. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals.
3. Physical hazards of chemicals (e.g. potential for fire, explosion, etc).
4. Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
5. Procedures to protect against hazards (e.g., personal protective equipment required,

proper use, and maintenance, work practices or methods to assure proper use and handling of chemicals).

6. Instruction on how to read and interpret the information on both labels and SDS's and how employees may obtain additional information.

The safety coordinator and/or department director will review the employee training program and determine retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the work place, but it will be the Village of Woodridge's policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the safety coordinator will obtain input from employees regarding the training they have received, and their suggestions for improving it.

IX. CONTRACTORS

The safety coordinator and/or department director or designee will advise outside contractors of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. Each contractor bringing chemicals on-site must provide us with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals. Furthermore, The Village and any contractor shall provide each other with access to the SDS and labeling information for these chemicals.

The Village of Woodridge shall communicate to the contractor that the contractor must meet the requirements of 29 CFR 1910.1200 as a condition of the project.

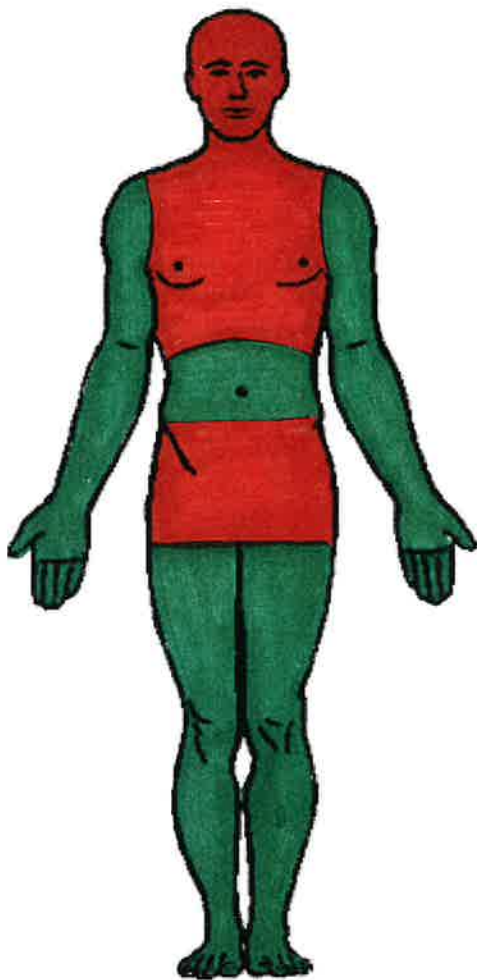
X. ADDITIONAL INFORMATION

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable SDS's, and chemical information lists from the safety coordinator or their supervisor at anytime. Should these individuals be unavailable, please see your supervisor or department director.

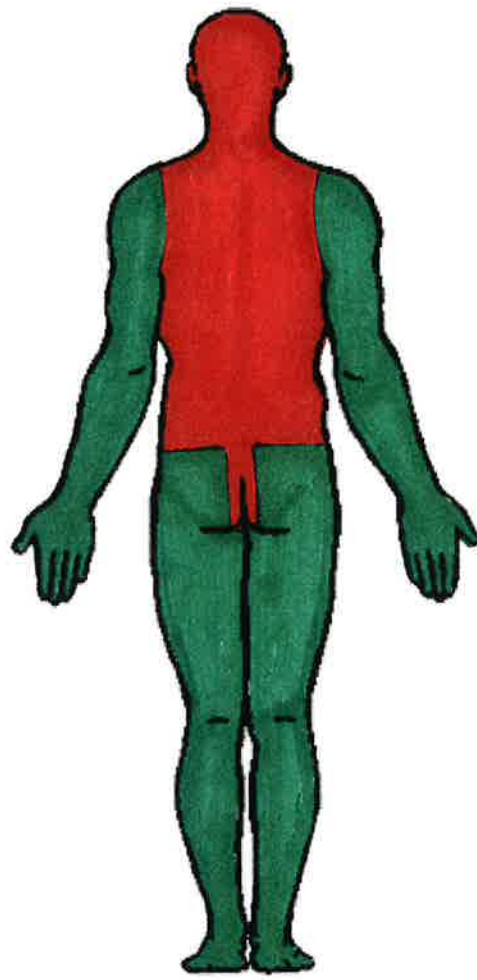
Revised Date: July 2011
Revised Date: August 31, 2011
Revised Date: November 2012
Revised Date: June 2013
Revised Date: June 2014

Policy 306 Targeting Diagram.pdf

Extended Range Kinetic Energy Impact Weapons Targeting Diagram



Front



Back



Primary targeting areas



Significant potential for serious injury or death

Crime Victims Rights.pdf



WRITTEN STATEMENT AND EXPLANATION OF RIGHTS

Victims of violent crimes have constitutional and statutory rights. These rights apply whether the offender is an adult or a juvenile. Violent crimes include homicide, felony assaults and batteries, kidnapping, sexual assault and abuse, arson, domestic battery, misdemeanors that result in death or great bodily harm, stalking, driving under the influence, and violations of orders of protection, civil no contact orders and stalking no contact orders.

Some of the victims' rights become rights only if you request them. These rights are marked with an asterisk (*). Contact your local state's attorney to request these rights. If you have questions or need referral services in your area, please call the Attorney General's Crime Victims Assistance Line, 1-800-228-3368 (TTY: 1-877-398-1130.)

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Compensation Act. For information and applications, contact the Attorney General's Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130) or visit the Attorney General's website at www.illinoisattorneygeneral.gov/victims/cvc.html.

If the Offender is Convicted or Found Not Guilty By Reason of Insanity:

You can make a written statement about how the crime has affected you for sentencing. If you are in the courtroom for the sentencing hearing, you can make an oral statement. Your written victim impact statement can be sent to the Prisoner Review Board.

You can have the prosecutor ask the judge to order the offender to pay restitution for your crime-related expenses.

*You can ask the prosecutor to explain in non-technical terms what the plea, verdict and sentence mean.

*You can get information about the final disposition of charges, whether the defendant appeals the conviction or sentence, and whether the defendant challenges the conviction in other ways.

General Rights:

You should be treated with fairness and respect for your dignity and privacy throughout the criminal justice process.

You can ask the police for information about the status of the investigation. The police must notify you if they reopen a closed case.

You can hire an attorney to represent you.

You have the right to have a translator or sign language interpreter for all court proceedings.

You may have an advocate or support person with you in the courtroom, subject to the rules of evidence.

*You have the right to be notified of court proceedings and when proceedings are cancelled or rescheduled.

You can attend court proceedings.

You can attend the trial, unless the court finds that your testimony will be affected if you hear the testimony at trial.

*You can be notified when the offender is released from custody.

After Charges Are Filed:

You have a right to a prompt disposition of the charges after the arrest of the accused.

You can get information about the charges from the prosecutor.

You can get information about victim services, social services and financial assistance from the prosecutor.

The judge must consider your safety when setting release conditions for the offender.

The prosecutor can assist you in having your property that was seized by police returned to you as soon as possible.

The prosecutor can communicate with your employer to minimize your loss of pay and benefits when you attend court proceedings.

The prosecutor will tell you if there is a secure waiting area during court proceedings so you are not near the offender or the offender's family.

*You have the right to talk to the prosecutor about plea offers before the prosecutor negotiates with the offender, if practical.

After Sentencing:

*If the defendant is sentenced to jail or prison, you can be notified when the defendant is released on parole, mandatory supervised release, electronic detention, work release, or furlough, or when the defendant is discharged or escapes. You can also be notified if the defendant is being considered for parole, submit information for consideration by the Prisoner Review Board, and be notified if parole is granted.

*You can provide information to the Prisoner Review Board for consideration by the Board at proceedings to determine conditions of release and revocation of parole or mandatory supervised release.

*If the defendant was convicted of a felony, you can get a picture of the offender when the offender is released from custody.

*If the defendant goes to a Department of Human Services facility, you can be notified when the court approves passes and when the offender leaves the facility on a pass, leaves on conditional release, escapes or is discharged.

*You can be notified if an offender escapes from custody, is caught after an escape or dies before final discharge.

Acknowledgment of Rights

Victim's Signature: _____

Date: _____

Employee Statement Form.pdf

**VILLAGE OF WOODRIDGE
Employee Statement Form**

Employee Name: _____ Department: _____

Incident Reported to Whom & When: _____

Date & Time of Accident: _____

Reported to Whom & When: _____

Task Being Performed: _____

Location of Incident: _____

Items Damaged: _____

Witnesses: _____

Please describe the accident:

I would like to discuss my accident with the Executive Safety Committee: Yes No
Circle One

Signature

Date

If you need additional space for the description or a diagram please use the back of this sheet.

DuPage Bat Information.pdf



DuPage County Animal Care and Control, 120 N. County Farm Road Wheaton, IL 60187
Contact 630-407-2800 Fax 630-407-2801

HANDS-ON BAT INFORMATION FOR THE RESPONDING OFFICER

Responsibility of the Responding Officer

Due to potential rabies exposure, bats found in living quarters need to be captured for rabies testing, not released. In DuPage County, the local police department is responsible for the capture and collection of bats within living quarters. The Officer on the scene needs to obtain all the contact information of the potentially exposed residents (e.g., when a bat is found in the living quarters of a house OR a person is bitten or scratched).

Capture and Contain the Bat: The bat does not need to be delivered dead, and can be contained in a solid container (coffee can, Tupperware). The container must be brought to Animal Control where we will humanely euthanize, refrigerate, and deliver to the lab. **It is imperative that the head be intact for testing.**

While Illinois law mandates that local municipality police departments respond to animal control issues in their jurisdiction, **if an Officer does not feel equipped to capture and contain the bat, call DuPage County Animal Care and Control for an assist at (630) 407-2800, or after hours at (630) 682-7256. This assist must be authorized by the shift Sergeant.** The cost is \$50 during regular business hours or \$100 after hours, and will be charged to the police department. The Officer needing the assist must remain on the scene and wait for Animal Control to perform the capture and collection.

DuPage County Animal Control will also assist by phone if the Officers need help. There is **no charge for Animal Control to assist by phone.**

What happens if this service is not performed? If a bat is released instead of being properly captured and collected, the family may have to undergo a lengthy series of costly post-exposure rabies shots. These shots may have been unnecessary if the bat specimen was delivered to the lab and came back negative for rabies.

If any police department would like to request **capture and collection training (at no cost)**, please contact Barbara Anthony, Animal Control Enforcement Supervisor, at (630) 407-2831.

DuPage County Animal Care and Control is here to help your residents and your department. Please brief all responding personnel regarding this information.

All animal bites to humans that occur in DuPage County must be reported to **DuPage County Animal Care and Control at (630) 407-2800; fax reports to (630) 407-2801.** All potential human rabies exposures must be reported to the **DuPage County Health Department at (630) 221-7553, or after hours at (630) 682-7400.**

For information about **excluding bats:** www.idph.state.il.us/envhealth/pcbats.htm.

For information about **rabies:** www.idph.state.il.us/health/infect/reportdis/rabies.htm.

MISSING PERSON FORM 2022.pdf



WOODRIDGE POLICE DEPARTMENT

MISSING PERSON – RELEASE & HOLD HARMLESS

**PLEASE
ATTACH
PHOTO**

WOPC _____ LEADS #: _____ DUCOMM OPERATOR # _____

Missing Person Category:

Endangered Involuntary Mentally/Physically Disabled Juvenile (Missing/Runaway)

Name: _____
Last First M

Home Address: _____
City State Zip Code

Sex: _____ Race: _____ DOB: _____ Age: _____ Height: _____ Weight: _____

Eye Color: _____ Hair Color: _____ Clothing Description: _____

Identifying Scars/Marks/Tattoos: _____

Date/Time of Last Contact: _____ Missing Person Telephone: _____

Cautions:

Drugs Alcohol Violent Mental Illness Other: _____

Vehicle Information: Year: _____ Make: _____ Model: _____ Color: _____

License Plate Information: Plate #: _____ State: _____

Parent/Guardian/Probation:

Parent/Guardian of Missing Relationship Telephone

Address City State Zip Code

Probation Officer County Telephone

I hereby authorize the processing of _____ to be entered
(missing person)
into the Law Enforcement Agencies Data System (LEADS) and National Crime Information Center (NCIC) and take full responsibility for such action if he/she returns home. I will notify the Woodridge Police Department to cancel the message, and if I fail to do so, I will take full responsibility for any action from such failure to notify.

I further hereby agree that in the event that aforementioned missing person is located and taken into custody, I will provide return transportation for said missing person.

Date: _____ Time: _____

Complainant's Name (print) Signature Relationship

Complainant's Address Telephone

FOR WOODRIDGE POLICE USE ONLY BELOW THIS LINE

Officer Signature Badge Date/Time

Supervisor Signature Badge Date/Time

Emergency Response Cost Affidavit.pdf



Woodridge Police Department

One Plaza Drive, Woodridge, IL 60517
(630) 719-4740

Emergency Response Cost Affidavit

Report #: _____ Circuit Clerk Complaint #: _____

Officer: _____ Badge #: _____

Being first, duly sworn under oath, hereby states as follows:

1. I am a Police Officer of the Woodridge Police Department, for the Village of Woodridge, State of Illinois, and have been employed for _____ years.
2. That on, _____, the defendant, _____, whose date of birth is, _____, was the proximate cause of an incident resulting in an appropriate emergency response.
3. The Village of Woodridge gave the following emergency responses:

Number of Woodridge Police vehicles @ \$500.00 each: _____

Total: _____

4. That this affidavit is for the purposes of obtaining restitution for an emergency response in the amount not to exceed \$1000.00 per public agency pursuant to Illinois Compiled Statutes.
5. That I have personal knowledge of the facts stated above, and if called as a witness, can and will testify to the truth of the matters stated herein.

Further Affiant Sayeth Not,

Affiant

Subscribed and sworn to me on this:

_____ day of _____ 20 _____

Notary

Strip Search Report and Authorization.pdf

WOODRIDGE **POLICE** DEPARTMENT



WO# _____

STRIP SEARCH REPORT AND AUTHORIZATION

ARRESTEE INFORMATION

Last Name		First	Middle	Sex
Street Address, Apt #				
City, State & Zip			Phone #	
Date / Time of Arrest		Offense Committed		
Arresting Officer		Requesting Officer		
If the offense is not one involving weapons or controlled substances, state the facts giving the officer a reasonable belief that the arrestee is concealing a weapon or controlled substance:				

AUTHORIZATION

Authorization to conduct a strip search of the arrestee for the purpose of discovering concealed weapons or controlled substances:

Name/Rank of Authorizing Officer	Signature of Authorizing Officer
Position	Date

PERSONS CONDUCTING SEARCH

Name	Sex	Name	Sex
Date and Time of Search		Place of Search	

Results of Search

Signature of Officer Preparing Report: _____

Original: Case File
Copy: Person Searched

Holding Facility Inspection Form.pdf

Woodridge Police Department HOLDING FACILITY INSPECTION FORM



MONTH:									
Date:		Date:		Date:		Date:		Date:	
Time:		Time:		Time:		Time:		Time:	
Badge #		Badge #		Badge #		Badge #		Badge #	
Week 1		Week 2		Week 3		Week 4		Week 5	

ITEMS TO BE CHECKED*	Week 1		Week 2		Week 3		Week 4		Week 5	
	OK	Defect	OK	Defect	OK	Defect	OK	Defect	OK	Defect
Sanitary Conditions/ Cleanliness										
Plumbing/Toilet										
Door Security										
Lighting										
Exit Sign										
Cell Walls/Bars/Locks										
Vent Covers-In Cells										
Blankets/Mattresses										
Video Camera										
Intercom System										
LiveScan/Printer										
Intox EC/IR/Mouthpieces										
Interview Room										
First Aid Kit										
Transport Belts/Spit Hoods										
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Defect/s Addressed?										

Comments:

Week 1

Week 2

Week 3

Week 4

Week 5

Animal_Release_Form.pdf

WOODRIDGE  POLICE DEPARTMENT

ANIMAL RELEASE FORM

Date _____

WO# _____

Name of Impound:
Woodridge Police Dept.
1 Plaza Drive
Woodridge, IL60517
630-719-4740
630-719-9266 (fax)

Name of Owner: _____

Telephone: _____

The owner of the animal impounded at the Woodridge Police Department under the above WO# has been released to its owner.

I certify, in accordance with the Village of Woodridge 5-6A-6A, that the owner:

- Has presented proof of current rabies inoculation and a COPY of such proof is attached.
- Has NOT presented current rabies inoculation. The owner has been notified that the CSO in charge of Animal Control will be in contact with him/her and a citation may be issued for violation of Village of Woodridge Ordinance 5-6A-4A (Annual Rabies Inoculation Required) which carries a \$30.00 fine.
- I further certify that the \$15.00 impound charge (required by Village of Woodridge Ordinance 5-6A-6E) has been paid under receipt number _____.

Releasing Officer / Badge Number

Date and Time of Release

Citation(s) issued: Yes No

Ticket number(s): _____

Copy of this release to OWNER.
Copy of this release to RECORDS DIVISION.
Original of this release to CSO in charge of Animal Control.

FIRST AID REPORT FORM.pdf



Village of Woodridge

INCIDENT / FIRST AID REPORT

This report will be use for any accident or incident, which may or may not have required first aid but did not require clinic or hospital treatment. This report should be completed no later than the end of the work shift of the employee involved. This report does not need to be submitted to IRMA.

IRMA MEMBER:	Village of Woodridge
DEPARTMENT:	POLICE

EMPLOYEE NAME:	
JOB TITLE:	
DATE OF ACCIDENT:	
TIME OF ACCIDENT (AM/PM):	
LOCATION:	
NATURE OF INJURY: <i>Select one. Indicate location of injury (i.e. back, shoulder, left arm, etc.)</i>	<input type="checkbox"/> Twisting/Turning/Bending <input type="checkbox"/> Slip/Trip/Fall <input type="checkbox"/> Mishandling <input type="checkbox"/> Lifting <input type="checkbox"/> Auto <input type="checkbox"/> Foreign Object <input type="checkbox"/> Scrape/Scratch/Minor Cut <input type="checkbox"/> Assault <input type="checkbox"/> Other
DESCRIPTION OF HOW ACCIDENT/INJURY OCCURRED:	
WAS FIRST AID GIVEN:	Yes [] No []
IF YES, TYPE OF FIRST AID GIVEN:	
FIRST AID ADMINISTERED BY WHOM:	
EMPLOYEE SIGNATURE:	DATE:
SUPERVISOR SIGNATURE:	DATE:

FORM_A_MandatoryNoticeforSurvivorsofSexualAssault.pdf

MANDATORY NOTICE FOR SURVIVORS OF SEXUAL ASSAULT*

MEDICAL AND FORENSIC SERVICES

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

Services Available

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

Evidence Preservation

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

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

Storage of Evidence

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

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

HOSPITAL INFORMATION

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

Hospital Name
Hospital Address

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

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

CIVIL NO CONTACT ORDERS / ORDERS OF PROTECTION

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

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

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

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

Rape Crisis Center Name	Hotline Number
-------------------------	----------------

RESPONDING LAW ENFORCEMENT AGENCY

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

LAW ENFORCEMENT AGENCY WHICH WILL COMPLETE INVESTIGATION

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

Employee Witness Statement Form.pdf

VILLAGE OF WOODRIDGE
Employee Witness Statement Form

Employee Name: _____ Department: _____

Date of Accident: _____ Time of Accident: _____

Reported to Whom & When: _____

Task Being Performed: _____

Location of Incident: _____

Please Describe the Accident:

Signature

Date

If you need additional space for the description or a diagram please use the back of this sheet.

DPC_Aminal_Bite.pdf

DuPage County Animal Control
120 North County Farm Road
Wheaton, Illinois 60187
Phone (630)682-7197
Fax (630)682-7196



REPORT OF ANIMAL BITE

(Bites must be reported (phone or fax) within 24 hours of occurrence)

Source of Report _____ Animal Control Bite # _____

Date and Time of Bite _____ Date and Time Reported _____

Person Bitten _____ D.O.B. _____ Sex _____

Address _____ Town _____ Home Phone _____

Injury on the Body _____ Work Phone _____

Location\Address of Incident _____

Treated at (Hospital or Clinic) _____

Additional Remarks _____

Owner of Animal _____ Home Phone _____

Address _____ Town _____ Work Phone _____

Animal Species _____ Breed _____ Color _____ Age _____ Sex _____ Name _____

Veterinarian Hospital _____ Phone _____

Address _____ Town _____

Rabies Tag # _____ Date _____ Microchip # _____

Circumstances of Bite _____

Report Taken By _____

Woodridge Police Narcan Admin Form BLANK.pdf

Prisoner Personal Property Report.pdf



PRISONER PERSONAL PROPERTY REPORT

Name (Last/First/Middle)			R.D. No.	Arrest No.
			Date	Time of Arrest
Address (Street/City/State/Zip)			Telephone	
Charge	Date Incarcerated	Sex	Race	Age
Prisoner incarcerated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Report Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Hold For (Agency)		
PRISONER PROPERTY:				
<input type="checkbox"/> Total Money \$	<input type="checkbox"/> Checks \$	<input type="checkbox"/> _____		
<input type="checkbox"/> Purse	<input type="checkbox"/> Ring(s): Give No.:	<input type="checkbox"/> _____		
<input type="checkbox"/> Wallet	<input type="checkbox"/> Lighter	<input type="checkbox"/> _____		
<input type="checkbox"/> Keys	<input type="checkbox"/> Cigarettes	<input type="checkbox"/> _____		
<input type="checkbox"/> Belt	<input type="checkbox"/> Shoe Laces	<input type="checkbox"/> _____		
<p>I hereby acknowledge receipt of the above items into the custody of the Woodridge Police Department and state that a copy of this receipt has been furnished to the defendant.</p>				
Date/Time	Signature			Star No.
<p>THIS SECTION MUST BE COMPLETED BEFORE RELEASE OF PROPERTY</p> <p>I hereby acknowledge receipt of the items taken from me by the Woodridge Police Department and state that all items have been returned except as noted.</p>				
Date/Time	Signature	Print		
<p>OFFICER RETURNING PROPERTY TO PRISONER MUST INITIAL BY PRISONER'S SIGNATURE</p>				
Signature Arresting Officer		Date	Approved By _____ Date _____	

Workers Comp Supervisor Invest.pdf



SUPERVISOR'S INVESTIGATION REPORT

PLEASE FAX OR MAIL (630-932-9680) ACCIDENT REPORT FORM TO IRMA WITHIN 5 WORKING DAYS

This report shall be completed in ink by the supervisor of the injured, **no later than the end of the injured person's work shift**. The report shall then be forwarded to your claims coordinator **within 24 hours**, along with the completed form IC45.

Any additional information, including a completed wage statement (if applicable), should follow as soon as possible. This completed form shall then be forwarded to IRMA the **same day** the claims coordinator receives it.

The unsafe acts of persons and the unsafe conditions that cause accidents can be corrected only when they are known specifically, it is your responsibility to find them, name them and to state the remedy for them in this report.

NAME OF IRMA MEMBER (MUNICIPALITY) Woodridge		DATE & TIME OF ACCIDENT / / <input type="checkbox"/> AM <input type="checkbox"/> PM	
DATE INJURED PERSON REPORTED ACCIDENT: / /		TO WHOM REPORTED:	
LOCATION OF ACCIDENT (The name or number of building, store, dept., floor, etc.)			
NAME OF INJURED EMPLOYEE / PHONE NUMBER		INJURED EMPLOYEE'S DEPARTMENT	INJURED EMPLOYEE'S JOB
INJURED PERSON STATUS <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> CONTRACT <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> MISC.			
TIME IN JOB <input type="checkbox"/> IN TRAINING <input type="checkbox"/> UNDER 6 MONTHS <input type="checkbox"/> 6 MONTHS TO 1 YEAR <input type="checkbox"/> 1 TO 5 YEARS <input checked="" type="checkbox"/> OVER 5 YEAR			
DATE OF HIRE: / /		AVERAGE NUMBER OF HOURS WORKED PER WEEK :	HOURLY RATE:
DESCRIBE THE INJURY			
DESCRIBE THE ACCIDENT (State what the injured was doing and the circumstances leading to the accident)			
WAS EMPLOYEE REQUESTED TO GO TO A MEDICAL MANAGEMENT NETWORK FACILITY FOR TREATMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF RESTRICTED, IS LIGHT DUTY AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IS EMPLOYEE STILL TREATING WITH A MEDICAL MANAGEMENT NETWORK FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NO, NAME & ADDRESS OF TREATING DOCTOR:	
DID/WILL INJURED PERSON MISS MORE THAN 3 WORKDAYS DUE TO THIS ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			
# OF WORK DAYS INJURED PERSON MISSED :		DATE STARTED LOSING TIME: / /	
ANY WITNESSES TO THIS INJURY/ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, WITNESS NAME		TITLE/JOB DESCRIPTION	PHONE # - -
WITNESS NAME		TITLE/JOB DESCRIPTION	PHONE # - -
HOW COULD THE INJURY/ILLNESS HAVE BEEN PREVENTED?			
REMEDY (As a supervisor, what action have you taken or do you propose taking to prevent a repeat accident?)			
SUPERVISOR		REVIEWED AND APPROVED BY CLAIMS COORDINATOR	DATE REPORT PREPARED / /

USE REVERSE SIDE FOR ADDITIONAL SPACE NEEDED
PLEASE MAIL OR FAX (630-932-9680) ACCIDENT REPORT TO IRMA WITHIN 5 WORKING DAYS

Non US Citizen Arrest.pdf

Prisoner Incarceration Report and Log.pdf

WOODRIDGE POLICE DEPARTMENT
 One Plaza Drive Woodridge, Illinois 60517
 (630) 719-4740

PRISONER INCARCERATION REPORT AND LOG

TIME PLACED IN CELL: _____

TIME	REMARKS	OFFICER

RD# _____ AD# _____
 NAME _____
 ADDRESS _____
 DOB _____ AGE _____
 SEX _____ RACE _____
 PLACED IN CELL # _____

WATCH COMMANDER: _____
 SEARCHED BY: _____
 CELL INSPECTED BY: BEFORE: _____
 AFTER: _____
 PHYSICAL CONDITION: _____

 MEDICAL TREATMENT REQUIRED: YES _____ NO _____ TIME _____
 TREATED BY: _____
 HOSPITAL: _____

TIME REMOVED FROM CELL: _____

LOG THE FOLLOWING TIMES AND INFORMATION IN THE REMARKS COLUMNS PROVIDED.

- 1) TIMES REGULAR PRISONER CHECKS ARE MADE.
 A) Juveniles must be checked once every fifteen minutes. Adults must be checked once every half hour.
- 2) TIME PRISONER IS FED.
- 3) TIME PRISONER IS REMOVED FOR PHONE CALLS.
- 4) TIMES PRISONER IS REMOVED FOR MEDICAL TREATMENT OR RECEIVES MEDICAL TREATMENT IN THE CELL.
- 5) TIMES OF ANY OTHER REMOVAL FROM THE CELL OR UNUSUAL INCIDENTS.

ARRESTING OFFICER: _____ BOOKING OFFICER: _____
 ASSISTING OFFICER: _____ SUPERVISOR REVIEWING: _____
 DATE RELEASED/TRANSFERRED: _____ TO WHOM: _____
 SIGNATURE _____ BADGE # _____

Abandoned Newborn Act Packet Attachment.pdf



NOTICE TO RELINQUISHING PERSON UNDER ABANDONED NEWBORN INFANT PROTECTION ACT

Be advised that:

(A) No sooner than 60 days following the date of the initial relinquishment of the infant to a hospital, fire station, or emergency medical facility, the child-placing agency or the Department of Children and Family Services (DCFS) will commence proceedings for the termination of parental rights and placement of the infant up for adoption.

(B) Failure of a parent of the infant to contact the Department of Children and Family Services (DCFS) and petition for the return of custody of the infant before termination of parental rights bars any future action asserting legal rights with respect to the infant.

The Illinois Adoption Registry

The Adoption Registry provides a means by which registrants may authorize or prohibit the release of identifying information, including a copy of the adopted person's original birth certificate, to others involved in their surrender or adoption. Confidential facts may be released to registrants only after at least two (2) specified parties to the adoption have each filed explicit mutual consent for the exchange of this information.

Vital medical information may be exchanged anonymously throughout the life of an adopted or surrendered person (a person given up for adoption, but not adopted) or birth family through the new Medical Information Exchange. The availability of medical information is dependent on an adopted or surrendered person, birth parent, birth sibling, adoptive parent(s) or legal guardian(s) voluntarily filing and agreeing to exchange these facts.

For more information, please contact the Illinois Adoption Registry at
877-323-5299 (TOLL FREE within Illinois) or at 217-557-5159
Or visit online at <http://www.idph.state.il.us/vitalrecords/adoptioninfo.htm>

WOODRIDGE POLICE DEPARTMENT

Legislative summary of Illinois' Abandoned Newborn Infant Protection Act

The Abandoned Newborn Infant Protection Act allows a parent to anonymously relinquish her or his newborn infant to the care and custody of a safe haven. It provides a safe alternative to parents who may be under severe emotional distress or are unable to provide for the basic needs of an infant. The law provides immunity from prosecution for parents who relinquish their unharmed newborn to a safe haven under the terms of this law.

A "newborn" is defined as 30 days old or younger. "Relinquish" means leaving an infant with the personnel of a hospital, emergency medical facility, staffed fire station, or police station (designated safe havens). This law states that a parent may relinquish an infant anonymously, and it provides procedures that the designated safe havens and government agencies must follow when a parent relinquishes an infant.

If a newborn infant is taken to a staffed fire or police station, personnel will examine the newborn infant and, if there is no sign of abuse or neglect, will transport the infant to the nearest hospital for further examination. If abuse is determined, the fire or police station personnel must inform law enforcement officials. The hospital is required to report the relinquishment of a newborn infant to the Department of Children and Family Services (DCFS) State Central Registry (1-800-252-2873) within 12 hours of acceptance of the infant.

The hospital will have temporary protective custody of the newborn infant. The newborn infant will be examined by an emergency room doctor and will receive medical treatment, if needed. As long as there is no abuse present, there will be no attempt made to locate the birth parent. Designated safe haven personnel must provide an information packet to the relinquishing parent containing information about the Illinois Adoption Registry and Medical Information Exchange, written notice of the process to terminate parental rights (which will take place no sooner than 60 days after the relinquishment), and a list of counselors. Hospital personnel must inform the relinquishing parent that they may complete the information packet voluntarily and anonymously.

Within 24 hours, DCFS must contact law enforcement officials to ensure that the relinquished newborn infant is not a missing child. DCFS will then contact a licensed adoption agency, which will seek an order for legal custody and take physical custody of the newborn infant. Within three days of assuming custody, the adoption agency shall file a petition in the circuit court stating that the newborn infant was relinquished and the agency intends to place the newborn infant in an adoptive home. The adoption agency will also file for termination of parental rights and appoint a guardian for the infant.



Illinois Department of Public Health

BIRTH PARENT REGISTRATION IDENTIFICATION

(Enter all known information.)

I, _____, state that I am
(present name) (first) (middle) (last)
 the _____ of the following child:
(birth mother or birth father)
 Child's original name _____
(first) (middle) (last)
 Hour of birth _____ a.m./p.m. Date of birth _____
(circle one)
 City and state of birth _____ Sex _____
 Name of hospital _____

Birth father's full name _____
(first) (middle) (last)
 Date of birth _____ Race _____
 City and state of birth _____

Name of birth mother as shown on original birth certificate _____
(first) (middle) (last)
 Date of birth _____ Race _____
 City and state of birth _____
 My birth child was surrendered to _____
(name of agency)

(city and state of agency)
 Approximate date child was surrendered _____
 My birth child was placed for adoption on _____
(date)
 City and state _____
 Names of adoptive parents (if known) _____
 Other identifying information _____

Provide name(s) at birth and ages of siblings(s) having a common birth parent with surrendered person (if known). If more than one sibling, please give information requested below on reverse side of this form.

(first) (middle) (last)
 Date of birth _____ Sex _____ Race _____
(or approximate age)
 City and state of birth _____

(signature of birth parent)

(printed or typed name of birth parent)

(date)



Illinois Department of Public Health

STATE OF ILLINOIS ADOPTION REGISTRY

INFORMATION EXCHANGE AUTHORIZATION

I, _____, state that I am the person who completed the Registration Identification; that I am _____ years of age; that I hereby authorize the Department of Public Health to give the following person(s) (check as applicable) birth mother birth father birth sibling adopted/surrendered person adoptive mother adoptive father legal guardian of an adopted or surrendered person birth aunt birth uncle adult child of a deceased adopted or surrendered person surviving spouse of a deceased adopted or surrendered person all eligible relatives the following information:

(please check the information authorized for exchange)

- 1. Only my name and last known address (as given below).
- 2. A copy of my Illinois Adoption Registry application.
- 3. A copy of the original birth certificate of the adopted person.
- 4. A copy of the completed medical questionnaire.

I am fully aware that I can only be supplied with information about the individual(s) who has duly executed an Information Exchange Authorization that has not been revoked. I can be contacted by writing to:

(insert your own name, complete mailing address and telephone number
or this same information for another person to contact)

NAME	TELEPHONE NUMBER ()	
STREET ADDRESS		
CITY	STATE	ZIP CODE

Dated _____,
(insert date)

APPLICANT'S SIGNATURE

STATE OF _____
COUNTY OF _____

If adoption agency representative, please state title. _____	
Name of agency _____	
City _____	
State _____	ZIP code _____

I, a Notary Public, in and for the said county, in the state aforesaid, do hereby certify that _____ personally known to me to be the same person whose name is subscribed to the foregoing Information Exchange Authorization, appeared before me in person and acknowledged that he/she signed such authorization at his/her free and voluntary act and that the statements in such authorization are true.

Given under my hand and notarial seal on _____,
(insert date)

SIGNATURE OF NOTARY



**Illinois Department of Public Health
STATE OF ILLINOIS ADOPTION REGISTRY
DENIAL OF INFORMATION EXCHANGE**

I, _____, state that I am the person who completed the Registration Identification; that I am _____ years of age; that I hereby instruct the Department of Public Health **not** to give any information about me to the following person(s) (check as applicable)
 birth mother birth father birth sibling adopted/surrendered person adoptive mother
 adoptive father legal guardian of an adopted or surrendered person birth aunt birth uncle
 adult child of a deceased adopted or surrendered person surviving spouse of a deceased adopted or surrendered person all eligible relatives; that I do not wish to be contacted.

(Insert your own name, complete mailing address and telephone number or this same information for another person you wish us to contact. This information is for administrative purposes only and will be used to provide written confirmation that this denial has been filed.)

NAME		TELEPHONE NUMBER ()	
STREET ADDRESS			
CITY	STATE	ZIP CODE	

Dated _____,
(insert date)

APPLICANT'S SIGNATURE

STATE OF _____
COUNTY OF _____

If adoption agency representative, please state title.	

Name of agency	_____
City	_____
State	ZIP code _____

I, a Notary Public, in and for the said county, in the state aforesaid, do hereby certify that _____ personally known to me to be the same person whose name is subscribed to the foregoing Denial of Information Exchange, appeared before me in person and acknowledged that he/she signed such authorization as his/her free and voluntary act and that the statements in such authorization are true.

(insert date)

Given under my hand and notarial seal on _____,

SIGNATURE OF NOTARY



**Illinois Department of Public Health
ILLINOIS ADOPTION REGISTRY
AND MEDICAL INFORMATION EXCHANGE APPLICATION**

This application is a new registration an update to a prior registration (please note any updates must be accompanied by ID).

I am registering/registered as (check one) an adult adopted or surrendered person; a birth parent; adoptive parent or legal guardian of an adopted or surrendered person; surviving relative of a deceased birth parent; surviving relative of a deceased adopted or surrendered person as stated on the registration identification.

Section A. REGISTRANT INFORMATION

Name: _____ Today's date: _____
(first) (middle) (maiden if applicable) (last)

Mailing address: _____
(street) (city) (state) (ZIP code)

Sex: _____ SSN _____ - _____ - _____ Phone: (_____) _____
(male or female) (OPTIONAL)

Section B. COMPLETE WHEN OPTIONAL PHOTOGRAPH(S) ARE BEING FILED

The enclosed photograph(s) is (are) to be released to the person(s) specified on my Information Exchange Authorization form. The photograph(s) does (do) not include identifying information pertaining to any person other than myself, and do not include anyone else.

(NOTE: Photograph(s) are to be no larger than 8 fi" x 11") _____

Applicant Signature/Date

Section C. COMPLETE WHEN OPTIONAL WRITTEN STATEMENT IS BEING FILED

An optional written statement (on the prescribed form) is enclosed and is to be released to the person(s) specified on my Information Exchange Authorization form. This statement does not include any identifying information pertaining to any person other than myself and does not include any specific names, dates or places.

Applicant Signature/Date

Section D. SIGN WHEN REQUESTING NON-IDENTIFYING INFORMATION BE RELEASED

I, the undersigned, request that any non-identifying information, as detailed in 750 ILCS 50/18.4(a)(c), be released to me. I understand that non-identifying information can only be provided to an adopted person, adoptive parent or legal guardian who is a registrant of the Illinois Adoption Registry.

Adopted/Surrendered name _____

Date of birth _____

Applicant Signature/Date

Section E. SIGN WHEN REQUESTING ACTUAL DATE AND PLACE OF BIRTH BE RELEASED TO BIRTH PARENT

I, the undersigned, request that I be provided with the actual date and place of birth of the child I placed for adoption per 750 ILCS 50/18.4(d).

Applicant Signature/Date

See other side for a list of required documentation.

REQUIRED DOCUMENTATION

Adopted/Surrendered Person or Adoptive Parent or Legal Guardian of an adopted/surrendered person

- Appropriate Registration Identification form
- Adoption Registry Application form
- Photocopy of photo identification
- Information Exchange Authorization form **OR** Denial of Information Exchange Authorization form
With one of the following:
 - a. Completed Medical Questionnaire form
 - b. \$40.00 registration fee made payable to IDPH
- If born *outside of ILLINOIS*, certified copy of birth certificate
- If a legal guardian, certified copy of court ordered guardianship

Birth Mother/Father

- Appropriate Registration Identification form
- Adoption Registry Application form
- Photocopy of photo identification
- Information Exchange Authorization form **OR** Denial of Information Exchange Authorization form
With one of the following:
 - a. Completed Medical Questionnaire form
 - b. \$40.00 registration fee made payable to IDPH

Surviving Relative of a Deceased Birth Parent (birth parent's non-surrendered child, sister or brother)

- Appropriate Registration Identification form
- Adoption Registry Application form
- Photocopy of photo identification
- Information Exchange Authorization form **OR** Denial of Information Exchange Authorization form
With one of the following:
 - a. Completed Medical Questionnaire form
 - b. \$40.00 registration fee made payable to IDPH
- Certified copy of birth and death certificate of birth parent
- Certified copy of your birth certificate

Surviving Relative of a Deceased Adopted/Surrendered Person (adult child or spouse with a minor child)

- Appropriate Registration Identification form
- Adoption Registry Application form
- Photocopy of photo identification
- Information Exchange Authorization form **OR** Denial of Information Exchange Authorization form
With one of the following:
 - a. Completed Medical Questionnaire form
 - b. \$40.00 registration fee made payable to IDPH
- Certified copy of birth and death certificate of adopted/surrendered person
- Certified copy of the adopted/surrendered persons child's birth certificate
- If spouse with minor child, certified copy of marriage certificate



Illinois Department of Public Health

ILLINOIS ADOPTION REGISTRY APPLICATION

Section C - Optional written statement

This optional written statement is authorized for release as specified in Section C of the Adoption History Application. This statement is limited to the space (two pages) provided on this form and cannot include information that would identify any person other than the registrant submitting the statement. This written statement will be reviewed by registry staff to verify compliance with the law. Registry staff must remove prohibited identifying information or return the statement to the registrant for compliance. Please type, write clearly or print in dark blue or black ink. A lined and unlined page are provided for your convenience. Both pages may be used.

Woodridge Police Department

GENERAL ORDER

Subject: Child Protection Policy
Authority: Chief of Police

Order Number: 380.0
Rescinds: All previous related orders
Effective Date: July 15, 2013

I. PURPOSE:

The purpose of this general order is to ensure that all employees and volunteers who participate in activities at the Woodridge Community Resource Center (CRC) understand the guidelines for dealing with children.

II. POLICY:

It is the policy of the Woodridge Police Department to ensure the health and safety of citizens of the Village of Woodridge particularly any children who may be engaged in programs through the police department's Community Resource Center.

III. DEFINITIONS:

Youth Protection Manager: The Child Protection Manager is designated as the Youth Services Coordinator.

Code of Conduct: A part of the Child Protection Policy that is acknowledged and signed off by employees and volunteers at the CRC.

IV. PROCEDURE:

A. The Community Resource Center Child Protection Policy (Attachment A) has been implemented through the issuance of said general order.

B. Background investigations shall be conducted for all persons as outlined in the CRC Child Protection Policy as outlined in Woodridge Police Department Procedure 2012-1 (Attachment B)

V. CONFLICTING ORDERS:

All previous orders and procedures in conflict with this general order are, to the extent of such conflict, hereby rescinded.

DPC_Aminal_Drop_Off.pdf

**DUPAGE COUNTY ANIMAL CONTROL
RECORD OF POLICE DEPARTMENT STRAY ANIMAL DROP OFF**

Date & Time

Police Department & Officer

Species (Dog or Cat) & Color

Breed (if known)

Firearms Restraining Order Instructions_DuPage.pdf

DuPage County Firearm's Restraining Order Instructions (July 2019)

Sequence of steps in the filing process:

1. On the initial screen, select corresponding county and click "Firearms Restraining Order".
2. On the next screen, click on, If you qualify "Start Here" to fill out a petition.
3. Petitioner's information, name and date of birth must be entered, then click "Start".
 - a. The name format should look like the following example for Officer John A. Smith #123
 - i. First: "OFC JOHN" Middle: "A" Last: "SMITH"
 1. The system does not allow punctuations or numbers to be entered in this section.
 - b. Verify that there are no spelling errors or an incorrect date of birth, the system will not allow changes to the petitioner's information.
 - i. If an error is made, a new petition must be initiated.
4. A small pop-up will appear, click on "Continue".
5. The Petitioner's name and date of birth will reappear in the next screen and petitioner must click on "New Petition".
6. A **RED** receipt number is then generated. Click "Continue".
 - a. The law enforcement official should make note of this receipt number to be able to access the petition at a later time.
 - b. The receipt number will also be useful for the screening ASA or a member of my unit to access the petition.
7. At this point the petitioner may begin filling out the Verified Petition for a Firearms Restraining Order.
8. Once the petition is complete, click "Next".
 - a. Note: clicking "Save & Exit" will close the verified petition. To reenter, the **RED** receipt number is needed (see instructions below).
9. On the Confirmation page, click "I'm Done".
 - a. The petitioner may also click on "Preview" to view the verified petition in a document format.
10. A small box will pop-up, click "OK".
11. The application will close out.

DuPage County Firearm's Restraining Order Instructions (July 2019)

Instructions on reentering a verified petition:

1. Follow above instructions #1-4.
 - a. Petitioner information (name and D.O.B.) **MUST** be entered exactly as it was originally entered.
2. Enter **RED** receipt number and click "Continue Petition".
3. On next screen, click "Continue".
4. See above instructions #7-11.

*Additional Note:

1. Law Enforcement Agencies **ONLY** need to fill out the electronic verified petition at the above website link.
 - a. All other forms **DO NOT** need to be filled out including the following:
 - i. Search Warrants
 - ii. Summons
 - iii. Emergency Firearms Restraining Order
 - iv. 6 Month Firearms Restraining Order
 - v. Motion to Terminate Firearms Restraining Order

IRMA Paperwork Quick Reference.pdf

IRMA Paperwork Quick Reference

Workers Compensation	General Liability	First Aid
<p>Supervisors Investigation Report</p> <ul style="list-style-type: none"> • Must be completed no later than the end of the injured person's shift • Must be forwarded to the Claims Coordinator within 24hrs of the incident 	<p>General Liability IRMA Report</p> <ul style="list-style-type: none"> • Must be completed by the end of the work-shift. • Must be forwarded to the Claims Coordinator by the end of the work-shift or within 24hrs 	<p style="text-align: center;">First Aid</p> <ul style="list-style-type: none"> • The first aid form should be completed directly following an accident of incident which may or may not have required first aid, but did not require clinic or hospital treatment • This report should be completed as soon as possible and forwarded to the CC
<p style="text-align: center;">Form 45</p> <ul style="list-style-type: none"> • Should be completed following an injury and forwarded as soon as possible to the Claims Coordinator 	<p>Employee Witness Statement Form</p> <ul style="list-style-type: none"> • Completed by any staff members that witnessed the accident. • Should be as detailed as possible • A signature is required 	
<p>Employee Statement Form</p> <ul style="list-style-type: none"> • Should be completed by the employee involved in the incident, if able. • Employee must indicate if he/she would like to discuss the injury with the Executive Safety Committee • Should include employee signature • Should be as detailed as possible 	<p>Employee Statement Form</p> <ul style="list-style-type: none"> • Should be completed by the employee involved in the accident • Employee must indicate if he/she would like to discuss the accident with the Executive Safety Committee • Should include employee signature • Should be as detailed as possible 	
<p>Employee Witness Statement Form</p> <ul style="list-style-type: none"> • Completed by any staff members that witnessed the incident. • Should be as detailed as possible • A signature is required 	<p>Take Picture of Damage</p> <ul style="list-style-type: none"> • Following an incident that involves property damage, be sure to take many pictures of the damage and forward them to the Claims Coordinator or upload them directly to T:\IRMA PHOTOS\2009\August 2009 	
<p>Treatment Authorization Form</p> <ul style="list-style-type: none"> • Should be sent with employee to the emergency room or faxed to the hospital following an incident 		
<p>Work Status Worksheet</p> <ul style="list-style-type: none"> • Should be sent with the employee to the hospital following an incident or faxed. 		

All of these documents are available in electronic format on the (I:) Drive under the folder labeled IRMA Forms and in hard copy format in the filing cabinet in the squad room.

IRMA Paperwork Quick Reference

All of these documents are available in electronic format on the (I:) Drive under the folder labeled IRMA Forms and in hard copy format in the filing cabinet in the squad room.

Juvenile Notice of Rights_Miranda.pdf

Woodridge Police Department



Report # WO_____

JUVENILES NOTICE OF RIGHTS

Officer must continuously read to the minor, in its entirety and without stopping:

“You have the right to remain silent. That means you do not have to say anything. Anything you do say can be used against you in court. You have the right to get help from a lawyer. If you cannot pay for a lawyer, the court will get you one for free. You can ask for a lawyer at any time. You have the right to stop this interview at any time”.

1. Do you want to have a lawyer? Yes No
2. Do you want to talk to me? Yes No

I understand all of the above rights and agree to speak with you.

Signature

Date

Time

Printed Name

Witness

Witness

Woodridge Police Department



Report # WO_____

DERECHOS DE MENORES

Officer/Interpreter must continuously read to the minor, in its entirety and without stopping:

“Tiene el derecho de permanecer en silencio. Eso significa que no necesita decir nada. Todo lo que diga puede ser usado en su contra en un tribunal de justicia. Tiene el derecho de recibir ayuda de un abogado. Si no puede pagar por un abogado, el tribunal le dará uno gratis. Puede solicitar un abogado en cualquier momento. Tiene el derecho de parar esta entrevista en cualquier momento.

1. ¿Quieres tener un abogado? Si No
2. ¿Quieres hablar conmigo? Si No

Entiendo todos los susodichos derechos y estoy de acuerdo en hablar contigo.

Firma

Fecha

Hora

Nombre

Testigo

Testigo

Property Receipt.pdf

WOODRIDGE POLICE DEPARTMENT - PROPERTY RECEIPT



Location of Property: _____ Report #:WOPC_____

Date of Possession: _____ Officer: _____ Badge: _____

The Woodridge Police Department has taken possession of the below described property pursuant to all applicable Illinois Compiled Statutes. Property owners wishing to make inquiries or dispute said possession shall contact the Woodridge Police Department Forfeiture Reviewer for information at: One Plaza Drive, Woodridge, IL 60517 or call 630-719-4740.

1. Type of property: _____ Description: _____

_____ Value: _____ Serial/ID#: _____

2. Type of property: _____ Description: _____

_____ Value: _____ Serial/ID#: _____

3. Type of property: _____ Description: _____

_____ Value: _____ Serial/ID#: _____

4. Type of property: _____ Description: _____

_____ Value: _____ Serial/ID#: _____

Additional items (see supplemental pages)

Receipt was given to: Owner Possessor (if other than owner) No one present

Name: _____ Date of Birth: _____

Address: _____ Phone: _____

If no persons were present at the time of incident, receipt was left in a prominent place:

Location: _____

Owner/Possessor Signature (if present): _____

Officer Signature: _____ Date: _____

Seizure Safekeeping Abandoned Other

Citizen Complaints Attachment.pdf

Cooperating Individual Agreement.pdf

WOODRIDGE POLICE DEPARTMENT



COOPERATING INDIVIDUAL AGREEMENT

THE UNDERSIGNED COOPERATING INDIVIDUAL AGREES TO THE FOLLOWING;

- 1. I will not violate any criminal laws in the furtherance of gathering information or providing services to the Woodridge Police Department and/or any evidence of such. A violation will be reported by the Woodridge Police Department to the appropriate law enforcement agency.
2. I have no official status, implied or otherwise, as Police Officer and/or Employee of the Woodridge Police Department.
3. That the information I provide may be used in a criminal proceeding and that I may be called to testify to such information in a court of law. Although the Woodridge Police Department will use all lawful means to protect my confidentiality, this cannot be guaranteed.
4. I am advised that it is a criminal offense to threaten, harass, and/or mislead anyone who provides information about a crime to a law enforcement agency. If I experience anything of this nature, as a result of my cooperation with the Woodridge Police Department, I will contact my controlling officer immediately and inform him/her of such.

I have read and understand the above agreement regarding my conduct as a Woodridge Police Department Cooperating Individual.

Signature/Date

Witnessed By:

Two horizontal lines for witness signature

Case #

Work Status Worksheet 2.pdf

Work Status Worksheet for _____

Diagnosis: _____ Physician Signature & /Date: _____

Work Status –(This form must be accompanied by a doctor’s note signed by the physician.)

- Regular Duty**
- Temporary Alternate Work** From: _____ To: _____
Number of Hours Permitted to Work Per Day _____
Is Employee Reasonably Expected to Return to Regular Duty within 90 Days _____ **Yes/No**
- Off Work** From: _____ To: _____
- Discharged:** No further treatment required.

After Care Instructions

- Prescription given for: _____
- Apply warm packs to injury site Apply cold packs to injury site
- Keep wound clean Change dressing daily

Restrictions

Lumbar-Back Strain

- No bending more than 90 degrees
- No bending or stooping
- No climbing stairs or ladders
- No driving motorized vehicles
- No hazardous or fast-moving machinery
- No lifting more than 5 lbs.
- No lifting more than 10 lbs.
- No lifting more than 20 lbs.
- No lifting more than 30 lbs.
- No lifting more than 40 lbs.
- No lifting more than 50 lbs.
- No pushing or pulling
- No twisting of the torso
- Sedentary work only
- Sitting work 10% of the time
- Sitting work 25% of the time
- Sitting work 50% of the time
- Sitting work 80% of the time
- Sitting work 90% of the time
- Sitting work 100% of the time

Neck/shoulder/upper extremity

- Limit work w/ left arm
- Limit work w/left hand

- Limit work with right arm
- Limit work with right hand
- May use left hand for writing
- May use right hand for writing
- No awkward neck positions. Maintain forward gaze
- No over the shoulder work
- No work using left hand
- No work using right hand
- No typing using left/right hand

Lower extremities

- Limit weight bearing with left leg
- Limit weight bearing with right leg
- No kneeling or squatting
- No weight bearing with left leg
- No weight bearing with right leg
- Use crutches as needed
- Use crutches at all times
- Use crutches to and from work site

Wound

- Wear gloves while handling food
- Remove gloves for 10 min. per hour, allow skin to dry
- Avoid exposure to heat source

Other-general

- Ice and elevate injury for 20 minutes per hour
- Off work for remainder of shift
- Off work until recheck with healthcare facility
- Off work until seen by specialist
- Wear splint while at work
- Work within the constraints of the splint
- Allow to stand for 10 minutes out of every hour
- Follow up/Continue physical therapy
- Follow up care instructions given
- Follow up, if needed
- Follow up with health care provider
- Follow up with Orthopedics
- Follow up with Specialist
- Ground level work only; no unguarded elevation
- Further follow up not needed**

External Training Eval Form.pdf

Pursuit Driving Form 2019.pdf

Woodridge Police Department

Pursuit Driving Report Form



Officer:		Badge:	Date:	Incident Number:	
On-Duty Watch Commander:		ISPERN:	Day of Week:	Time Initiated:	Time Stopped:
Initiated By: <input type="checkbox"/> WPD <input type="checkbox"/> Other		Unit: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary		Squad: <input type="checkbox"/> Fully Marked <input type="checkbox"/> Partially Marked <input type="checkbox"/> Unmarked <input type="checkbox"/> Covert	
Reason Initiated: <input type="checkbox"/> Forcible Felony (wanted/suspected) <input type="checkbox"/> Firearms used in crime/escape <input type="checkbox"/> Felony (wanted/suspected) <input type="checkbox"/> Misdemeanor (wanted/suspected) <input type="checkbox"/> Suspected stolen vehicle <input type="checkbox"/> DUI/Reckless driving suspect <input type="checkbox"/> Other traffic violation suspect <input type="checkbox"/> Other wanted/missing person <input type="checkbox"/> Other _____		Road Type/Area: <input type="checkbox"/> 2 lane <input type="checkbox"/> 4 lane <input type="checkbox"/> Major roadway <input type="checkbox"/> Side street <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Tollway <input type="checkbox"/> Interstate <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other _____		Weather: <input type="checkbox"/> Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Sleet/Hail <input type="checkbox"/> Fog <input type="checkbox"/> Other _____ Road Conditions: <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snow/Ice	
Lighting: <input type="checkbox"/> Daylight <input type="checkbox"/> Dusk <input type="checkbox"/> Dawn <input type="checkbox"/> Night <input type="checkbox"/> Clear <input type="checkbox"/> Artificial <input type="checkbox"/> None Supervisor Notified: <input type="checkbox"/> By Officer <input type="checkbox"/> By Dispatch					
Suspect Vehicle: <input type="checkbox"/> Car <input type="checkbox"/> Pickup Truck <input type="checkbox"/> SUV <input type="checkbox"/> Van <input type="checkbox"/> Motorcycle <input type="checkbox"/> Other:		Suspect Vehicle Speed: <input type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100 <input type="checkbox"/> Over 100		Officer Vehicle Speed: <input type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100 <input type="checkbox"/> Over 100	
Forcible Technique Used: <input type="checkbox"/> Stationary Roadblock <input type="checkbox"/> Moving Roadblock <input type="checkbox"/> Ramming <input type="checkbox"/> Heading Off <input type="checkbox"/> Spike Strips <input type="checkbox"/> Other:					
Total Number of Woodridge Units Involved:		Other Police Departments Involved:			
How Pursuit Terminated: <input type="checkbox"/> Officer discretion <input type="checkbox"/> Supervisor discretion <input type="checkbox"/> Police vehicle crash <input type="checkbox"/> Violator vehicle crash <input type="checkbox"/> TOT other agency <input type="checkbox"/> Violator surrendered/stopped <input type="checkbox"/> Police vehicle failure <input type="checkbox"/> Violator vehicle failure <input type="checkbox"/> Violator forced to stop <input type="checkbox"/> Lost sight of vehicle <input type="checkbox"/> Violator abandoned vehicle; fled on foot					
Crash Information: (attach crash report/s) <input type="checkbox"/> Squad <input type="checkbox"/> Suspect <input type="checkbox"/> Bystanders/Other vehicles <input type="checkbox"/> None Damage: <input type="checkbox"/> Property Only <input type="checkbox"/> Injury <input type="checkbox"/> Fatality Injuries resulted from crash: <input type="checkbox"/> Violator <input type="checkbox"/> Officer <input type="checkbox"/> Passenger <input type="checkbox"/> Bystander <input type="checkbox"/> Other					
Total Distance of Pursuit in miles:		Violator Arrest/Escape: <input type="checkbox"/> Arrested from vehicle <input type="checkbox"/> Arrested after foot pursuit <input type="checkbox"/> Escaped in vehicle <input type="checkbox"/> Escaped on foot <i>Can officer identify violator to obtain warrant</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Passenger Arrest/Escape: <input type="checkbox"/> Arrested after foot pursuit <input type="checkbox"/> Arrested after foot pursuit <input type="checkbox"/> Escaped in vehicle <input type="checkbox"/> Escaped on foot		Arrest Data: <input type="checkbox"/> Felony <input type="checkbox"/> Reckless Driving <input type="checkbox"/> Fleeing & Eluding <input type="checkbox"/> Other traffic charges <input type="checkbox"/> Other misdemeanor charges <input type="checkbox"/> Other	
Passengers in violator vehicle: (do not include driver) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list ages:			Passengers in police vehicle: (do not include driver) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list ages:		
Information Learned After Pursuit: <input type="checkbox"/> DUI <input type="checkbox"/> Outstanding Warrant(s) <input type="checkbox"/> Transporting contraband <input type="checkbox"/> Stolen vehicle <input type="checkbox"/> Unlicensed driver <input type="checkbox"/> DWLS/DWLR <input type="checkbox"/> Uninsured vehicle <input type="checkbox"/> Transporting subject with outstanding warrant <input type="checkbox"/> Other crime in transit					
Violator Information: Name:		DOB:		Valid DL: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:		Phone:		DL #: State:	
Incident Video Recorded: <input type="checkbox"/> Yes <input type="checkbox"/> No Placed in Evidence: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Officer Signature:		Date:		Supervisor Signature: Date:	

Mail Completed Forms To: ILETSB, 4500 South Sixth Street, Room 173, Springfield, IL 62703

Liquor and Tobacco Enforcement Special Agent.pdf

WOODRIDGE POLICE DEPARTMENT

1 Plaza Dr. Woodridge, Il. 60517 Ph#(630)719-4740 – Fax#(630)719-9266

SPECIAL AGENT CONSENT FORM RELEASE & HOLD HARMLESS AGREEMENT

I _____, am voluntarily agreeing to assist the Woodridge Police Department in a controlled buy operation. I am doing this freely and not part of any plea agreement or in lieu of any other legal action.

In consideration of the foregoing, the undersigned hereby release and holds the Village of Woodridge, its Police Department, its officer's and/or its employees, harmless from any and all liability, causes of action, suits, injuries, damages or demands of whatsoever nature arising out of the release and hold harmless, to waive all claims the undersigned has whatsoever against the Village of Woodridge, its Police Department, its officers and/or its employees.

I understand that my participation in this controlled buy operation does not endow me with any police powers, and I will not take enforcement action of any kind, including, but not limited to arrest, search, seizure of property, or use of force; unless directed to do so and in the immediate aid of a Woodridge Police Officer.

I understand that I may be requested to appear in administrative proceedings before the Village of Woodridge Liquor/Tobacco Commission and/or the 18th Judicial Circuit Court of DuPage County and will comply with all such requests to appear.

Signature; _____ Date; _____

Vehicle Log Sheet.pdf

Protocol on Phlebotomists.pdf

**DUPAGE COUNTY
RECOMMENDED PROCEDURES FOR THE
USE OF A PRIVATE PHLEBOTOMIST**



**Robert B. Berlin
State's Attorney**

**Last Revised
November 15, 2012**

DUPAGE COUNTY
PHLEBOTOMIST PROTOCOL

I. Introduction

The average rate of elimination of alcohol in a person is .015 to .020 grams per 100 milliliters per hour. *See Forensic Sci. Int., July 15, 2010, A.W. Jones.* Thus, in any DUI investigation, time is of the essence in obtaining evidence of a subject's blood alcohol concentration (BAC). Often in cases where a defendant refuses to submit to a breathalyzer test, police officers are racing against the clock to obtain a blood sample before the defendant's BAC dissipates.

As an alternative to taking a defendant to a hospital for a blood draw, a police officer will have the option of contacting a private phlebotomist company¹ who will provide a state licensed and trained phlebotomist to draw a defendant's blood at the participating department. Any company providing phlebotomists must have employees available 24 hours per day, seven days a week. The cost of drawing the blood sample should be charged to the defendant and not the department. Phlebotomists should be in a position to arrive at the department within one hour of the intake call. The following protocol has been designed to provide a guide for police departments that elect to utilize this available service.

II. Purpose

- To follow all applicable laws when taking an arrestee's blood sample.
- To protect the health and safety of arrestees, police officers and motorists.

¹ BrightStar is a private company who employs trained phlebotomists and has agreed to provide services to the county (see attached proposal).

- To reduce the time between arrests and blood draws to obtain a more accurate BAC.
- To avoid having to move an arrestee from the police department to a hospital where the environment is less secure.
- To improve efficiency so police officers get back on the street faster.
- To document that the blood drawn was done using proper medical technique as required by the Illinois State Police Rules and Regulations under Section 1286.320 of Title 20 of the Illinois Administrative Code.
- To establish uniformity and cooperation among the collective law enforcement agencies and their respective personnel by coordinating a uniform and comprehensive approach in using a private phlebotomist to draw blood samples.
- Relieve pressure of doctors and nurses from having to come to court.

III. Procedures

During a DUI investigation where a defendant is given an opportunity to submit to a breathalyzer test and refuses or fails to provide a sufficient breath sample, the police officer shall first review the facts and circumstances of the arrest and the defendant's driving abstract to determine whether or not he or she is eligible to be charged with a felony DUI.

A. Felonies

If the defendant is felony eligible, the officer shall first draft a search warrant to draw the defendant's blood and have it reviewed by the on-call assistant state's attorney. Upon the assistant state's attorney approving the search warrant, the

officer shall then contact the radio room at the DuPage County Sheriff's Office to page the on-duty judge. The officer shall then meet with the on-duty judge to have the search warrant signed. Meanwhile, the officer shall contact the phlebotomist to respond to the department to draw the defendant's blood.

B. Misdemeanors

If the defendant is not felony eligible, it is the established practice that a search warrant not be obtained, but the officer may nonetheless contact a phlebotomist. Where an officer has probable cause to believe a defendant is under the influence of alcohol, the defendant has no statutory right to refuse chemical testing. *People v. Jones*, 214 Ill. 2d 187 (2005); however, an officer may not use force to obtain a blood draw. *See People v. Farris*, 2012 IL App (3d) 100199 (3rd Dist. 2012) (upholding the suppression of a blood result where medical employees forcibly held a defendant down and drew a blood sample without a search warrant). In others words, if a suspect refuses to consent to a blood draw and is physically resisting the taking of a sample, the officer shall not proceed with the blood draw.

C. All Cases

Prior to contacting a phlebotomist, a defendant shall be made aware that the breathalyzer test is free of charge, and if the police department needs to call a phlebotomist the defendant will be responsible for the phlebotomist's bill. During the actual blood draw, the officer shall be present during the entire process. This allows the officer to provide testimony regarding the blood draw and ensures proper chain of custody of the blood sample. In addition, the phlebotomist shall

provide the DUI kit for the police. Next, the officer shall video and audio record the entire blood draw. The officer shall advise the defendant that he is going to be video and audio recorded before activating the camera. After activating the camera, the officer shall reiterate to the defendant that he was made aware that he was going to be video and audio recorded so the defendant does not later claim he was recorded without his or her consent. If the defendant indicates that he does not consent to being recorded, the officer shall not *audio* record the blood draw. The recording of the blood draw not only shows that the phlebotomist used proper medical technique in extracting the blood sample, but it also records any statements or behavior by the defendant that may be helpful in the DUI prosecution.

After the blood draw is completed and the sample is secured in the DUI kit, the officer shall take custody of the kit and place it in evidence to be sent to the Illinois State Police Crime Laboratory for testing. The officer should also obtain the phlebotomist's contact information including email address. In addition, the officer should keep in mind that if the officer suspects that the defendant is under the influence of *drugs*, the officer shall have the defendant submit to a urine sample. The Illinois State Police Crime Laboratory will not test blood for the presence of controlled substances.

Finally, each department should have their attorneys review their department procedures for blood draws.

IV. Conclusion

The use of a private phlebotomist will prove to be an invaluable tool in the gathering of evidence during DUI investigations in a timely and efficient manner and will aid in the successful prosecution of DUI offenders.

Date: 11.15.12

A handwritten signature in black ink, appearing to read "Robert B. Berlin", written over a horizontal line.

Robert B. Berlin
DuPage County State's Attorney

General Liability IRMA Form.pdf



**PLEASE FAX ACCIDENT REPORT TO IRMA WITHIN 5 DAYS 630-932-9680
IRMA NON-WORKERS COMPENSATION ACCIDENT REPORT FORM**

Please complete the sections of the report that are applicable. Please print in ink. The individual having responsibility for reporting the accident should complete the report **by the close of the work shift**. The claimant should not complete this form.

The supervisor/department head of the employee who filled out the form should complete section IX. The report shall then be forwarded to your claims coordinator **by the end of the work shift or within 24 hours**. This completed form shall then be forwarded to IRMA the **same day** the claims coordinator receives it.

I. MEMBER INFORMATION

NAME OF IRMA MEMBER (MUNICIPALITY)		CONTACT PERSON NAME AND PHONE NUMBER		DEPARTMENT
DATE OF LOSS	TIME OF LOSS	ESTIMATE OR LOSS DAMAGE		WAS EMPLOYEE INJURED YES ___ NO ___
LOCATION OF LOSS		EMPLOYEE NAME		EMPLOYEE STATUS ___ FULL ___ PART ___ SEASONAL ___ OTHER
POLICE OR FIRE DEPT. REPORT #	STREET/SIDEWALK CONDITIONS: ___ DRY ___ OTHER ___ WET ___ SNOW/ICE		WEATHER CONDITONS: ___ CLEAR/CLOUDY ___ RAIN ___ SNOW ___ OTHER	

II. MEMBER PROPERTY DAMAGE

ITEMS DAMAGED	AGE OF ITEM (S)	VIN NUMBER:		
MAKE OF OUR VEHICLE/MOBILE EQUIPMENT:	YEAR:	MODEL:	LICENSE NUMBER (S)	

III. MEMBER DESCRIPTION OF ACCIDENT

DOES MEMBER ANTICIPATE FURTHER ACTION FROM CLAIMANT? ___ YES ___ NO PLEASE EXPLAIN

IV. TYPE OF ACCIDENT (Please check which applies)

SLIPS, TRIPS, FALLS ___ PROPERTY ___ POLICE PROFESSIONAL LIABILITY ___
AUTOMOBILE LIABILITY ___ EMPLOYMENT LIABILITY ___ OTHER/PLEASE EXPLAIN ___

V. CLAIMANT ACCIDENT / INJURY INFORMATION

NAME		SEX	AGE/D.O.B.
BUSINESS PHONE	HOME PHONE	ADDRESS	
NATURE OF INJURY/PART OF BODY ___ FATALITY		WHAT WAS INJURED PERSON DOING?	
WHERE TAKEN? (Name of hospital/clinic, address, phone number)			

VI. CLAIMANT AUTOMOBILE INFORMATION

OWNER OF OTHER VEHICLE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN OWNER	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
MAKE OF VEH	YEAR	MODEL	LICENSE NO.	VIN NO.	AREA OF DAMAGE:	ESTIMATE OF DAMAGE
IS VEHICLE INSURED? ___ YES ___ NO	COMPANY/AGENCY NAME, POLICY NO. & PHONE NO.			WHERE VEHICLE CAN BE SEEN		

VII. CLAIMANT NON-AUTO PROPERTY DAMAGE (i.e. fence, building, etc.)

OWNER OF PROPERTY	ADDRESS	CITY	STATE	ZIP	PHONE
DESCRIBE DAMAGED PROPERTY		LOCATION OF PROPERTY			
IS PROPERTY INSURED? ____ YES ____ NO	COMPANY/AGENCY NAME, POLICY NO. & PHONE NO.				

VIII. WITNESS INFORMATION

NAME	AGE/D.O.B.	ADDRESS	BUS PHONE ()	HOME PHONE ()
NAME	AGE/D.O.B.	ADDRESS	BUS PHONE ()	HOME PHONE ()

IX. ADDITIONAL COMMENTS

Unsafe conditions (Describe any unsafe conditions or defects contributing to the accident)

Unsafe acts (Describe any unsafe acts or procedures contributing to the accident)

What precautions should have been taken to avoid accident (if any?)

Remedy (As a supervisor, what action have you taken or do you propose taking to help prevent a similar accident?)

Was the member aware of any problems or conditions to the property prior to this accident: ____ Yes **X** NO

If so, how, when and where was it made known?

Comments:

X _____
SUPERVISOR/DEPT. MANAGER SIGNATURE & DATE

X _____
CLAIMS COORDINATOR SIGNATURE & DATE

PLEASE FAX ACCIDENT REPORT TO IRMA WITHIN 5 WORKING DAYS.
PLEASE SEND ANY SUPPORTING MATERIAL, SUCH AS AVAILABLE REPORTS, NEWSPAPER ACCOUNTS,
PICTURES, REPAIR ESTIMATES AND/OR BILLS, AS SOON AS POSSIBLE.
POLICE REPORTS / AMBULANCE REPORTS / ESTIMATES OF REPAIR
NOTE: IF MEMBER PROPERTY IS DAMAGED BY A CLAIMANT VEHICLE, PLEASE FILE A STATE OF ILLINOIS ACCIDENT
FORM WITH THE SECRETARY OF STATE.

Confidential Informant report.pdf



Policy 608 Attachment

1 Plaza Drive, Woodridge Illinois 60517 (630) 719-4740

Confidential Informant Report

CI Number _____ Case Officer _____ Date _____

I. Identifying Data: CI Name _____
Full (true) Name _____
Race _____ Sex _____ DOB _____
City of Residence _____

II. Developmental Data: (How did the CI come to the attention of the officer?)

III. General Nature of Services or Information Expected (Check all that apply)

____ Narcotics (General) _____ Burglary / Theft
____ Narcotics (Middle level or class X violations) _____ Gambling / Prostitution
____ Other (specify) _____

IV. Confidential Source Advisement (Have the CI read carefully and sign below)

I understand that while I am a confidential source for the Woodridge Police Department, I am forbidden to do any of the following:

- A. Sell or deliver any controlled substance, dangerous drug, marijuana, or any substance purported to be the same to anyone.
- B. Use sex or sexual activity to induce the sale or delivery of any controlled substance, dangerous drug, marijuana, or any substance purported to be the same to anyone.
- C. Search any person, suspect, house, papers, or personal effects.
- D. Become involved in any activity which might be considered entrapment.
- E. Engage in any illegal activity or improper conduct so long as I am working as a confidential informant, including carrying a weapon or impersonating an officer.
- F. If violations of the law by me can be substantiated, I could be prosecuted.
- G. I am agreeing to function as a confidential informant of my own free will and accord, and not as a result of any intimidation, promises, or threats.
- H. I have been advised that all payments made to me are considered taxable income and should be included on State and Federal tax returns.
- I. I understand that no Woodridge Police Officer may make any explicit or implicit promises or predications regarding the likely disposition of any criminal charges that are pending against me, only that the officer(s) will make the extent of my cooperation known to the prosecuting authorities.

CI Name (Signed)

CI Name (Printed)

True Name (Signed)

True Name (Printed)

Witness Date/Time

Witness Date/Time

Pedestrian Stop Data Sheet.pdf



Agency Code

Date of Stop (MM/DD/YYYY)	Time of Stop (Military Time)	Officer Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Officer Badge #	Location of Stop	Beat Location of Stop
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender

1 Male 2 Female

Race

1 White 2 Black or African American 3 American Indian or Alaska Native 4 Hispanic or Latino
5 Asian 6 Native Hawaiian or Other Pacific Islander

Reason for Stop

Reason for Stop (Check all that apply)

1 Actions indicative of engaging in drug transaction 2 Fits description from radio broadcast / Call for service
3 Fits description of an offender as described by victim or witness 4 Actions indicative of "casing" victim or location
5 Proximity to the reported crime location 6 Gang related enforcement 7 Suspicious Activity
8 Other (Specify)

Pat Down/Frisk

Pat Down/Frisk Conducted? 1 Yes 2 No Pat Down/Frisk Conducted by 1 Consent 2 Reasonable Suspicion

Reason for Pat Down/Frisk (Check all that apply)

1 Verbal threats of violence by suspect 2 Knowledge of suspect's prior criminal violent behavior/use of force/use of weapon
3 Actions indicative of engaging in violent behavior 4 Violent crime suspected
5 Suspicious bulge/object 6 Evasive, false or inconsistent response to officer's questions
7 Other reasonable suspicion of weapon (Specify)

If a Pat Down/Frisk was conducted, did it lead to a search beyond the pat down/frisk? 1 Yes 2 No

Search Beyond

Search Beyond Pat Down/Frisk Conducted?

1 Yes 2 No

Search Beyond Conducted by

1 Consent 2 Probable Cause 3 Search Incident to Arrest

Reason for Search Beyond (Check all that apply)

1 Drugs or drug paraphernalia found 2 Hard object felt during pat down 3 Firearm found during pat down
4 Other weapon found during pat down 5 Other probable cause(Specify)

If a Search Beyond a Pat Down/Frisk was conducted, was contraband found? 1 Yes 2 No

If yes, what was found?

1 Drugs 2 Drug Paraphernalia 3 Alcohol 4 Weapon 5 Stolen Property 6 Other

If the contraband found was drugs, what was the amount?

1 <2 grams 2 2-10 grams 3 11-50 grams 4 51-100 grams 5 >100 grams

Outcome of Stop

Warning/Citation Issued 1 Yes 2 No Arrest? (Person taken into custody) 1 Yes 2 No

Violations/Charges

FORM IC 45.pdf

DCFS Mandatory Reporter Acknowledgement.pdf



Woodridge Police Department



ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I am employed as a
(Employee Name)

Police Officer

(Type of Employment)

_____, I will become a mandated reporter under the

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under but not limited to the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Signature of Applicant/Employee

Date

CANTS 22
Rev. 8/2013

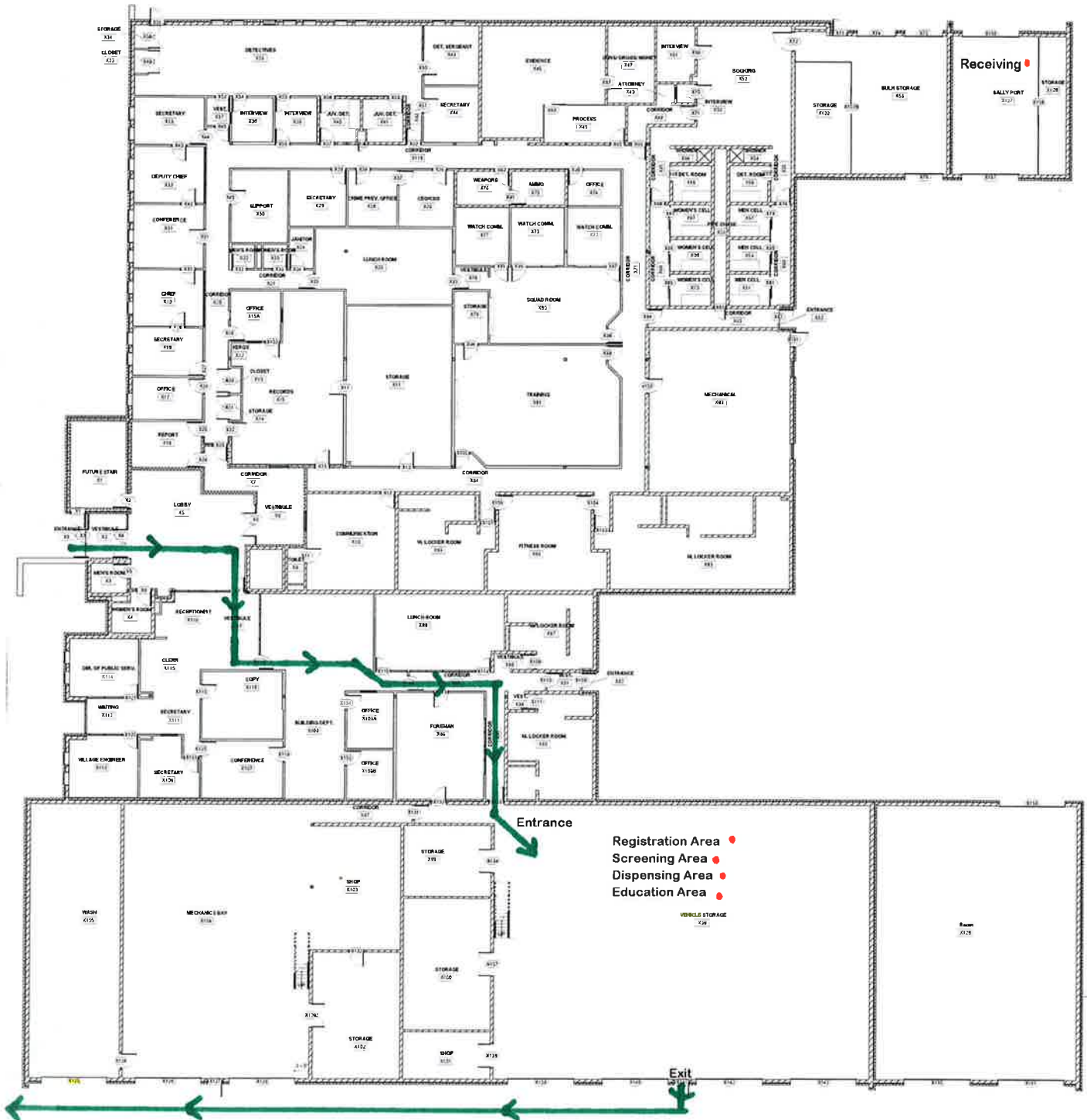
Office of the Director
406 E. Monroe Street • Springfield, Illinois 62701
www.DCFS.illinois.gov

418.0 Stop Sticks Attachment.pdf

Tier 1 Floor Plan SNS.pdf

Woodridge Police Department – Tier 1/First Responder Medication Dispensing Plan

Woodridge Police/Public Works Facility – One Plaza Drive, Woodridge, IL 60517



Blood Draw Advisements.pdf

Blood Draw Advisements – Attachment

Arrestee Information:

Name: _____

Address: Street: _____

City: _____ State: ____ Zip: _____

Phone #1: _____ Phone #2: _____

Date of Birth ____/____/____

Advisements: (To be read to the arrestee)

You are hereby advised that a breath test to determine if you have ingested alcohol has been offered to you without cost. You have refused to submit to said breath test. You are hereby advised that law enforcement may take you to a nearby hospital to draw your blood and/or take a sample of your urine. If you are taken to a hospital you will be billed directly by said hospital. Additionally, law enforcement may contact an outside agency who will send a phlebotomist or nurse to this location to draw your blood and/or take a sample of your urine. You are also advised that if an outside agency responds to the police department for the purpose of drawing your blood and/or urine, you will be billed directly by said agency for their services. Having a phlebotomist or nurse come to this location will cost you a minimum of \$395.00.

Having been informed of the above I choose to;

- Provide a sufficient breath sample. (no cost)
- Provide a sufficient blood/ urine sample. (to be paid by arrestee)

A refusal to choose may result in an outside agency responding to this location for the purpose of drawing your blood and/or urine. You will be billed directly by said agency for their services.

Signed: _____
Arrestee Signature

Officers Name (*Please Print*)

Date: _____

Time: _____

Treatment Authorization Form.pdf

Edward Corporate Health
801 S. Washington Street
Naperville, IL 60540
Phone: (630) 961-4948
Fax: (630) 961-4934

EDWARD
HOSPITAL & HEALTH SERVICES

Edward Healthcare Center
130 N. Weber Road
Bolingbrook, IL 60440
Phone: (630) 646-5770
Fax: (630) 646-5780

TREATMENT AUTHORIZATION FORM

Hours of Operation:

- ✓ Edward Corporate Health, Naperville: M/F 7am-5pm
- ✓ Edward Healthcare Center, Bolingbrook: M/F 8am-11pm, Sat & Sun 8am-5pm, Holidays 8am-5pm
- ✓ Drug testing: Walk-in hours, M/F 9am-11am (or by appointment)

COMPANY Village of Woodridge

AUTHORIZED BY: _____

PATIENT NAME: _____

PHONE NUMBER: _____

JOB TITLE: _____

DATE OF ISSUE: _____

REASON FOR VISIT:

- Workers' Comp Injury
Date of Injury _____
- Physical:
 - ___ Post Offer – Level A
 - ___ Post Offer – Level B
 - ___ Post Offer – Police Officer
 - ___ Annual – Level B
 - ___ Annual – Police Officer
- Physical DOT:
 - ___ New Hire
 - ___ Re-certification
- Hepatitis B Injection
- Flu Vaccine
- Other _____

TESTING:

- Drug Screening:
 - ___ 5 Panel DOT
 - ___ Rapid Drug Screen
- Alcohol Testing:
 - ___ Breath Alcohol

REASON FOR TESTING:

- Post Offer
- Post Accident
- Random
- Reasonable Suspicion
- Return to Work
- Follow-up
- Annual
- Other _____

***For all drug/alcohol testing,
photo ID is required**

Information required at time of registration:

- Last name, first name, middle initial
- Maiden name if married woman
- Employer name
- Date of birth
- Sex
- SS Number
- Home phone
- Home address
- Reason for visit

**TO SCHEDULE AN APPOINTMENT FOR EITHER LOCATION,
PLEASE CALL (630) 961-4948**

Peer Support Confidentiality Agreement.pdf



Woodridge Police Department

Peer Support Team

Confidentiality Agreement

As a member of the Woodridge Police Department's Peer Support Team, I agree to maintain a high level of professionalism at all times. By participating as a Peer Supporter, I agree to maintain confidentiality which includes, but is not limited to, any information obtained during a peer support meeting as well as any confidential information surrounding the Peer Support Program. I further understand there are consequences for any violation of this confidentiality. A Peer Supporter who breaks confidentiality shall be removed from the Peer Support Team and may be subject to disciplinary action.

I agree not to reveal to any person or persons except an authorized Woodridge Police Department Peer Support Team Program Coordinator or a licensed clinician any specific information obtained during a peer support intervention or contact and further agree not to reveal to any third party any confidential information, except as required by law.

The undersigned agrees to maintain confidentiality while being a member of the Peer Support Program, and in the event that he/she is no longer affiliated with the Peer Support Program, he/she will continue to maintain confidentiality.

Dated this _____ day of _____, 20 _____

Woodridge Peer Support Team Member

Date:

Peer Support Program Coordinator

Date:

Finders Rights.pdf



Village of Woodridge

Police Department – Administration | One Plaza Drive | Woodridge, IL 60517
Emergency and Non-Emergency: Dial 9-1-1 |
Brian Cunningham, Chief of Police

Finders Responsibilities/Rights

The following is ONLY a brief outline of “Finders Responsibilities/Rights” under Illinois state law. If a “finder” wishes to exercise the aforementioned, he or she should consult the current ILLINOIS COMPILED STATUES for any changes, additions, and so forth, to ascertain the following has not changed.

765 ILCS 1020/27 states in part:

- “If the owner of the found property is unknown and if such property found is of the value of \$100 or upwards, the finder or finders shall, within 5 days after such finding file in circuit court of the county, an affidavit of the description thereof ... The court shall enter an order stating the value of the property found as near as the court can ascertain. A certified copy of such order and the affidavit of the finder shall, within 10 days after the order was entered, be transmitted to the county clerk to be recorded in his estray book, and filed in the office of the county clerk ...”

765 ILCS 1020/28 states in part:

- “In all cases where such lost goods, money ... shall not exceed the sum of \$100 in value and the owner thereof is unknown, the finder shall advertise the same at the court house, and if the owner does not claim such money, goods ... within 6 months from the time of such advertisement, the ownership of such property shall vest in the finder and the court shall enter an order to that effect. If the value exceeds the sum of \$100, the county clerk, within 20 days after receiving the certified copy of the court’s order shall cause a notice thereof to be published for 3 weeks successively in some public newspaper printed in this county and if the owner of such goods, money ... does not claim the same and pay finder’s charges and expenses within one year after the advertisement thereof as aforesaid, the ownership of such property shall vest in the finder and the court shall enter an order to that effect.”

The above is ONLY a brief outline of **765 ILCS 1020**. All finders MUST refer to ILLINOIS COMPILED STATUES for the EXACT guidelines to be followed.

Lost_Found_Animal_Form.pdf



Lost/Found Animal Form

Check One:			
Found		Dog	
Lost		Cat	
		Other	

Call Information:	
Date:	
Time:	
Entered by:	

ANIMAL DESCRIPTION	
Breed	
Color	
Weight	
Male or Female	
Collar (type, color, etc.)	
Pet Name	
AVID Chip Number	
Tags (number, county or city)	
Other	
CALLER INFORMATION	
Name of Caller:	
Address:	
Phone:	
POLICE INFORMATION	
Incident Number:	
CSO/Officer Responding:	
OWNER INFORMATION	
Name:	
Address:	
Phone:	
THIS FILE TO BE MAINTAINED BY CSO OF ANIMAL CONTROL ONLY	
Miscellaneous:	

WOODRIDGE  POLICE DEPARTMENT

ANIMAL RELEASE FORM

Date _____

WO# _____

Name of Impound:

Woodridge Police Dept.
1 Plaza Drive
Woodridge, IL60517
630-719-4740
630-719-9266 (fax)

Name of Owner:

Telephone: _____

The owner of the animal impounded at the Woodridge Police Department under the above WO# has been released to its owner.

I certify, in accordance with the Village of Woodridge 5-6A-6A, that the owner:

- Has presented proof of current rabies inoculation and a COPY of such proof is attached.
- Has NOT presented current rabies inoculation. The owner has been notified that the CSO in charge of Animal Control will be in contact with him/her and a citation may be issued for violation of Village of Woodridge Ordinance 5-6A-4A (Annual Rabies Inoculation Required) which carries a \$30.00 fine.
- I further certify that the \$15.00 impound charge (required by Village of Woodridge Ordinance 5-6A-6E) has been paid under receipt number _____.

Releasing Officer / Badge Number

Date and Time of Release

Citation(s) issued: Yes No

Ticket number(s): _____

DuPage County Animal Care & Control
120 N. County Farm Rd.
Wheaton, IL 60187
Ph: (630) 407-2800
Fax:(630) 407-2801

REPORT OF ANIMAL BITE

Must be reported (phone or fax) within 24 hours of occurrence

Source of Report _____ DCACC Bite # _____

Date & Time of Bite _____ Date & Time Reported _____

Victim _____ DOB _____ Sex _____

Address _____ Town _____ Home Phone _____

Injury on Body _____ Work or Alt Phone _____

Location/Address of Incident _____

Treated at (Medical Facility) _____

Additional Remarks _____

Owner of Animal _____

Address _____ Home Phone _____

Animal Species _____ Breed _____ Color _____ Age _____ Sex _____

Name _____ Rabies Tag # _____ Date _____ Microchip # _____

Veterinarian (Clinic) _____ Phone _____

Circumstances of Bite _____

Report Taken By _____

FORM_C_StorageandFutureTestingofSexualAssaultEvidence.pdf

STORAGE AND FUTURE TESTING OF SEXUAL ASSAULT EVIDENCE*

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

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

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

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

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

Law Enforcement Agency
Address
Phone Number
Report Number

Rape Crisis Center
Address
Phone Number

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

Neighborhood Canvass_Witness Log.pdf



Woodridge Police Department

NEIGHBORHOOD CANVASS LOG

Incident # _____

#	Name (Last, First M)	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Race	DOB	
Address:			Date:	Time:	
Cell TX:		Work and Home TX:			
Comments/Additional Persons to be Interviewed:					
# Residents:	Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Follow up required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Notice Left: <input type="checkbox"/> Yes <input type="checkbox"/> No	Video: <input type="checkbox"/> Yes <input type="checkbox"/> No	Video Collected: <input type="checkbox"/> Yes <input type="checkbox"/> No
#	Name (Last, First M)	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Race	DOB	
Address:			Date:	Time:	
Cell TX:		Work and Home TX:			
Comments/Additional Persons to be Interviewed:					
# Residents:	Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Follow up required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Notice Left: <input type="checkbox"/> Yes <input type="checkbox"/> No	Video: <input type="checkbox"/> Yes <input type="checkbox"/> No	Video Collected: <input type="checkbox"/> Yes <input type="checkbox"/> No
#	Name (Last, First M)	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Race	DOB	
Address:			Date:	Time:	
Cell TX:		Work and Home TX:			
Comments/Additional Persons to be Interviewed:					
# Residents:	Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Follow up required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Notice Left: <input type="checkbox"/> Yes <input type="checkbox"/> No	Video: <input type="checkbox"/> Yes <input type="checkbox"/> No	Video Collected: <input type="checkbox"/> Yes <input type="checkbox"/> No
#	Name (Last, First M)	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Race	DOB	
Address:			Date:	Time:	
Cell TX:		Work and Home TX:			
Comments/Additional Persons to be Interviewed:					
# Residents:	Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Follow up required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Notice Left: <input type="checkbox"/> Yes <input type="checkbox"/> No	Video: <input type="checkbox"/> Yes <input type="checkbox"/> No	Video Collected: <input type="checkbox"/> Yes <input type="checkbox"/> No
#	Name (Last, First M)	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Race	DOB	
Address:			Date:	Time:	
Cell TX:		Work and Home TX:			
Comments/Additional Persons to be Interviewed:					
# Residents:	Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Follow up required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Notice Left: <input type="checkbox"/> Yes <input type="checkbox"/> No	Video: <input type="checkbox"/> Yes <input type="checkbox"/> No	Video Collected: <input type="checkbox"/> Yes <input type="checkbox"/> No
Officer Signature:		Reviewed By:		Page # of	

Juvenile Data Sheet.pdf

DUPAGE COUNTY
Juvenile Data Sheet

Concerns/Cautions

- Weapon(s)
- Gang-related
- Drugs
- Violence
- Fights w/Police
- Flight Risk
- Sex Offense
- Mental Health
- Interpreter needed
- Language _____

Disposition/Recommendations

- Released w/out Charge
- Parents/Street Adjustment
- Informal Station Adjustment
- Formal Station Adjustment
- Peer Jury
- Ordinance Violation Ticket
- Preliminary Conference
 - Individual
 - Small Group
 - Large Group for Retail Theft
 - Victim/Offender Conference
- Petition/Direct File to Court
- Felony Screened
- Detention

Arresting Agency _____

Juvenile Police Officer & Badge # _____

Phone # _____

Email address _____

Document Control # _____

Complaint/Agency # _____

FOR SAO ONLY - PC/VOC Approved
by ASA _____ Date _____

JUVENILE (Youth # _____ of _____)

Last Name _____ First Name _____ Middle/Suffix _____ Age _____ DOB _____

Offender's Address _____

Home # _____ Address _____ City _____ State _____ Zip _____ County _____
Cell/Pager# _____ Work # _____ Other #/Email _____

Place of Birth _____ Sex _____ Race _____ Height _____ Weight _____ Hair _____ Eye _____ SS# _____

DL # _____ DL State _____ Tattoos etc. _____

Alias Last Name _____ First Name _____ Middle/Suffix _____ Age _____ DOB _____

School Name _____ Grade _____ Special Education? Yes ___ No ___ For What Reason? LD/BD/ED

OFFENSE (S)

ILCS# (S)

_____	# _____	Date _____	Time _____
_____	# _____	Date _____	Time _____
_____	# _____	Date _____	Time _____
_____	# _____	Date _____	Time _____

(If more attach separate sheet(s))

PARENTS/GUARDIANS

Please include information for both biological (or adoptive) parents, even if parent does not reside with juvenile.

FATHER _____ D.O.B. _____ SS# _____

Last _____ First _____ MI _____ City _____ State _____ Zip _____

Home # _____ Cell/Pager# _____ Work # _____ Other#/Email _____

MOTHER _____ D.O.B. _____ SS# _____

Last _____ First _____ MI _____ City _____ State _____ Zip _____

Home # _____ Cell/Pager # _____ Work # _____ Other#/Email _____

STEP-PARENT _____ D.O.B. _____ SS# _____

(if resides with minor) Last _____ First _____ MI _____

GUARDIAN _____ D.O.B. _____ SS# _____

Last _____ First _____ MI _____ City _____ State _____ Zip _____

Home # _____ Cell/Pager # _____ Work # _____ Other #/Email _____

Attach/enclose loss documentation from victim(s) when referring for PC/VOC or to Court!

VICTIMS

Victim(s) Name(s)	Address	TX #'s	**Amount of Loss** Restitution Does attached
1.) _____	_____	_____	_____
(Name of parent / guardian if victim is a juvenile)		(Home/Cell/Pager/Work/ Other/Email)	
2.) _____	_____	_____	_____
(Name of parent / guardian if victim is a juvenile)		(Home/Cell/Pager/Work/Other/Email)	
3.) _____	_____	_____	_____
(Name of parent / guardian if victim is a juvenile)		(Home/Cell/Pager/Work/Other/Email)	
4.) _____	_____	_____	_____
(Name of parent / guardian if victim is a juvenile)		(Home/Cell/Pager/Work/Other/Email)	

ACCOMPLICE (S)

Name	D.O.B./Age	Disposition (OV Ticket/Station Adj./Prelim. Conf/Court/Detention)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PRIOR POLICE CONTACTS

Date	Offense	Incident #	Police Dept.	Disposition
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(If CJIS (JUST) or local PD printout attached, please include dispositions.)

Is Juvenile a Gang Member? Yes ___ No ___ Name of Gang _____

Fingerprints Taken? Yes ___ No ___ Submitted to ISP? Yes ___ No ___ Date _____
(State Law requires Fingerprint Cards be completed on all felonies!)

Date and Time Parents Notified _____ Notified by whom? _____

Date and Time of Release _____ Released by Whom? _____

Released To _____ Relationship _____

Drug/Alcohol or Physical/Sexual Abuse or Dom. Viol. (circle) by Juvenile _____ by Parent _____ by Other _____

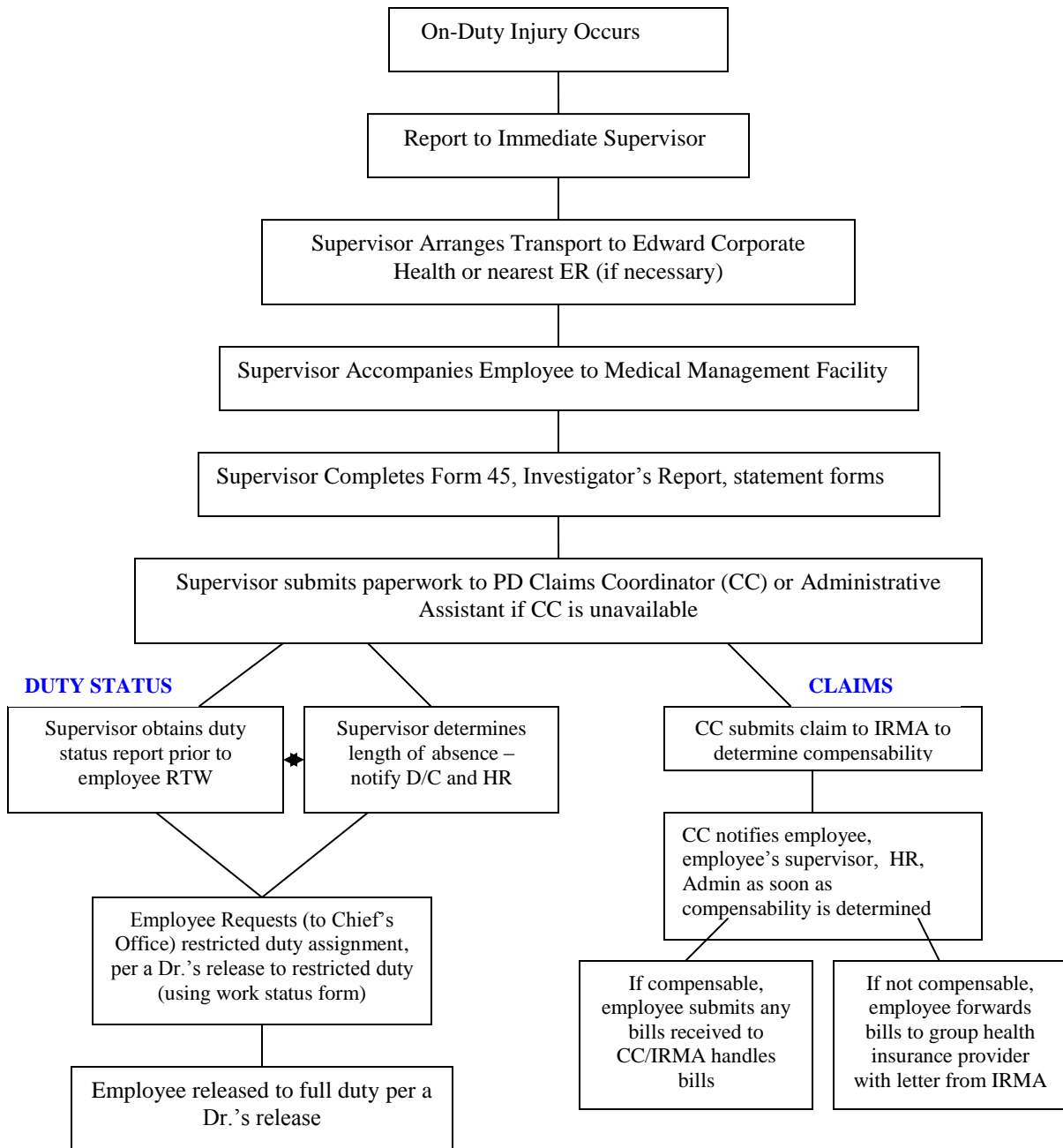
Reporting Officer(s) _____ Youth Officer _____

Supervisor Approval _____

Submit two identical sets of data sheets and police reports, stapled by set for SA and Probation, three sets for juveniles who are detained

ERTW Flowchart.pdf

Worker's Compensation/Light Duty Process



IDOC Unusual Occ Report.pdf

Report of Extraordinary or Unusual Occurrences

Report all extraordinary or unusual occurrences involving detainees in writing within 72 hours to the Office of Jail & Detention Standards. When a delay in the written report is unavoidable, make the report by telephone and submit the written report as soon as possible to:

Office of Jail & Detention Standards
 1301 Concordia Court, P. O. Box 19277
 Springfield, Illinois 62794-9277
 Telephone: (217) 558-2200, ext. 4212
 Fax: (217) 522-3906

Check one: County
 Municipal (except Chicago)
 Chicago Police Department, include

R.D. Number: _____

Facility Name: _____ Telephone #: _____

Address: _____ Street _____ City _____ State _____ Zip Code _____

Date of Occurrence: _____ Time of Occurrence: _____ a.m. p.m.

Type of Occurrence: Suicide (method) _____ Suicide Attempt (method) _____
 Homicide Homicide Attempt Escape Escape Attempt Fire Serious Injury
 Battery Riot or Rebellion Sex Offense Assault on Staff Assault among Detainees
 Fighting among Detainees Restraints Used OC Spray Used Other (specify): _____

Detainees Involved			
Name	Date of Birth	Date Confined	Arresting Charge

Any injuries? No Yes, (briefly describe): _____

Any resulting death? No Yes, attach coroner's report or forward upon completion and explain below:

Name of deceased: _____

Specific cause of death: _____

Date & time of death: _____

Was deceased on suicide watch at or immediately before time of death? Yes No

Reported by: _____

Was deceased examined by a physician? No Yes, on: _____

Did deceased display signs of illness? No Yes, describe: _____

Detainees Interviewed			
Name	Date of Birth	Date Confined	Arresting Charge

Officials Interviewed	
Name	Title

Principal cause of occurrence: _____

Summary of specific details of occurrence (include date and time): _____

Recommendations to prevent future occurrences: _____

 Print Reporting Officer's Name Badge # Reporting Officer's Signature Date

 Print Shift Commander's Name Badge # Shift Commander's Signature Date

Note: Use of this form is required; please do not alter format. Where available, this form may be completed and submitted on-line as directed by the Office of Jail and Detention Standards.

The Illinois Department of Corrections is requesting disclosure of information necessary to accomplish the statutory purpose as outlined in 730 ILCS 5/3-15-2. Disclosure of information is MANDATORY. Failure to provide the information could result in a court order requiring compliance with 20 Ill. Adm. Code 701, 702, or 720.

APU Monthly Inspection Sheet.pdf

MONTHLY APU INSPECTION LOG

OUTSIDE	
<input type="checkbox"/>	Break Lights Functional
<input type="checkbox"/>	Side Marker Lights Functional
<input type="checkbox"/>	Arrow Stick Functional
<input type="checkbox"/>	Rear Lighting Functional
<input type="checkbox"/>	Front Lighting Functional
<input type="checkbox"/>	Interior Lights Functional
<input type="checkbox"/>	Work Orders Entered for Non-functional Lights

INSIDE	
<input type="checkbox"/>	2 Generators w/Gas – Run for 5 Minutes
<input type="checkbox"/>	Gas Cans (2) **Change Gas Mar/June/Sept/Dec
<input type="checkbox"/>	Orange Box w/ 8 Portable Traffic Flares & 2 Wands
<input type="checkbox"/>	1 Tape Measure
<input type="checkbox"/>	3 Yellow Extension Cords
<input type="checkbox"/>	2 Yellow Cords w/Outlet Boxes
<input type="checkbox"/>	Rapid Deployment Antenna Box
<input type="checkbox"/>	4 Orange Lights
<input type="checkbox"/>	13 Traffic Cones – Small
<input type="checkbox"/>	18 Traffic Cones – Large
<input type="checkbox"/>	6 Keep Left Signs / Keep Right
<input type="checkbox"/>	4 Slow 10 MPH Signs

Inspecting Officer Signature

Date

Supervisor Signature

Date

338.0 Bicycle Unit and Operations Attachment.pdf

FOIA Requests Attachment.pdf

Medical Release Form.pdf

**AUTHORIZATION FOR MEDICAL RECORDS
AND COMMUNICATION RELEASE**

I authorize any licensed physician, chiropractor, medical practitioner, hospital, clinic, or other medical or medically related facility, insurance company or other organization, institution or person, that has any records or knowledge of my mental or physical health, history, condition or well-being to supply such information to my employer, the Intergovernmental Risk Management Agency (IRMA), or their attorneys.

I specifically authorize any treating physician or medical care provider to communicate orally or in writing with my employer, IRMA as claims administrator, their rehabilitation and/or medical management consultants or their attorneys, as to my care and treatment, and as to any other issues including, but not limited to: diagnosis, prognosis, causal connection of care and treatment to my work injury or duties, and ability to work. I hereby waive my physician-patient privilege. In conjunction with this, I also authorize any treating physician or medical provider to review any additional material provided to them.

A photocopy of this authorization shall be as valid as the original. This release shall remain valid for the length of my claim.

Name-Please Print

Signature

Date

Narcan Reporting Form.pdf



Illinois Department of Human Services - Division of Alcoholism and Substance Abuse

OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM

(THIS FORM IS TO BE COMPLETED WITHIN FIVE (5) BUSINESS DAYS OF NALOXONE ADMINISTRATION)

Program Name: _____ Site Name: _____ Date Completing Form: _____

Responder's Name: _____ Or Code Identifier: (if applicable) _____ 1st Responder Bystander/Outreach

Location of Use/Location of Overdose City/Town/Community _____

Closest Cross Streets: _____ County: _____ Zip code: _____

Location: Apartment Motel Shelter Business Parking lot Vehicle Train Park
 House School Jail Other: _____

About the Person: Fill in answers to the best of your knowledge:

Male Female Transgender Other _____ Age: _____

Ethnicity: Hispanic/Latino Non Hispanic/Latino

Race: African American/Black Native American Unknown
 Caucasian/White Asian/Pacific Islander Other Race/Ethnicity Please Specify: _____

Specific Drugs Used: Heroin If (YES), Please specify Method: Injection Sniff Swallow Smoke Unknown
 (Check all that apply)

Fentanyl Methadone Cocaine Benzodiazepine Cannabis Alcohol Opiate Pain medication (Specify if Known) _____

List Other Drugs/ Medications _____

Condition of Person:

1. Was the person conscious before naloxone was used? Yes No

2. How was naloxone administered? Injected in the muscle Sprayed in the nose

3. How many doses of naloxone were used? One Two More than 2 (Please Specify): _____

4. Other Actions Taken: Rescue Breathing Chest Compressions Sternal Rub Recovery Position Called 911
 (Check all that apply)

5. Did the person go to the hospital? Yes No Refused If Yes, list name of hospital if known: _____

6. Did the person survive? Yes No Unknown 7. Date naloxone was administered: _____

8. Was naloxone ever received in the past? Yes No Unknown

Please provide any additional information:

Name and Signature of Program Director and Health Care Professional

Program Director Name _____ Program Director Signature _____ Date _____

Health Care Professional Signature _____ Health Care Professional Signature _____ Date _____

Personal History Report.pdf

WOODRIDGE POLICE DEPARTMENT

ONE PLAZA DRIVE

WOODRIDGE, ILLINOIS 60517

PERSONAL HISTORY REPORT

Policy 608 Attachment

1. Case No.:	2. Date:	3. Type of Report: Arrest <input type="checkbox"/> Information <input type="checkbox"/>	4. Case Agent: I.D. #	5. Zone/Unit:	6. Typed By:
7. C/S Name:		8. Arrest No.:	9. Place of Interview:		10. Time Began:
11. Interviewed By:			12. Others Present:		

I. DESCRIPTIVE AND IDENTIFYING DATA

13. Full Name:			14. Alias/Nickname:			15. Maiden Name:		
16. Address:			17. City:	18. State:	19. How Long:	20. Telephone:		
21. Previous Address:			22. City:	23. State:	24. How Long:	25. Telephone:		
26. Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	27. Race:	28. Height:	29. Weight:	30. Age:	31. DOB:	Alias DOB:	32. Place of Birth:	
33. Citizenship:	34. Hair:	35. Facial Hair: Beard <input type="checkbox"/> Moustache <input type="checkbox"/> Sideburns <input type="checkbox"/> None <input type="checkbox"/>		36. Eyes:	37. Glasses:	38. Build:	39. Complexion:	40. Social Security No.:
41. Drivers License No: State:			42. Scars/Marks:			43. Tattoos (Type and Location):		
44. Attire:						45. Visible Injuries:		
46. Automobile (Year, Color, Make, Model):						47. License (Year, State, Number):		
48. Automobile (Year, Color, Make, Model):						49. License (Year, State, Number):		
50. Employer:			51. Address:			52. Occupation:		53. Length:
54. Previous Employer:			55. Address:			56. Occupation:		53. Length:

II. CURRENT ARREST DATA

58. Date of Arrest:	59. Time of Arrest:	60. Location of Arrest: County: City:		State:	
		Street Name and Number:			
61. Arresting Agents:			62. Other Officers Present:		63. Other Agency:
64. Charges:		65. Date of Offense:	66. Statute: Chapter: Section:		67. Crime Code(s):
68. Defendant Transported To:		69. Transported By:			70. Time:
71. Rights Given: Yes <input type="checkbox"/> No <input type="checkbox"/>	72. Given By:		73. Time:	74. LEADS/NCIC Checked By:	
75. Caution Codes: Attempted Suicide <input type="checkbox"/> Drug Use <input type="checkbox"/> Resisted Arrest <input type="checkbox"/> Armed With Weapon <input type="checkbox"/> Alcohol Use <input type="checkbox"/> Violent <input type="checkbox"/> Medical Condition <input type="checkbox"/> Impersonating Opposite Sex <input type="checkbox"/> History of Admissions to Mental Facility <input type="checkbox"/>					
76. Fingerprint Cards Submitted By:		77. FBI # : Public Aid # :	ISB # : Alien ID # :	C.P.D. IR # : FOID # :	
78. Gang/Organizational Affiliation:			79. Person(s) Contacted:		

THIS DOCUMENT IS THE PROPERTY OF THE METROPOLITAN ENFORCEMENT GROUP
IT AND ITS CONTENTS ARE NOT TO BE DISSEMINATED OUTSIDE YOUR AGENCY

III. PERSONAL DATA

80. Marital Status:		81. Times Married:		82. Dates Married:		83. Places Married:		84. Times Divorced:		85. Dates Divorced:		86. Places Divorced:	
87. Present Spouse:				88. Maiden Name:				89. Date of Birth:		90. Occupation:			
91. Previous Spouse:				92. Address:				93. Previous Spouse:		94. Address:			
95. Father:				96. Address:				97. Mother:		98. Address:			
99. Father-In-Law:				100. Address:				101. Mother-In-Law:		102. Address:			
103. Sister/Brother:				104. Address:				105. Sister/Brother:		106. Address:			
107. Sister/Brother:				108. Address:				109. Sister/Brother:		110. Address:			
111. Children:				112. Age:		113. Children:		114. Age:		115. Children:		116. Age:	
117. Children:				118. Age:		119. Children:		120. Age:		121. Children:		122. Age:	
123. Military Service (Branch):				124. Dates:		125. Rank Attained:		126. Job Assignment:		127. Service No.:		128. Type Discharge:	
129. Read: Yes <input type="checkbox"/> No <input type="checkbox"/>		130. Write: Yes <input type="checkbox"/> No <input type="checkbox"/>		131. Registered Voter: Yes <input type="checkbox"/> No <input type="checkbox"/>		132. County:		133. Union Member:		134. Union and Local No.:			
135. High School Attended:				136. Years:		137. College Attended:				138. Years:			
139. Doing Business As Sole Proprietor or Partnership: Yes <input type="checkbox"/> No <input type="checkbox"/> Business Name:				140. Address:				141. Partners:					
142. Officer Director or Principal Stockholder in Any Corporation: Yes <input type="checkbox"/> No <input type="checkbox"/> Corporation Name:				143. Pay Property Tax: Yes <input type="checkbox"/> No <input type="checkbox"/>		144. County:		State:					
145. Bank:				146. Type of Accounts:				147. Maintain Cash In Safety Deposit Box: Yes <input type="checkbox"/> No <input type="checkbox"/> Where:					
148. Loans Outstanding:				149. Attorney:									

IV. ARREST/DRUG DATA

150. Previous Arrest/Charge:		151. Date:		152. Co-Defendants:		153. Arresting Agency:		154. Disposition:	
155. Previous Arrest/Charge:		156. Date:		157. Co-Defendants:		158. Arresting Agency:		159. Disposition:	
160. Previous Arrest/Charge:		161. Date:		162. Co-Defendants:		163. Arresting Agency:		164. Disposition:	
165. Addicted to Drugs: Yes <input type="checkbox"/> No <input type="checkbox"/>		166. Habitually Use: Yes <input type="checkbox"/> No <input type="checkbox"/>		167. Drugs Used:				168. Date First Used:	
169. Source of Drugs:				170. Drug Associates:					
171. Addiction Cures Attempted: Federal <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Private <input type="checkbox"/>		172. Length of Treatment:		173. Location:				174. Time Interview Ended:	

Mandatory Notice of Victims Right to Information Regarding Sexual Assault Evidence Testing

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

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

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

You are entitled to the following information:

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

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

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

Requesting the Information

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

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

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

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

Pursuit Driving Supervisor Form 2019.pdf

Woodridge Police Department

Supervisor's Pursuit Driving Report Form



Supervisor:		Badge:	Date:	Incident Number:
How were you notified of pursuit: <input type="checkbox"/> Monitored initial call <input type="checkbox"/> By dispatch <input type="checkbox"/> By officer <input type="checkbox"/> Other		How many units were you aware of, that were actively involved in the pursuit: _____		
Principle reason violator attempted to elude: <input type="checkbox"/> Forcible Felony (wanted/suspected) <input type="checkbox"/> Firearms used in crime/escape <input type="checkbox"/> Felony (wanted/suspected) <input type="checkbox"/> Misdemeanor (wanted/suspected) <input type="checkbox"/> Suspected stolen vehicle <input type="checkbox"/> DUI/Reckless driving suspect <input type="checkbox"/> Other traffic violation suspect <input type="checkbox"/> Other wanted/missing person <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown		What caused the pursuit to end: <input type="checkbox"/> Officer discretion <input type="checkbox"/> Supervisor discretion <input type="checkbox"/> Police vehicle crash <input type="checkbox"/> Violator vehicle crash <input type="checkbox"/> TOT other agency <input type="checkbox"/> Violator surrendered/stopped <input type="checkbox"/> Police vehicle failure <input type="checkbox"/> Violator vehicle failure <input type="checkbox"/> Violator forced to stop <input type="checkbox"/> Lost sight of vehicle <input type="checkbox"/> Violator abandoned vehicle; fled on foot		
Was the violator driving their own vehicle: <input type="checkbox"/> Yes <input type="checkbox"/> No		How many passengers were in the vehicle: _____		
Violator: <input type="checkbox"/> Arrested from vehicle <input type="checkbox"/> Arrested after foot pursuit <input type="checkbox"/> Escaped in vehicle <input type="checkbox"/> Escaped on foot <input type="checkbox"/> Charges pending <input type="checkbox"/> No charges		Passenger(s): <input type="checkbox"/> Arrested from vehicle <input type="checkbox"/> Arrested after foot pursuit <input type="checkbox"/> Escaped in vehicle <input type="checkbox"/> Escaped on foot <input type="checkbox"/> Charges pending <input type="checkbox"/> No charges		
Violator Name:		DOB:	Use of Force: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete response to resistance report	
Traffic crash: Police <input type="checkbox"/> Yes <input type="checkbox"/> No Violator: <input type="checkbox"/> Yes <input type="checkbox"/> No Bystander: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Property damage: Police: <input type="checkbox"/> Yes <input type="checkbox"/> No Violator: <input type="checkbox"/> Yes <input type="checkbox"/> No Bystander: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Personal injury: Police <input type="checkbox"/> Yes <input type="checkbox"/> No Violator: <input type="checkbox"/> Yes <input type="checkbox"/> No Passengers: <input type="checkbox"/> Yes <input type="checkbox"/> No Bystander: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Fatality: Police <input type="checkbox"/> Yes <input type="checkbox"/> No Violator: <input type="checkbox"/> Yes <input type="checkbox"/> No Passengers: <input type="checkbox"/> Yes <input type="checkbox"/> No Bystander: <input type="checkbox"/> Yes <input type="checkbox"/> No				
WPD personnel involved in pursuit (Primary, Secondary, Paralleling, Traffic Control, Etc):				
Name:	Badge:	Unit #:	Role:	
Name:	Badge:	Unit #:	Role:	
Name:	Badge:	Unit #:	Role:	
Name:	Badge:	Unit #:	Role:	
Name:	Badge:	Unit #:	Role:	
Name:	Badge:	Unit #:	Role:	
Other Police Agencies Involved: <input type="checkbox"/> Yes <input type="checkbox"/> No List:				
Narrative:				
Supervisors Signature:		Date:	Deputy Chief Signature:	

Policy 311 ERKEIW.pdf

DUI Reimbursement Attachment.pdf

ILLINOIS FORM 45: EMPLOYER'S FIRST REPORT OF INJURY

Please type or print.

Employer's FEIN	Date of report	Case or File #	Is this a lost workday case? Yes / No
Employer's name		Doing business as	
Employer's mailing address			
Nature of business or service		SIC code	
Name of workers' compensation carrier/admin.	Policy/Contract #	Self-insured? Yes / No	
Employee's full name	Social Security #	Birthdate	
Employee's mailing address		Employee's e-mail address	
Male / Female	Married / Single	# Dependents	Employee's average weekly wage
Job title or occupation		Date hired	
Time employee began work	Date and time of accident	Last day employee worked	
If the employee died as a result of the accident, give the date of death.		Did the accident occur on the employer's premises? Yes / No	
Address of accident			
What was the employee doing when the accident occurred?			
How did the accident occur?			
What was the injury or illness? List the part of body affected and explain how it was affected.			
What object or substance, if any, directly harmed the employee?			
Name and address of physician/health care professional			
If treatment was given away from the worksite, list the name and address of the place it was given.			
Was the employee treated in an emergency room? Yes / No	Was the employee hospitalized overnight as an inpatient? Yes / No		
Report prepared by	Signature	Title and telephone #	

Please send this form to the ILLINOIS WORKERS' COMPENSATION COMMISSION 4500 S. SIXTH ST. SPRINGFIELD, IL 62703-5118 IC45 5/09

By law, employers must keep accurate records of all work-related injuries and illness (except for certain minor injuries). Employers shall report to the Commission all injuries resulting in the loss of more than three scheduled workdays. Filing this form does not affect liability under the Workers' Compensation Act and is not incriminatory in any sense. This information is confidential.

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