NAPERVILLE POLICE DEPARTMENT

MISSION AND VALUES

It is the mission of the Naperville Police Department to provide professional, high quality and effective police service in partnership with the community. We, the members of the Naperville Police Department, believe that our work has a vital impact on the quality of life in our community. To demonstrate our commitment to our profession, we subscribe to the following values:

INTEGRITY

Integrity is defined as being honest, moral, upright, and sincere. Public trust can only exist with our integrity and respect for one another. The foundation of the Naperville Police Department is the high level of integrity of its employees.

COMMITMENT TO EMPLOYEES

The department recognizes that its employees are the vital component to the successful delivery of police services. We believe we can achieve our highest potential by actively involving our employees in problem solving and improving police services. We support an organizational climate of mutual trust and respect.

COMMUNITY PARTNERSHIP

Recognizing the fact that police agencies were established as a result of society’s voluntary limitation of personal freedoms, we encourage and expect the participation of the community in facilitating solutions to problems of mutual concern. We, therefore, solicit and support contributions from all members of this community regardless of race, sex, creed, national origin, or social status.

COMMUNITY SENSITIVE POLICING

Department members shall uphold laws in an ethical, impartial, courteous, and professional manner while respecting rights and dignity of all persons. We shall strive to achieve a balance between enforcement and community needs which reflects both the spirit and the letter of the law.

PROFESSIONALISM

Recognizing the changing and diverse needs of the community, the Naperville Police Department promotes and encourages a policy of professional and individual excellence which is delivered and enhances by continuing education and training.

We realize fully that the expression of ideas is meaningless unless actively practiced. The integrity and professionalism demanded of members of the Naperville Police Department shall ensure the proper, lawful, and unbiased application of police powers.
The General Orders of the Naperville Police Department are subject to change without prior notice. The most recent edition of the General Orders can be found on the network. This edition supersedes any other edition you may have in your possession.

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PURPOSE:
The purpose of this order is to mandate an oath of office and to supply guidance through a Code of Ethics for all personnel.

DEFINITION:
Foreign National: Any person who is not a United States citizen. This includes individuals possessing a Resident Alien Registration Card (green card) and illegal immigrants.

ORDER:

1.1.1  OATH OF OFFICE

A. All officers shall take an "Oath of Office" prior to assuming sworn status or when receiving a promotion to a higher sworn rank. Sworn personnel will abide by the "Oath of Office." The "Oath of Office" is a pledge to enforce the law and uphold the Constitutions of the United States and the State of Illinois.

B. The "Oath of Office" ceremony shall consist of:
   1. A "swearing-in" which is administered by the Mayor or a designee.
   2. A written oath signed by the employee which is notarized and kept on file in the Naperville City Clerk's Office.

1.1.2  CODE OF ETHICS

A. All law enforcement personnel must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing. Consequently, the Department shall adopt the following Law Enforcement Code of Ethics as a guideline for all personnel in the performance of their duties.

1. Ethics training for all personnel will be conducted biennially.

1.1.3  SOCIAL SERVICES PROGRAMS

A. It shall be the policy of the Naperville Police Department to fully cooperate with and/or utilize social service diversion programs.

1. Areas encompassed by these programs include, but are not limited to:
   a. Detoxification.
   b. Mental health.
   c. Drug abuse.
   d. Domestic violence diversion programs.
   e. Juvenile delinquency.

1.1.4  CONSULAR NOTIFICATION AND ACCESS

A. Foreign Nationals, Consular Notification, and Access.
The Naperville Police Department is required by the Vienna Convention on Consular Relations, other international treaties and the United States Constitution Article VI to notify all foreign nationals of their right to have consular officials assist them. When encountering any individual believed to be a foreign national, the following requirements will be observed:

1. When foreign nationals are arrested or detained, they must be advised of the right to have their consular officials notified.

2. In some cases, the nearest consular officials must be notified of the arrest or detention of a foreign national, regardless of the national's wishes.

3. Consular officials have the right to visit a national who is in custody or detention, to converse and correspond with him or her and to arrange for his or her legal representation.

4. When a government official becomes aware of the death of a foreign national, consular officials must be notified.

5. When a guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, consular officials must be notified.

6. When a foreign ship or aircraft wrecks or crashes, consular officials must be notified.

7. The notification process must be conducted as soon as a determination has been made that the individual is a foreign national.

These are mutual obligations that also pertain to American citizens abroad. In general, officers' should treat a foreign national as you would want an American citizen to be treated in a similar situation in a foreign country. This means prompt, courteous notification to the foreign national of the possibility of the consular assistance, and prompt, courteous notification to the foreign national’s nearest consular officials so that they can provide whatever services they deem appropriate.

To obtain the latest information on how to contact foreign embassies and consulates in the United States, as well as the current list of mandatory notification countries and jurisdictions, use the web link: http://travel.state.gov/law/notify.html. Additional information can be obtained from the United States Department of State booklet on Consular Notification and Access which will be made available in the Naperville Police Detention Facility.
LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement employee, my fundamental duty is to serve the community; 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 to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my Department. I will 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 law 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 confidential unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, 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 police authority 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police employees. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession: Law Enforcement.

b. The authority to make an arrest of an individual without a warrant based upon probable cause that the individual to be arrested has been charged with a felony in the courts of another state (Illinois Compiled Statutes 725 ILCS 225/14).

2. While on duty, outside the city limits, sworn officers of the Naperville Police Department have the full authority granted peace officers by Illinois statute, but must be aware of certain statutory provisions and Departmental guidelines affecting the authority to make arrests outside of the city.

a. Arrest with warrant.

Officers who possess a search warrant or arrest warrant have the authority to execute the warrant anywhere within the State of Illinois (Illinois Compiled Statutes 725 ILCS 5/107-2).

1) Prior to executing the warrant, the local law enforcement agency shall be notified of the officer’s presence within the jurisdiction.

b. "Hot or fresh pursuit."

Officers have the authority to make an arrest based upon probable cause and without a warrant anywhere in Illinois when the officer is engaged in "hot or fresh pursuit" (People v. Clark, 360 N.E. 2d 1160 {1977}).

1) The local law enforcement agency should, whenever feasible, be notified of the officer's presence within the jurisdiction.

c. Police district.

An officer may make an arrest based upon probable cause and without a warrant anywhere within the geographic boundaries of the police district (Illinois Compiled Statutes 65 ILCS 5/7-4-7 and 5/7-4-8).

1) When the matter is not of direct concern to the city of Naperville, officers should make a reasonable effort to bring about the appropriate action by the responsible law enforcement agency.

d. Mutual aid assistance.

Sworn officers from the Naperville Police Department have full authority as peace officers in another municipality when fulfilling a mutual aid role as provided by statute (Illinois Compiled Statutes 65 ILCS 5/1-4-8 and 65 ILCS 5/11-1-2.1).

e. Arrest by private person.

Officers have the authority to make a warrantless arrest outside the city and police district if the arrest would be valid if made by a private citizen (Illinois Compiled Statutes 725 ILCS 5/107-3).

1) When the matter is not of direct concern to the city of Naperville, officers should make a reasonable effort to bring about the appropriate action by the responsible law enforcement agency.
f. Assisting another law enforcement officer. Sworn officers from the Naperville Police Department may be summoned outside the city limits to aid another law enforcement officer. Any person assisting a peace officer, under the authority of Illinois Compiled Statutes 725 ILCS 5/107-8, has the same powers of arrest as the peace officer being assisted.

C. Off-duty authority and responsibility.

1. Officers, by virtue of their public employment, are vested by law with a duty to maintain public order and to make lawful arrests. Off-duty officers, however, faced with a situation involving criminal conduct are usually neither equipped nor prepared to handle the situation in the same manner as if they were on duty. Therefore, an off-duty officer confronted with a situation involving criminal conduct should give consideration to causing the responsible law enforcement agency to take appropriate action. In some cases, the exigency of a given situation may call for immediate action by the officer. The off-duty officer, however, should take action only after considering the tactical situation with regard to personal safety and the interests of the Department.

D. Out-of-state authority and responsibility.

1. Peace officer powers of sworn officers of the Naperville Police Department do not extend beyond this state. When a police matter of the city of Naperville requires police action but is outside the State of Illinois, the appropriate law enforcement agency must, when feasible, be utilized before any enforcement action is taken.

2. Off-duty police officers are authorized under 18 USC §926(B), the Law Enforcement Officers Safety Act of 2004 ("the Act"), to carry concealed firearms outside of the State of Illinois.
   a. Officers of the Naperville Police Department are acting in the role of a private citizen when outside the State of Illinois.
   b. It is the responsibility of the individual officer to determine the laws of the jurisdiction within which they choose to carry a concealed firearm.
   c. Officers are not authorized pursuant to this policy to carry concealed weapons designated as "Specialized Firearms" in General Order 1.3.14.

1.2.2 Authority to Carry and Use Weapons

A. Illinois Compiled Statutes 720 ILCS 5/24-1, 720 ILCS 5/24-2 and 430 ILCS 65-2 grant the legal authority to sworn officers to carry firearms.

B. The legal authority of sworn officers to use weapons in the performance of their duties is governed by the United States Constitution, Illinois Compiled Statutes, case law, and Department policy. The specific requirements of this order are delineated in General Order 1.3.

1.2.3 Constitutional Requirements Observed

A. During the course of a criminal investigation, sworn personnel will ensure that the constitutional rights of persons involved are not violated and shall follow all procedures as set forth in the Illinois Compiled Statutes pertaining to constitutional requirements. Persons subjected to custodial interrogation will be advised of their rights under the Miranda decision. Particular attention should be given to protect against:

1. Coercion or involuntary confessions or admissions during interviews (including field interviews) or interrogations.

2. Failure to inform defendants of their rights, including access to counsel.

3. Pretrial publicity tending to prejudice a fair trial.

4. Delay in arraignment.

Also see General Order 1.6, Electronic Recording of Homicide Interrogations.

B. Field Interviews

1. Officers engage in citizen contacts on a daily basis. Most of these contacts are non-intrusive in nature and require no documentation. However, some contacts are initiated with the intent to uncover or prevent criminal activity. The purpose of this section is to provide guidelines regarding these types of contacts.

2. Pursuant to Illinois Compiled Statutes 725 5/107-14, Temporary Questioning without Arrest, officers may temporarily stop individuals for the purpose of conducting field interviews when there is insufficient probable cause for arrest, provided that the officer has reasonable suspicion (or reasonably infers from the circumstances) that the person is committing, has committed, or is about to commit a violation of the law.

3. It is important that the officer be able to articulate the basis for the suspicion. The following are factors which should be taken into consideration when establishing reasonable suspicion for temporary questioning or field interview:
   a. That some activity out of the ordinary is occurring or has taken place.
   b. Some indication should exist to connect the person under suspicion with the unusual activity.
   c. There should be some suggestion that the activity may be related to a crime. (None of these alone is necessarily sufficient to justify a stop but must be considered in the totality of circumstances.)

4. Pursuant to Illinois Compiled Statutes 725 ILCS 5/108-1.01, Search During Temporary Questioning, an officer may frisk an individual for weapons if the officer reasonably suspects that he/she or another is in danger of attack.

NOTE: The authority to search for and seize weapons is for the limited purpose of allowing officers to protect themselves and others from attack. The authority is clearly not for the purpose of searching for and seizing evidence although, during the course of a frisk, evidence may on occasion be discovered and become the basis for an arrest.

It is important that the officer be able to articulate some reason for suspecting that he/she or another is in danger. (In addition to the situation encountered, this articulation may include reliance upon the training, education, and experience of the officer.)

a. Although it is normal to refer to a frisk as following a stop, a frisk may be contemporaneous with the stop with no clear delineation between the stop and frisk. Most important, the justification for both the stop and the frisk must exist prior to the frisk.

5. Officers will document field interviews by filing a Field Interview Card. However, field interviews resulting in lengthy delays or significant information being obtained should be documented on a Miscellaneous Incident Report.

1.2.4 Warrantless Search and Seizure
ARREST PROCEDURES WITH OR WITHOUT A WARRANT

A. Illinois Compiled Statutes 725 ILCS 5/107-2, provides that a peace officer may arrest a person when he/she has reasonable grounds to believe that a person is committing or has committed an offense. When a lawful arrest is effected, with or without an arrest warrant, a law enforcement officer may reasonably search the person arrested and the area within such person's immediate presence, or under such person’s immediate control, during or after the arrest for the authorized purpose of:

1. Protecting the officer from attack.
2. Preventing the person from escaping.
3. Discovering the fruits of the crime.
4. Discovering any instruments, articles, or things which may have been used in the commission of the offense.
5. Discovering any instruments, articles, or things which may constitute evidence of the offense (including contraband).

It shall be recognized that the phrase "arrestee's immediate presence" has been defined by the Supreme Court as that area within the arrestee's immediate control, i.e., that area from which the arrestee might gain possession of or seize a weapon or other things to assault the officer or affect an escape or seize concealable or destructible evidence. All arrestee shall be accorded the protections of the "Rights of Accused" as provided for in the Illinois Compiled Statutes 725 ILCS 5/103, et seq.

B. Diplomats/Consular Officials/Foreign Mission Members and Dependents.

Diplomatic and consular immunity are granted by the United States government under the Diplomatic Relations Act, U.S.C. 254 and the Vienna Convention on Consular Relations. Diplomats, consular officials, their families, and staff enjoy varying levels of immunity from arrest and prosecution. Immunity has many levels. For example, “Official Acts Immunity” of consular officials must be asserted in court as an affirmative defense. Stopping a foreign mission member or dependent and issuing a citation does not constitute an arrest or detention and is always permitted. (However, the subject may not be compelled to sign the citation.)

1. When an officer is called to the scene of a criminal incident involving a person who claims diplomatic or consular immunity:
   
a. As soon as practicable, contact the United States Department of State office in order to verify the person’s status and immunity. Advise a supervisor of the findings.
   
b. Advise the person that he/she will be detained until his/her identity and status can be confirmed.
   
c. Complete a written report fully describing the details and circumstances of the incident.
   
d. If the suspect enjoys personal inviolability, he/she may not be handcuffed except when he/she poses an immediate threat to safety and may not be arrested or detained. Once all pertinent information is obtained, that person must be released. If the suspect does not enjoy personal inviolability, the Department of State will advise the level of intervention allowed.
   
e. A copy of the incident report should be faxed or mailed to the United States Department of State in Washington, D.C. or to the U.N. Mission to the U.N. in New York in cases involving the U.N. community as soon as possible.

See 61.1.3.A.4 for further information regarding traffic offenses. To obtain further information on immunity, consult the United States Department of State publication “Diplomatic and Consular Immunity: Guidance for Law Enforcement and Judicial Authorities” (1998). A copy of this publication will be maintained in the Naperville Police Detention Facility. For the latest information on-line, consult the website www.state.gov/m/ds/immunities. This site has links for “Diplomatic and Consular Immunities,” “Legal Aspects of Diplomatic Immunity and Privileges,” and “Immunity Issues: Telephone Numbers.”

C. Recording Arrest Information

1. Any individual arrested or surrendering for a criminal charge which is a criterion offense (mandated reporting) as defined by the Illinois Compiled Statutes 20 ILCS 2630/5(a) shall submit to full booking procedures to include:
   
a. Completion of an arrest report.
   
b. Complete fingerprinting to include:
      
      1) Multi-part state fingerprint card and FBI card (plus green disposition sheet) or Live Scan fingerprinting.
      
      2) Palm print card.
      
c. Photographs or computerized mug shots.

2. Any individual who is arrested for a non-criterion offense (non-mandated reporting) shall submit to the following booking procedure when a custodial arrest is effected:
   
a. Completion of an arrest report.
   
b. Completion of a Naperville fingerprint card.
   
c. Completion of a palm print card.
   
d. Photographs or computerized mug shots.

3. Any individual surrendering for a non-criterion offense (non-mandated reporting) shall not be required to submit to booking procedures beyond completion of an arrest report.

4. All violators arrested for traffic charges that require booking as indicated in the Illinois Vehicle Code shall submit to full booking procedures as described in paragraph A of this section.

5. An arrest jacket will be maintained for all persons arrested and shall contain arrest reports, criminal history records, photos, negatives, computerized mugshots, and fingerprints from all arrests of that individual.

ALTERNATIVES TO ARREST AND CONFINEMENT, PRETRIAL RELEASE

The specific requirements of this order are delineated in General Order 1.9.

USE OF DISCRETION BY SWORN OFFICERS

A. The proper use of discretion is an important aspect of law enforcement and is predicated on good judgment. The use of discretion requires that an officer make responsible decisions which can withstand scrutiny by the Department, other jurisdictional components of the criminal justice system, and the community itself.

1. Sworn officers are encouraged to exercise discretion when dealing with their many duties. The use of discretion must be soundly based upon law, Departmental directives, experience,
and training. Therefore, officers must correctly interpret laws and Department directives. Officers shall realize that the use of discretion is not permitted when certain activities are mandated by statutes, Department directives or supervisory direction. Officers shall seek direction from their supervisor when the appropriate course of action is in doubt.

2. An officer's discretionary decision regarding severity of enforcement action or inaction must not be influenced by malice, vengeance, or prejudice based upon status, age, race, ethnic background, religious belief, gender, or sexual preference, etc.

1.2.8 STRIP SEARCHES

A. It shall be the policy of the Naperville Police Department that no person arrested for a traffic, regulatory, or misdemeanor offense, except in cases involving weapons or a controlled substance, shall be strip searched unless there is a reasonable belief that the individual is concealing a weapon or controlled substance.

1. Note: Cannabis is not considered a controlled substance. Refer to Illinois Compiled Statutes 720 ILCS 570/206, Controlled Substances Act, Enumeration, Schedule II.

B. All strip searches shall be performed by persons of the same sex as the arrested person and on premises where the search cannot be observed by persons not physically conducting the search.

C. Every sworn officer or employee of the Naperville Police Department conducting a strip search shall:

1. Obtain written permission of the Watch Commander or Section Commander designated for authorizing strip searches in accordance with this section.

2. Prepare a report of the strip search. The report shall include:
   a. The written authorization required by paragraph (1) of this subsection.
   b. The name of the person subjected to the search.
   c. The names of the persons conducting the search.
   d. The time, date, and place of the search.
   e. A copy of this report shall be provided to the person subject to the search.

D. No search of any body cavity, other than the mouth, shall be conducted without a duly executed search warrant. Any warrant authorizing a body cavity search shall specify that the search must be performed under sanitary conditions and conducted either by or under the supervision of a physician licensed to practice medicine in all of its branches in the State of Illinois.

1.2.9 BIAS BASED PROFILING/DISCRIMINATORY PRACTICES

The specific requirements of this order are delineated in General Order 61.7.
GENERAL ORDER

SUBJECT: USE OF FORCE

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PURPOSE:
The purpose of this order is to establish guidelines concerning the use of force by police employees. The authority to use force in securing compliance with the law is basic to the role of maintaining public order.

DEFINITIONS:
Deadly Force: That force which is intended or likely to cause death or great bodily harm. 720 ILCS 5/7-5 defines the parameters of a police officer’s use of force. “Force likely to cause death or great bodily harm.”

Great Bodily Harm: A bodily injury that creates a substantial risk of death, causes serious permanent disfigurement, or results in long-term loss or impairment of any bodily member or organ.

Less Lethal Weapon: Authorized chemical sprays, batons, chemical munitions, and X26 Tasers.

Less Lethal Impact Projectiles: Those munitions which can be fired, launched, or otherwise propelled for the purpose of encouraging compliance, overcoming resistance, or preventing serious injury without posing a significant potential of causing death. Examples of less lethal impact projectiles include beanbags, launchable wooden, foam, or rubber batons, rubber pellets, and other like items.

Reasonable Belief: When facts or circumstances the employee knows, or should know, are such as to cause an ordinary and prudent employee to act or think in a similar way under similar circumstances.

X26 Tasers: A handheld electronic defensive unit that transmits electrical impulses designed to confuse the signals going from the brain to the voluntary muscles and thereby achieving incapacitation without harming the human body.

ORDER:

1.3.1 FORCETOAchieveLAWFULOBJECTIVES

A. Authority to use force.
   The use of force by police employees may be necessary in order to enforce the law or in order to protect themselves or others. Police employees’ authority to use any force, as well as the degree of force they may employ, is governed by the United States Constitution, Illinois Statutes, case law, and Department policy.

B. Department policy.

Varying degrees of force may be justified depending on the dynamics of a situation. Police employees must keep this in mind and are permitted to use only the force necessary to accomplish lawful objectives. In every instance where force is to be used, the police employee contemplating the use of force must have:

1. A belief that the use of force in that situation is required
   AND a belief that the amount of force contemplated is required, AND

2. Both of these beliefs must be reasonable.

1.3.2 POLICEOFFICER’SUSEOFFORCELIMITATIONS

A. 720 ILCS 5/7-5 defines the parameters of a police officer’s use of force in making an arrest (including the use of deadly force) as follows:

1. A peace officer, or any person whom he has summoned or directed to assist him, need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to the arrest. He is justified in the use of any force which he reasonably believes to be necessary to effect the arrest and of any force which he reasonably believes to be necessary to defend himself or another from bodily harm while making the arrest.

2. However, he is justified in using force likely to cause death or great bodily harm only when he reasonably believes that such force is necessary to prevent death or great bodily harm to himself or another or when he reasonably believes both that:
   a. Such force is necessary to prevent the arrest from being defeated by resistance or escape; AND
   b. The person to be arrested has committed or attempted a forcible felony that involves the infliction or threatened infliction of great bodily harm, is attempting to escape by use of a deadly weapon, or otherwise indicates that he will endanger human life or inflict great bodily harm unless arrested without delay.


1.3.3 RESPONSETOEMPLOYEEOFAUSEOFDEADLYFORCE

A. Investigation of the incident.
   The Department shall conduct an objective and thorough investigation whenever an employee from this Department is involved in any shooting incident, intentional or accidental, or any other use of force that results in death or great bodily harm for any person, including an employee.

1. The Investigations Section or designated agency shall conduct the criminal investigation to discover all relevant evidence and circumstances surrounding the incident. The information obtained as a result of a criminal investigation may be used for the purpose of the administrative investigation.

2. An administrative investigation shall be conducted by the Internal Affairs Unit to discover all relevant evidence for a determination of compliance with Department rules, policy,
B. Response to the scene of an incident.
In incidents where an employee uses force involving death or great bodily harm, the on-duty Watch Commander shall respond to the scene and oversee the preliminary investigation. The Watch Commander shall ensure the following steps are taken:

1. First aid and medical assistance have been provided.
   a. The employee should be transported to the hospital for evaluation.
2. The incident scene is secure and protected for forensic processing.
3. The Investigations Division Commander is notified to arrange for investigators to respond to the scene.
   a. A detailed witness canvass will be conducted of all witnesses and persons present. All subjects will be identified and whether they witnessed the incident will be recorded.
   b. Witnesses should be controlled until the Investigations Division Commander or designee assigns personnel to conduct interviews.
   c. Consideration should be given to transporting the witness(es) to the police station to await being interviewed.
   d. If a witness absolutely needs to leave, detailed contact information should be gathered and the witness will be informed that an interview will be conducted as soon as possible.
4. If a death has occurred, the appropriate coroner’s office is notified.
5. In situations involving the discharge of a firearm, the firearm will be taken from the involved employee as soon as practical and submitted to the Forensic Services Unit. The firearm should remain in the condition that it was recovered (loaded) with proper warnings on the evidence packaging. The holster and duty rig with all attached equipment will also be taken, if applicable. When feasible, the firearm shall be replaced as soon as possible.
6. Conduct a preliminary investigation which will require the involved employee(s) to provide immediate investigative information which shall consist of:
   a. Is the employee or others injured? 
   b. Are there any suspects not in custody? If so, what are their descriptions or I.D.?
   c. What evidence is at the scene that may be lost or contaminated (i.e., suspect’s weapon).
   d. Were there any witnesses? If so, what are their descriptions and I.D. if they have left the scene?
   e. What was the direction of known gunfire (by suspect and/or employee) and, if known, the number of rounds unaccounted for? Could any other injuries have occurred from stray rounds?

C. Treatment of involved employee(s).
The employee(s) shall be removed from the scene as soon as possible by being transported in the front seat of an available police vehicle. A police employee, preferably a friend, shall transport the involved employee(s) to the police facility and remain with him/her unless the involved employee(s) chooses to be left alone.

1. The Department recognizes that employees involved in use of force involving death or great bodily harm are likely to experience one or more of the following physiological and/or psychological reactions:
   a. A sense of slow motion, caused 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. Involuntary urination.
   g. Speech impairment.
   h. Uncontrollable crying.
   i. Shock.
   j. Guilt.
   k. Anger.
   l. Disbelief.

The Department’s goal is to minimize the negative effects of any of the above reactions.

2. The involved employee(s) shall not clean, remove, or alter clothing so that potential evidence would be destroyed until authorized by a member of the Investigations Section.
3. A reasonable recovery time shall be allowed before any questioning, except for limited questioning deemed critical to the on-scene investigation. The accompanying employee shall monitor the activities of the involved employee at all times.
4. During the recovery time, the employee may contact family members and/or legal counsel.
5. An investigative interview will be conducted by Investigations Division personnel. Prior to the interview, an Investigations supervisor will advise the employee that this interview is not administrative and therefore the employee is not compelled by Departmental authority to answer the questions.
6. Arrangements to contact the involved employee’s family shall be made only with the employee’s knowledge and consent.
   a. The family shall be contacted in person when possible and advised of the procedures to be followed. A contact person within the Department will be established for the family to contact to obtain information on the status of the investigation.
   b. If the involved employee is injured and hospitalized, arrangements shall be made to transport the employee’s spouse and/or other immediate family members to the hospital.
   c. When possible, an employee will accompany the injured employee to the hospital and remain with the employee unless medical necessity requires otherwise.

D. Investigation Section responsibilities.
The Investigations Division Commander will be notified of all incidents of police use of deadly force that result in death or great bodily harm.

1. The Investigations Division Commander will assign investigators to respond to and investigate the incident. The Investigations Division Commander may request outside agency investigative assistance, if deemed necessary.
2. When appropriate, the Investigations Division Commander will notify the State’s Attorney’s office.
3. The responsibility of the on-scene and follow-up investigation rests with the Investigations Division.

E. Post-incident procedures.
Involved employees shall be placed on leave with pay for a period of time as determined by the Chief of Police.

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1. Reassignment or placement on leave does not imply the guilt or innocence of the employee.

2. While on leave, the involved employee shall remain available to the case investigators.

3. While on leave, the involved employee shall not discuss the incident with anyone except:
   a. The State’s Attorney’s office.
   b. Law enforcement personnel assigned to the investigation.
   c. Private attorney.
   d. Psychologist/psychiatrist.
   e. Clergy.
   f. Immediate family.

4. Employees directly involved in the incident shall be required to attend a post-incident debriefing session with a Department designated clinical psychologist as soon as practical after the incident.
   a. Information exchanged in sessions with a clinical psychologist or psychiatrist will remain confidential under the doctor/therapist-patient communications privilege.
   b. The psychologist shall provide the Department with a recommendation on the employee’s ability and readiness to resume duty.
   c. An employee involved in a use of force incident resulting in death will be required to attend follow-up counseling at two weeks, six months, and one year post-incident. Employees involved in use of force causing great bodily harm will be offered counseling.
   d. The Chief of Police may order additional counseling for employees exhibiting any symptoms of post-traumatic stress.

F. Warning Shots.
   The use of warning shots is prohibited.

1.3.4 USE OF LESS LETHAL WEAPONS
Sworn personnel below the rank of Lieutenant assigned to or engaged in uniformed field duties are required to carry a baton and at least one other authorized less lethal weapon or have them immediately available.

A. X26 Taser

1. The X26 Taser is to be used to control physically dangerous or violent subjects or animals, when a weapon is involved, or there is reasonable belief that it is unsafe for employees to approach within physical contact range of the offender(s). Officers are not expected to place themselves at unreasonable risk to deploy the X26 Taser, nor shall an officer deploy the X26 Taser when facing a firearm or extended distance deadly force threat unless circumstances permit such use.

2. The X26 Taser has a data port that stores the date and time of each firing of the weapon.
   a. The Training Unit will maintain a record of the data for each X26 Taser. This data will be included as a supplement to the supervisor’s written report as covered in General Order 1.3.6.

3. The X26 Taser, when used pursuant to training, is not considered use of deadly force or to constitute the infliction of great bodily harm.

4. The X26 Taser may be issued to and used only by officers who have completed the Department’s user or instructor Taser training program.

5. Only properly functioning and charged X26 Tasers shall be carried on duty.

a. Officers are authorized to carry only Department owned and maintained X26 Tasers. The use or carry of privately owned Taser devices is strictly prohibited.

6. Each non-training discharge, including unintended discharges of an X26 Taser, shall be investigated and documented. A detailed police report shall be completed after each operational use of the X26 Taser.
   a. When feasible, both emergency medical personnel and a police supervisor will be notified when employees respond to calls in which it is anticipated that an X26 Taser may be activated against a person. The need for additional back-up personnel should also be anticipated in these situations.

7. Following a non-training discharge, including unintended discharges of an X26 Taser, it will be taken into custody by a supervisor who will then complete a data download or will turn it over to the Training Unit for a data download.

8. Cartridges will be replaced by the expiration date. All expired cartridges will be turned in to the training officer for use during training exercises or for disposal.

9. Any non-training activation of the X26 Taser (excluding routine functional checks) requires immediate notification of a supervisor and a written report as covered in General Order 1.3.6.
   a. When feasible, a police supervisor will respond to the scene of any non-training activation of the X26 Taser.
   b. The appropriate Division Commander will be notified in the event any of the following circumstances occur:
      (1) A subject experiences death or serious injury.
      (2) A person experiences prolonged X26 Taser activation.
      (3) The X26 Taser appears to have been used in a punitive or abusive manner.
      (4) There appears to be a substantial deviation from training.
      (5) A person in an at-risk category has been subjected to an X26 Taser activation. Generally, an X26 Taser should not be used against a person in an at-risk category which includes: young children, persons who are elderly/frail, and pregnant women, unless exigent circumstances exist.
   c. All investigations as required under General Order 1.3.6 will include at a minimum:
      (1) Location and interview of witnesses (including other employees).
      (2) Photographs of subject and employee injuries.
      (3) Photographs of cartridges/darts.
      (4) Collection of cartridges, darts/prongs, data downloads, in-car video (if applicable), and confetti identification tags.
      (5) Copies of the device data download.
      (6) Description of the type of clothing worn by the suspect.
      (7) Range at which the X26 Taser was used.

10. X26 Taser equipped officers will be designated by the Watch or Section Commander and may carry the X26 Taser while on duty.
   a. The X26 Taser shall be carried in a specially designed holster opposite the officer’s duty pistol in a fully loaded condition with at least one extra 21-foot cartridge in the holster.

11. The Training Unit will maintain a record of the serial numbers of the X26 Tasers and the cartridges used for each X26 Taser.
a. All training for the X26 Taser shall be coordinated through the Training Unit.
b. Only a certified X26 Taser instructor will conduct training and basic user certification for the X26 Taser.

(1) X26 Taser initial and recertification training will include:
   (a) Physical competency and device retention.
   (b) Recent changes to this policy.
   (c) Technology changes.
   (d) Reviews of local and national trends in X26 Taser use.

c. The Training Unit will conduct periodic audits to ensure that all employees who carry X26 Tasers have attended initial and recertification training.

12. When not in use, the X26 Taser shall be properly secured and will only be removed from the holster/carry pocket or other secure location when it is to be checked, deployed, or taken in/out of service. The X26 Taser is not to be subjected to prolonged heat or cold, if reasonably avoidable.

13. Before discharging the X26 Taser, the officer should notify other employees on the scene and responding employees so that they are aware that its use is imminent. This should be done by using the code word “taser.”

a. When activating an X26 Taser, officers should use one standard cycle (a standard cycle is five seconds) and stop to evaluate the situation. If subsequent cycles are necessary, the number and duration are restricted to the minimum necessary to place the subject in custody. As with any application of force, officers using an X26 Taser must comply with all use of force limitations specified in Section 1.3.2.

b. Officers should normally avoid firing darts at a subject’s head, neck, or genitalia.

c. Employees must be aware that one aspect of potential injury in deploying the X26 Taser against a violent or combative offender is that of falling from a standing position.

14. After an officer has deployed an X26 Taser to take a subject into custody, the officer shall:

a. Handcuff the subject to minimize the threat of injury to the subject or others.
   (1) An X26 Taser should not be used on a handcuffed subject unless he/she is actively resisting or exhibiting active aggression and/or to prevent an individual from harming himself/herself or others.

b. The Taser prongs shall only be removed by employees who have completed the Naperville Police Department’s user or instructor Taser training program and in the presence of another employee.

c. Probe removal should not be attempted if subject is combative.

d. X26 Taser prongs that have struck the face, groin, female breasts, or other sensitive areas shall only be removed by fire/rescue or medical personnel.

e. When removing the probes, employees should:
   (1) Use latex gloves.
   (2) Place the removed probes in spent cartridge, barb side down.
   (3) Clean wound with antiseptic wipe and bandage.
   (4) Assess subject for injury or condition that may need medical attention.
   (5) Take photos of suspects each time the X26 Taser is deployed.

15. All persons who have been exposed to an X26 Taser activation should receive a medical evaluation and be monitored regularly while in police custody.

16. The air cartridge and probe shall be retained as evidence. The wires shall be wound around the cartridge and the probes inverted into the portals they deployed from. This will prevent the sharp ends from penetrating the evidence envelope. Tape should be placed over the portals to ensure the probe is in the cartridge. The evidence shall be placed in a biohazard container and sealed.

17. The Training Unit supervisor or designee shall be responsible to inspect and ensure the maintenance and replacement of the X26 devices assigned to Department personnel.

a. Establish and maintain systems to record issuance of the X26 Taser and air cartridges. Serial numbers will be recorded.

b. Maintain an adequate supply of batteries and air cartridges.

c. Return defective or damaged X26 Taser and cartridges to supplier.

d. Obtain service and/or replacement for defective or damaged X26 components.

e. Provide annual re-training to certified users.

B. Oleoresin capsicum spray.

1. Oleoresin capsicum spray can be used when an individual exhibits the intent to actively resist or attack the employee, to prevent injury to another person, or to prevent injury to the employee in effectuating the arrest. Mere verbal resistance against being arrested does not justify the use of oleoresin capsicum spray. An employee’s use of oleoresin capsicum spray is not regarded as use of force that would result in great bodily harm. However, a citizen’s use of oleoresin capsicum spray against an officer shall be deemed aggravated battery and the force necessary to overcome that battery may be used.

2. Decontamination will be rendered to individuals who have been sprayed with oleoresin capsicum (or exposed to chemical munitions), including, if practical:

a. Exposure to fresh air.

b. Flushing exposed areas with cool water.

c. Washing with soap and water.

d. Medical treatment when necessary.

e. Universal precautions will apply when rendering decontamination and personal protection equipment will be utilized when appropriate.

3. Sworn officers and certain non-sworn uniformed personnel will be allowed to carry Department-approved oleoresin capsicum aerosol projectors only after satisfactory completion of formal training by a certified instructor. Each employee’s certificate of satisfactory completion will be maintained in the Department’s training file. A list of Department-approved oleoresin capsicum aerosol projectors can be found in Attachment E.

4. All uniformed personnel who carry oleoresin capsicum spray must carry it in the Department-supplied carrying case attached to their duty belt.

a. Any non-training use of oleoresin capsicum spray requires immediate notification of a supervisor and a written report as covered in General Order 1.3.6.

C. Chemical munitions.

Oleoresin capsicum (OC), chloracetophenone (CN) and orthochlorebenzal malonitrile (CS).

1. Chemical munitions can be used at a barricaded person situation to cause the voluntary surrender of the person(s),
interfere with their dangerous unlawful behavior, or as part of a tactical response or assault.

2. Chemical munitions can be used at civil disturbances to obtain compliance to lawful orders or to achieve dispersal of the offenders.

3. The Special Response Team will be activated and utilized when chemical munitions are to be deployed.
   a. All SRT members will be trained by a certified instructor in the use of chemical munitions and the training and proficiency will be documented. In-service training will occur biennially.
   b. All SRT members will utilize appropriate equipment when deploying chemical munitions. A list of approved chemical munitions can be found in Attachment E.
   c. Only SRT members trained in the different delivery methods will dispense chemical munitions. Considerations in delivery of chemical munitions include:
      (1) Danger of personal injury and property damage.
      (2) Potential danger of over-concentration of chemicals.
      (3) Hazards of different delivery systems.
   d. All chemical munitions are to be secured in the range armory or SRT vehicles when not in use. No chemical munitions will be removed from the range armory or SRT vehicles without authorization of the SRT Commander, Division Commander, or Chief of Police.

4. The Incident Commander at the scene of an incident shall have full command of personnel and munitions.
   a. If the Incident Commander is not the SRT Commander, he/she will confer with the SRT Commander or SRT chemical munitions instructor as to the type of munitions to be used.
   b. Non-burning-type chemical munitions, grenades, and projectiles will be used in structures that could house humans; i.e., homes, buildings, or factories.
   c. The SRT Commander or SRT chemical munitions instructor shall determine how much chemical agent is to be used.
   d. The SRT Team Leader shall have the authority to give the command to deploy chemical munitions with prior authorization from the Incident Commander.
   e. The SRT officer deploying the chemical munitions shall keep an accurate count of munitions given out, used, and recovered after the incident.

5. The Incident Commander shall have medical personnel and firefighting equipment and personnel in the staging area.

6. Decontamination will be rendered to individuals who have been exposed to chemical munitions. See 1.3.4.B.2.

7. The Incident Commander, in conjunction with the SRT chemical munitions instructor, should commence with the decontamination of the structure through:
   a. Pick-up of spent shells or canisters.
   b. Ventilation.

8. Use of chemical munitions at civil disturbances.
   a. The Incident Commander shall have full command of personnel and chemical munitions.
   b. If the Incident Commander is not the SRT Commander, he/she will confer with the SRT Commander or SRT chemical munitions instructor as to the type of chemical munitions to be used.
   c. The SRT Team Leader shall designate what formation is to be used by the officers on the strike or riot line.
   d. The SRT Team Leader shall have the authority to deploy chemical munitions with prior authorization from the Incident Commander.
   e. All police personnel (within range) should have gas masks on prior to the use of chemical munitions.
   f. Burning and explosive dispersion grenades and projectiles may be used.
   g. Grenades are to be thrown on the ground or launched behind or in front of the strikers and/or rioters. Projectiles are to be launched behind or in front of the strikers and/or rioters.
   h. Decontamination will be rendered to individuals who have been exposed to chemical munitions. See 1.3.4.B.2.
      (1) The Incident Commander will commence with decontamination of an outside area, if circumstances allow, by picking up fired grenades and projectiles.
      (2) The SRT chemical munitions instructor, SRT Commander, or a bomb technician shall remove all malfunctioned grenades and projectiles.

D. Less Lethal Impact Projectiles.

1. These devices can assist in protection of life and property and/or the restoration of order. They should be considered whenever they would assist in making an arrest, restoring order, and/or reducing the risk of injury. These munitions may be used for situations including, but are not limited to:
   a. Restoration or maintenance of order during jail or civil disturbances.
   b. Safely controlling violent persons.
   c. Subduing vicious animals.
   d. Situations wherein the authorizing person deems its use necessary to safely resolve the incident.

2. The Special Response Team will be activated and utilized when less lethal impact projectiles are to be deployed.
   a. All SRT members will be trained by a certified instructor in the use of less lethal impact projectiles and training and proficiency will be documented. In-service training will occur biennially.
   b. All SRT members will utilize appropriate equipment when deploying less lethal impact projectiles. A list of approved less lethal impact projectiles can be found in Attachment C.
   c. Only SRT members trained in the different delivery methods will deliver less lethal impact projectiles.
   d. All less lethal impact projectiles are to be secured in the range armory or SRT vehicles when not in use.

3. No less lethal impact projectiles will be removed from the range armory or SRT vehicles without authorization of the SRT Commander, Division Commander, or Chief of Police.

4. Munitions which have been removed from their original container shall be clearly and conspicuously identified as “less lethal” to prevent confusion with lethal munitions.

5. Under no circumstances shall less lethal impact projectiles be kept in a manner which might lead to confusing them with lethal munitions.

E. Police baton.

1. The baton shall be used only when a lesser degree of force would be insufficient in overcoming resistance by an arrestee or to defend against an assault by any person.

2. Police employees will only be allowed to carry Department-approved batons after satisfactory completion of formal training by a certified instructor. Each employee’s certificate of satisfactory completion will be maintained in the
Department’s training file. A list of Department-approved batons can be found in Attachment D.

3. Uniformed sworn field personnel are required to carry a baton. Department-approved batons will not be altered in any way.

F. Defensive items of last resort.

The use of items which the Department does not authorize as weapons, or train in their use as weapons, is prohibited unless circumstances indicate that their use is necessary to prevent death or great bodily harm to an employee or others.

G. Blackjacks, saps, weighted gloves, metal knuckles, and switchblade knives are prohibited for on-duty use. Employees are prohibited from carrying or using these weapons.

1.3.5 MEDICAL AID AFTER USE WEAPONS/FORCE

A. If, after application of force, personnel observe injury or the suspect complains of an injury, immediate medical attention will be sought.

B. Decontamination of individuals who have been sprayed with oleoresin capsicum or exposed to chemical munitions is explained in Section 1.3.4.B.2.

1.3.6 REPORT ON USE OF FORCE - DISCHARGE OF FIREARM/TASER

A. Immediate notification to an on-duty supervisor and a written report by the employee, whether on or off duty, are required in any of the following instances:

1. Any employee who discharges a firearm or Taser for other than training or recreational purposes.

2. Any action by an employee that results in, or is alleged to have resulted in, injury or death of another person.

3. Any non-training application of force by an employee using less lethal weapons.

4. All forms of physical force, applied by an employee, beyond that normally used to effect an arrest. This includes weaponless force applied upon another to the extent it is likely to cause or lead to unforeseen injury, claim of injury, or allegations of excessive force (i.e., the use of neck holds, four-point restraints [commonly referred to as the "hog tie" restraint], punches, or kicks).

a. This order does not require reporting the pointing of weapons or using weaponless, hand-to-hand control techniques that have little or no chance of producing injuries when gaining control over or subduing non-compliant or resisting persons.

B. For the purposes of this directive, an offense, supplemental, or incident report will suffice as the written report required from the employee. Unless incapacitated:

1. A written report will be submitted before ending the employee’s tour of duty or, in the case of an off-duty employee, within 24 hours of the incident.

C. Upon notification, the supervisor shall respond to the scene whenever practical to conduct an investigation. The investigation should include statements from witnesses, employees, and any other individuals involved. When completed, the investigation shall be documented using NPD Form #428, Employee Report of: Use of Force, Firearms/Taser Discharge (see Attachment I), with any supplemental memoranda, and forwarded via the chain of command to the appropriate Division Commander.

1.3.7 REVIEWING THE USE OF FORCE

A. The Management Staff will review all use of force/discharge of firearm or Taser reports required under 1.3.6

B. The Division Commander shall present the results of the administrative investigation to the management team for review.

C. After reviewing the administrative investigation into the use of force or discharge of a firearm or Taser, the management staff shall determine whether the use of force or discharge of a firearm or Taser was consistent with Department policy, and a memorandum of finding will be provided to the involved employee.

D. The Division Commander will forward copies of all Use of Force, Firearms/Taser Discharge reports to the Internal Affairs Unit for centralized storage and statistical evaluation. Discharge of a firearm for the purpose of supervisory authorized euthanasia of an animal shall not be considered a use of force. Reports for this type of firearms discharge will not be classified as a use of force and will be kept separate from other reports, both for storage and statistical evaluation.

E. All press releases involving incidents where an employee uses force involving a firearm, or uses force which results in death or great bodily harm of another person, must be approved by the Chief of Police.

1.3.8 REMOVAL FROM LINE DUTY

Any employee whose actions or use of force in an official capacity results in death or serious physical injury will be removed from line duty pending an administrative review, see Section 1.3.3.E.

1.3.9 DEPARTMENT-AUTHORIZED WEAPONS/AMMO

The specific requirements of this General Order are delineated in Section 1.3.14, Attachments to this order and in General Order 1.4.

1.3.10 WEAPONS QUALIFICATIONS/PROFICIENCY

A. FIREARMS

In order to maintain proficiency in the use of firearms, all sworn personnel must attend regularly scheduled firearm range sessions in which they will be required to qualify with firearms. All firearms proficiency training/qualifications will be monitored by certified firearms instructors. In addition to the below minimum required qualifications, personnel may attend or be assigned to non-mandatory firearms training/qualifications.

1. The minimum frequency of qualification required for personnel below the rank of lieutenant is the following:

a. Department-issued pistol – once a year.

b. Non-issued handgun (on-duty, off-duty or secondary weapon) - once a year.

c. Shotgun: patrol officers and sergeants and all others who carry/use the shotgun - once a year.

d. Patrol rifle, if carried on duty – once a year.

2. The minimum frequency of qualification required for SRT members is as follows:

a. Submachine guns - four times a year.

b. Bolt action rifles - four times a year.

c. 37mm SL-6 - two times a year.

d. 40mm multi-launcher – two times a year.

e. Semi-automatic rifle - four times a year.

3. The minimum frequency of qualification required for the ranks of Chief, Captain, and Lieutenant is the following:

a. Department-issued pistol - once a year.

b. Non-issued handgun (on-duty, off-duty, or secondary weapon) - once a year.

4. A recommended course of fire for each qualification will be developed by the Range Master and approved through the Planning, Training and Research Section by the Chief of Police.
5. Sworn personnel who do not qualify with their on-duty pistol or shotgun will be given remedial training.
   a. Within seven days of the officer being designated in need of remedial training, the officer will be contacted by the Range Master to set up a training program.
   b. If the officer fails to qualify after receiving 20 hours of remedial firearms training, the Chief of Police shall be notified through the chain of command. The officer may be subject to disciplinary action that could include termination for inability to maintain vital job performance standards.

6. The results of all training and qualifications will be documented.

7. Failure to qualify with a non-issued firearm used as an on-duty, off-duty, or secondary firearm shall result in the cancellation of approval to carry that firearm.

8. Sworn personnel are required to have and maintain a valid Illinois Firearm Owners Identification Card (FOID), a copy of which will be provided initially and upon each subsequent renewal to the Support Services Division Commander.

B. LESS LETHAL WEAPONS
All personnel who carry and use any authorized less lethal weapons are required to demonstrate proficiency through attendance at in-service refresher training at least biennially. All officers who carry and use a Taser are required to demonstrate proficiency through attendance at in-service refresher training at least annually. In-service training, under this section, will include use of force policy. Proficiency training must be monitored by a certified weapons instructor. All training and proficiency must be documented.

1. Personnel who do not maintain proficiency with an approved less lethal weapon will be given remedial training.

2. Following remedial training, personnel who still cannot maintain proficiency with an authorized less lethal weapon will no longer be allowed to carry such weapon and may be subject to disciplinary action that could include termination for inability to maintain vital job performance standards.

C. WEAPONLESS CONTROL TECHNIQUES
In-service training for weaponless control techniques shall occur biennially. Proficiency training must be monitored by a certified defensive tactics instructor. All training and proficiency must be documented.

1. No employee, under any circumstances, will use a choke hold or carotid hold control technique unless they have been trained in the use of this technique and then only if it is necessary to prevent death or great bodily harm to an officer or others.

1.3.11 PROFICIENCY TRAINING
The requirements of this directive are delineated in 1.3.10.

1.3.12 POLICY INSTRUCTIONS
All personnel authorized to carry lethal or less lethal weapons shall be issued copies of and receive instruction regarding Sections 1, 2, 3, F, 4, and 5 of this directive before being authorized to carry any weapon. This will be documented in the employee’s training proficiency file.

1.3.13 ANNUAL ANALYSIS
The management staff shall conduct an analysis of all use of force/discharge of firearm or Taser reports shortly after the incident. All reports required by 1.3.6 will be reviewed on an annual basis by the Planning, Training and Research Section Commander. The annual review is conducted to determine any trends or patterns that reveal training needs, equipment upgrades, or policy modification needs.

1.3.14 SPECIALIZED FIREARMS

A. Specialized firearms shall include all Department firearms other than authorized duty pistols.
   1. Shotgun.
   2. Submachine gun.
   4. 37mm SL-6.
   5. 40mm multi-launcher.

B. Recommended courses of fire and qualifying scores for specialized firearms will be developed by the Range Master or SRT Commander or their designee, for weapons utilized by the Special Response Team. All qualifying courses of fire will be approved through the Training Unit, by the Chief of Police.

C. Shotguns.
   1. Only shotguns issued by the Department will be used during the course of duty.
      a. While in the police facility, shotguns will be stored in the equipment issue room/armory or range armory.
      b. Shotguns stored in the police facility shall have no ammunition in the chamber or in the magazine, with the slide back and the chamber exposed.
      c. Shotguns, while being carried in the police facility, will have no ammunition in the chamber or in the magazine, with the slide back and the chamber exposed. The shotgun will be carried muzzle up, by the stock, or utilizing the sling.
      d. The only exception will be on the range at the direction of range personnel.
      e. Officers will utilize the ammo butt cuff and ammo sling to carry ammunition.
      f. Spare shotgun ammunition will be stored in the equipment issue room/armory and be issued by a supervisor or firearms instructor.
      g. Shotguns will carry only Department-issued ammunition.
      h. Shotguns will be loaded, checked, or unloaded by sworn personnel at the police vehicles or range exercising due caution using the proper safety and loading procedures.
   2. Marked police vehicles, traffic units, and SEU vehicles with a shotgun rack may be assigned a shotgun with the vehicle’s number marked on the butt of the shotgun.
      a. Officers using vehicles without a shotgun rack will place the shotgun in a case, which will then be stored in the trunk.
   3. While locked in the police vehicle rack or stored in the trunk of a police vehicle, no shell will be in the chamber, the safety will be on, and the weapon will not be cocked.
      a. Exceptions to this rule may apply only if the immediate need for use of the shotgun may arise during the course of a tactical operation.
   4. Shotguns will be removed from police vehicles by sworn personnel when the police vehicle is removed from service for repair.
   5. Any damaged or non-functional shotgun will be reported to the Watch Commander who will forward this information to the Range Master.

D. Submachine guns.
Only SRT members who are qualified are authorized to deploy submachine guns to perform their specialized police service in the most effective manner.

1. Only submachine guns issued by the Department will be used.
   a. While in the police facility, submachine guns will be stored in the equipment issue room/armory, range armory, or SRT vehicles.
   b. SRT members who are qualified are authorized to possess submachine guns in police vehicles. They will place the weapon in a case which will then be stored in the trunk.

2. While stored in the trunk of a police vehicle, no ammunition will be in the chamber, the safety will be on, and the weapon will not be cocked.

3. Exceptions to this rule may apply only if the immediate need for use of the submachine gun may arise during the course of a tactical operation.

4. Submachine guns will be removed from police vehicles by SRT members daily.
   a. Submachine guns stored in the police facility shall have no ammunition in the chamber of the weapon.
   b. Any damaged or non-functioning submachine gun will be reported to the SRT Commander and removed from service.

E. Bolt-action rifle.
Only SRT members who are qualified marksmen are authorized to deploy bolt-action rifles when it allows them to perform their specialized police service in the most effective manner.

1. Only bolt-action rifles issued by the Department will be used.
   a. While in the police facility, bolt-action rifles will be stored in the equipment issue room/armory, range armory, or SRT vehicles.
   b. Bolt-action rifles stored in the police facility shall have no ammunition in the chamber of the weapon.
   c. Any damaged or non-functioning bolt-action rifle will be reported to the SRT Commander and removed from service.

F. 37mmSL-6.
Only SRT members who are qualified are authorized to deploy the 37mm SL-6 when it allows them to perform their specialized police service in the most effective manner.

1. Only 37mm SL-6 issued by the Department will be used.
   a. While in the police facility, the 37mm SL-6 will be stored in the equipment issue room/armory, range armory, or SRT vehicles.
   b. 37mm SL-6 stored in the police facility shall have no ammunition in the chamber of the weapon.
   c. Any damaged or non-functioning 37mm SL-6 will be reported to the SRT Commander and removed from service.

G. 40mm multi-launcher
Only SRT members who are qualified are authorized to deploy the 40mm multi-launcher when it allows them to perform their specialized police service in the most effective manner.

1. Only 40mm multi-launcher issued by the Department will be used.
   a. While in the police facility, the 40mm multi-launcher will be stored in the equipment issue room/armory, range armory or SRT vehicles.

b. The 40mm multi-launcher stored in the police facility shall have no ammunition in the chamber of the weapon.

c. Any damaged or non-functioning 40mm multi-launcher will be reported to the SRT Commander and removed from service.

H. Semi-automatic rifles.
Only SRT members and qualified police officers are authorized to deploy semi-automatic rifles when it allows them to perform a specialized police function in the most effective manner.

1. Only semi-automatic rifles issued by the Department or non-issued Department-approved rifles will be used.
   a. While in the police facility, semi-automatic rifles will be stored in the equipment issue room/armory, range armory, SRT vehicles, or cased and locked in an individual’s wall locker.
   b. SRT and authorized police officers who are qualified to possess semi-automatic rifles in police vehicles will place the rifle in a case which will then be kept in the trunk of the police vehicle or other secure storage location.

2. While stored in the trunk or other secure storage location in a police vehicle, no cartridge will be in the chamber, the safety will be on, and the weapon will not be cocked.

   a. Exceptions to this rule may apply only if the immediate need for use of the semi-automatic rifle may arise during the course of a tactical operation.

3. Semi-automatic rifles will be removed from police vehicles by SRT and authorized police officers daily except for SRT vehicles designated for weapon storage.
   a. Semi-automatic rifles stored in the police facility shall have no ammunition in the chamber of the weapon.
   b. Any damaged or non-functioning semi-automatic rifle will be reported to the SRT Commander or Range Master and removed from service until repaired.

1.3.15 STORAGE OF FIREARMS/X26 TASERS
When not in use, all agency-authorized firearms and X26 Tasers will be stored in a safe place and in a manner which will limit accessibility to others. Guidelines for storage are published by the National Rifle Association, Education and Training Division.
The following is a list of authorized firearms by manufacturer:

<table>
<thead>
<tr>
<th>Revolvers</th>
<th>Semi-Automatic Pistols</th>
<th>Patrol Rifles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith &amp; Wesson</td>
<td>Smith &amp; Wesson</td>
<td>Colt Manufacturing Co.</td>
</tr>
<tr>
<td>Sturm, Ruger &amp; Co.</td>
<td>Beretta</td>
<td>Bushmaster</td>
</tr>
<tr>
<td>Colt Manufacturing Co.</td>
<td>Browning/Fabrique Nationale</td>
<td>Rock River Arms</td>
</tr>
<tr>
<td>Charter Arms/Charter 2000</td>
<td>Sig Sauer/Sig Arms</td>
<td>Armalite, Inc.</td>
</tr>
<tr>
<td></td>
<td>Glock</td>
<td>Eagle Arms</td>
</tr>
<tr>
<td></td>
<td>Walther &amp; Walther licensed manufacture by Manurhin, Interarms</td>
<td>DS Arms, Inc.</td>
</tr>
<tr>
<td></td>
<td>Heckler &amp; Koch</td>
<td>Olympic Arms</td>
</tr>
<tr>
<td></td>
<td>Springfield Armory</td>
<td>Smith &amp; Wesson</td>
</tr>
<tr>
<td></td>
<td>Colt Manufacturing Co.</td>
<td>DPMS, Inc./Panther Arms</td>
</tr>
<tr>
<td></td>
<td>Para-Ordnance</td>
<td>Others as approved by the Rangemaster</td>
</tr>
<tr>
<td>Kimber Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kahr Arms</td>
<td>Wilson Combat</td>
<td></td>
</tr>
</tbody>
</table>

04/07
NAPERVILLE POLICE DEPARTMENT

AUTHORIZED FIREARM AMMUNITION

The following is a list of ammunition approved by caliber:

Winchester .380 ACP, 85 Gr. Silvertip HP
Winchester 38 Special +P, 147 Gr. JHP Super-X Subsonic
Winchester 38 Special, 110 Gr. Silvertip HP
Winchester 9mm Parabellum (Luger), 147 Grain SXT-HP - Black Talon/Ranger
Winchester .40 S&W, 180 Gr. SXT-HP Black Talon/Ranger
Winchester .45 ACP 230 Gr. SXT-HP Black Talon/Ranger
Federal .308 Win. Match, 168 Gr. BTHP
Remington .223 55 Gr. FMJ
Winchester .223 62 Gr. FMJ M855
Winchester 12 gauge 2 ¾” 1 oz. HP Rifled Slug
NAPERVILLE POLICE DEPARTMENT

LESS LETHAL IMPACT PROJECTILES

37MM SAGE KO1 Baton Round
40MM Defense Technology Exact Impact Sponge Round
Stinger 32 Cal. Rubber Ball Grenade
12-Gauge Drag Stabilized Bean Bag
NAPERVILLE POLICE DEPARTMENT

APPROVED BATONS

The following is a list of Department-approved batons:

Straight Baton – Riot Baton

“ASP” Expandable Baton (16”, 18”, 21” and 26”)

04/07
NAPERVILLE POLICE DEPARTMENT

APPROVED OLEORESIN CAPSICUM AEROSOL PROJECTORS

The following is a list of Department-approved Defense Technology oleoresin capsicum aerosol projectors:

First Defense OC aerosol projectors
- MK III Stream 1.47 oz. #5039
- MK VI Stream .68 oz. #5069
- MK IV Stream 3.0 oz. #5049
- MK IX Stream 12.0 oz. #5099

Pepperfoam OC aerosol projector
- MK III Foam 1.47 oz. #5036
NAPERVILLE POLICE DEPARTMENT

CHEMICAL MUNITIONS

- 37mm Oleoresin capsicum - non-burning penetrating projectile
- 37mm Orthochlorobenzalmalononitrile non-burning penetrating projectile
- 37mm Chloracetopheone - pyrotechnic outdoor use projectile
- 37mm Oleoresin capsicum – Muzzle Blast round outdoor/indoor use
- 37mm Orthochlorobenzalmalononitrile – Muzzle Blast round outdoor/indoor use
- 40mm Oleoresin capsicum – non-burning penetrating projectile
- 40mm – Orthochlorobenzalmalononitrile non-burning penetrating projectile
- 40mm Chloracetopheone – pyrotechnic outdoor use projectile
- 40mm Oleoresin capsicum – Muzzle Blast round outdoor/indoor use
- 40mm Orthochlorobenzalmalononitrile – Muzzle Blast round outdoor/indoor use
- 12 gauge oleoresin capsicum - non-burning barricade penetrating projectile
- Continuous discharge grenade - chloracetopheone - pyrotechnic
- Continuous discharge grenade - orthochlorobenzalmalononitrile pyrotechnic
- Expulsion grenade oleoresin capsicum - non-burning
NAPERVILLE POLICE DEPARTMENT

HAND HELD ELECTRONIC DEFENSIVE UNIT

- X26 Taser manufactured by Taser International
NAPERVILLE POLICE DEPARTMENT
AUTHORIZED HANDGUN CALIBERS

SEMI-AUTOMATIC PISTOL CALIBERS

.380 ACP
9mm Parabellum
.40 S&W
.45 ACP

REVOLVER CALIBERS

.38 Special
.357 Magnum
9mm Parabellum
.45 ACP
EMPLOYEE REPORT OF:

☐ Use of Force  ☐ Firearm/Taser Discharge  ☐ (Accidental)  ☐ Animal

<table>
<thead>
<tr>
<th>Employee Incident Report No.</th>
<th>NPD IAU No. (If Applicable)</th>
</tr>
</thead>
</table>

Date/Time Occurred

Location of Occurrence

Nature of Force Used (Discharge of Firearm, ASP, Physical Force, OC Spray, etc.)

Employee(s) Involved

Witness(es)

Synopsis

Pertinent Facts and Circumstances

Prepared by

Supervisor

Date

Reviewed by

Division Commander

Date

Note: After this form has been submitted through the chain of command to the appropriate division commander and reviewed by same, that division commander will initiate a review of the Use of Force/Firearm/Taser Discharge incident at the next management staff meeting. The employee involved will be notified via memorandum from the Chief of Police as to the outcome of that review. Management staff will forward copies of all Employee Use of Force/Firearm/Taser Discharge Reports to the Internal Affairs Unit. Discharge of a firearm for the purpose of supervisor authorized euthanasia of an animal shall not be considered a use of force. Reports for this type of firearms discharge will not be classified as a use of force and will be kept separate from other reports, both for storage and statistical evaluation.

Date Reviewed by Management Staff

Based on review of the foregoing facts and circumstances by the Naperville Police Department management staff, the use of force by was:

☐ Justified  ☐ Not Justified

And/or the discharge of firearm/taser by was:

☐ Consistent with Policy  ☐ Not Consistent with Policy

NPD#428
Revised: 01/26/07
PURPOSE:
The purpose of this order is to establish the agency-authorized specifications for on-duty and off-duty firearms and ammunition. The contents of this General Order are further governed by General Order 1.3, Use of Force.

DEFINITIONS:
Due Care: Just, proper and sufficient care which is proportionate to any given situation, surroundings, peculiarities and hazards. Care exercised by an ordinarily prudent person.

Police District: As defined by Illinois Compiled Statutes 65 ILCS 5/7-4-7, the territory which is embraced within the corporate limits of adjoining municipalities within any county in this State shall be a police district.

ORDER:

1.4.1 DEPARTMENT-AUTHORIZED ON-DUTY FIREARMS AND AMMUNITION

A. Only firearms and ammunition meeting Department-authorized specifications shall be used in the performance of duty.

B. All police officers will be issued a Department pistol. Should the officer elect to carry a personal on-duty pistol, the Department pistol will be returned.

C. Any police officer who elects to carry a personal on-duty pistol will be required to qualify (see General Order 1.3.10) with that firearm. Non-issued firearms for on-duty use shall meet the following criteria:

1. Pistols will be semi-automatic and will be chambered in 9mm Parabellum, .40 S&W, or .45 ACP.
   a. Sworn personnel who are assigned to administrative positions within the Planning, Training and Research Section, Internal Affairs Unit personnel, and personnel of the rank of Lieutenant and above, are authorized to carry an approved pistol chambered in .380 ACP with the approval of their supervisor.

2. Pistols will have a minimum of seven-round capacity.

3. All pistols must be manufactured by the companies listed on Attachment A, General Order 1.3.

4. Single action pistols will be carried cocked and locked (manual thumb safety engaged).

5. Officers will be required to supply a minimum of three magazines for a non-issued on-duty pistol; one for the firearm and two spares.

6. Prior to carrying the firearm, the officer must provide written notification to, and have the firearm inspected by, the Range Master or a designee. The written notification shall include the manufacturer, caliber and serial number.

7. Members of the Special Response Team may use pistols other than authorized by this order as follows:
   a. Only in the performance of their Special Response Team duties.
   b. With approval of the Chief of Police.

D. Officers will be required to provide leather gear for their personally owned on-duty pistol subject to approval by the Range Master. Leather gear will match the style of the current equipment described in General Order 22.5, Police Uniform.

1. The police uniform equipment contract is available from the Support Services Division Commander.

E. Ammunition for non-issued firearms for on-duty use must meet the following criteria:

1. All ammunition must be factory produced.

2. No reloaded ammunition will be permitted except for range practice.

3. Officers are prohibited from hand modifying any ammunition.

4. Approved ammunition is listed on Attachment B, General Order 1.3.

F. The Department will not assume any obligation relating to the repair or maintenance of personally owned firearms. In the event the Range Master rules the firearm unsafe, it will not be carried under any circumstances until repaired and then inspected by the Range Master.

G. Police officers are authorized to carry a non-issued personal firearm for secondary or back-up purposes while on duty pursuant to the following stipulations:

1. Only one non-issued personal firearm is permitted to be carried for back-up or secondary purposes.

2. The firearm and its ammunition must meet the same criteria as an off-duty firearm.

3. The officer must qualify with the firearm (see General Order 1.3.10).

4. Prior to carrying the firearm, the officer must provide written notification to, and have the firearm inspected by, the Range Master or a designee. The written notification shall include the manufacturer, caliber, and serial number.

5. The firearm will be carried concealed in a manner which does not detract from the professional appearance of the officer.

H. Officers shall handle all weapons with due care and ensure secure storage when not in use. For off-duty/off-site storage, guidelines are published by the National Rifle Association, Education and Training Division.
I. Authorized SRT rifles, sub-machine guns, and shotguns are listed in General Order 46.2, Attachment B, SRT Support Equipment.

1.4.2 OFF-DUTY FIREARMS

A. No police officer will be permitted to carry a firearm off duty until successful completion of the Minimum Standards Basic Law Enforcement Training course as mandated by Illinois Compiled Statutes 50 ILCS 705/8-1, Training Necessary prior to Permanent Appointment as a Law Enforcement Officer.

B. Off-duty officers may have to respond as police officers under emergency situations. Therefore, it is recommended that off-duty officers within the police district have immediately accessible to them a Department-approved firearm, police identification and handcuffs which will enable them to respond under such emergency situations.

C. All firearms carried off duty will be carried completely concealed.

D. Any police officer carrying a firearm off duty will be required to qualify with any firearms intended to be carried (see General Order 1.3.10). Non-issued firearms for off-duty use shall meet the following criteria:

1. Firearms can be either semi-automatic pistols or double action revolvers.

2. Semi-automatic pistols and revolvers must be chambered in one of the calibers listed in Attachment I, General Order 1.3.

3. Revolvers chambered for .357 magnum will only be loaded with Department-approved .38 caliber cartridges.

4. Single action pistols will be carried cocked and locked (manual thumb safety engaged).

5. Firearms must have a minimum five-round capacity.

6. All firearms must be manufactured by one of the companies listed on Attachment A, General Order 1.3.

E. Ammunition for non-issued firearms for off-duty use must meet the following criteria:

1. All ammunition must be factory produced.

2. No reloaded ammunition will be permitted except for range practice.

3. Officers are prohibited from hand modifying any ammunition.

4. Approved ammunition for non-issued firearms is listed in Attachment B, General Order 1.3.

F. Prior to carrying the firearm, the officer must provide written notification to, and have the firearm inspected by the Range Master or a designee. The written notification shall include the manufacturer, caliber and serial number.

G. The Department will not assume any obligation relating to the repair or maintenance of personally owned firearms. In the event the Range Master rules the firearm unsafe, it will not be carried under any circumstances until repaired, and then inspected by the Range Master.

1.4.3 DEPARTMENT-AUTHORIZED PATROL RIFLES AND AMMUNITION

A. Only firearms and ammunition meeting Department authorized specifications shall be used in the performance of duty.

B. Officers may purchase an authorized rifle for use on duty; however, must ensure that all applicable federal regulations are followed regarding any modifications made or accessories used.

C. The Department will not authorize the individual purchase of firearms considered and marked “Law Enforcement Only.”

D. Nothing in this order would restrict the Department from making purchases of any weapon marketed “for law enforcement use only” when the ownership of the weapon remained with the department.

E. Any police officer who elects to carry a personally owned patrol rifle will be required to attend a training program determined by the Range Master and will be required to qualify the weapon (see General Order 1.3.10).

1. Initial training will consist of 16 hours of classroom and range practice.

2. Semi-annual qualification involves a shooting course and review of techniques.

3. The patrol rifle will be inspected and documentation retained as to the identification of the weapon in the individual’s range file.

F. Patrol rifles will meet the following criteria:

1. Semi-automatic Armalite/Colt AR-15 design or variant thereof approved by the Range Master.

2. Be manufactured by a company named in Attachment A of General Order 1.3.

3. Be chambered in .223 Remington or 5.56 mm N.A.T.O.

4. Have two 20 round (minimum) magazines.

5. Have either a soft or hard case designed to protect the rifle.

6. Have a tactical sling allowing a low ready and stand down posture without removing the rifle from the wearer.

7. Be equipped with functional iron sights.

G. Patrol rifles may be equipped with the following:

1. Optical sights.

2. Collapsible stocks or shot stocks.

3. Flash suppressors or muzzle breaks.

4. Alternative light sources, flashlights, and mounting hardware.

5. Bipods.

H. Ammunition

1. Officers will be provided with ammunition for training and duty.

2. No other ammunition will be substituted while using the rifle on duty.

I. Storage and Carriage

1. Officers will maintain the weapon with an empty chamber at all times unless preparing for a tactical engagement.

2. The weapon will be cased and stored in the trunk or other secure location of the patrol vehicle.

3. The bolt will be forward on and empty chamber and the safety will be engaged.

4. A loaded magazine will be stored in the rifle.
5. Police officers will be responsible for the removal of the rifle at the end of their shift whereupon the rifle will be secured in their wall locker or taken home.

J. Deployment

1. Engagement of suspects with a firearm is governed by the “Use of Force” General Order 1.3.

2. Deployment considerations are determined by the officer’s best judgment and involve but are not limited to the following situations:
   a. Suspect(s) is wearing protective armor.
   b. Suspect(s) is armed with or has access to high-powered weapons.
   c. Suspect(s) is situated in a fortified location or tactically superior position.
   d. Perimeter containment is an immediate objective.
   e. The situation involves an active shooter.
   f. The situation requires a superior weapons system.

K. Maintenance

1. Officers will receive training on how to maintain the patrol rifle.

2. Cleaning supplies and add on aftermarket options will be provided by the individual.

3. Any and all repairs and maintenance issues will be the responsibility of the officer at his/her own cost.

4. The Range Master or designee will inspect any weapon that returns to service.
INDEX AS:

1.5.1 CONCEALED CARRY OF FIREARM BY ACTIVE LAW ENFORCEMENT OFFICERS
1.5.2 CERTIFICATION OF RETIRED OFFICERS FOR CARRY OF CONCEALED FIREARMS
1.5.3 RETIREE IDENTIFICATION CARD
1.5.4 RECORD KEEPING AND ACCESSIBILITY
1.5.5 QUALIFICATION STANDARDS
1.5.6 TRAINING REQUIREMENTS
1.5.7 QUALIFICATION REQUIREMENTS
1.5.8 RESTRICTION ON QUALIFICATION
1.5.9 CARRY WITHIN POLICE FACILITIES

PURPOSE:

The purpose of this order is to establish departmental policy with respect to 18 USC §926(B), the Law Enforcement Officers Safety Act of 2004, which permits the nationwide carrying of concealed handguns by qualified active and retired law enforcement officers and amends the Gun Control Act to exempt qualified active and retired law enforcement officers from State and Local laws prohibiting the carry of concealed firearms. The contents of this General Order are also governed by General Order 1.2.1.D. for limits of authority; General Order 1.3. Use of Force; and General Order 1.4. Department-Authorized Firearms and Ammunition.

DEFINITIONS:

Qualified Law Enforcement Officer: As defined by Federal law, is a person that:

1. Is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and has statutory powers of arrest;
2. Is authorized by the agency to carry a firearm;
3. Is not the subject of any disciplinary action by the agency;
4. Meets standards, if any, established by the agency which require the employee to regularly qualify in the use of a firearm;
5. Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
6. Is not prohibited by Federal law from receiving a firearm.

Qualified Retired Law Enforcement Officer: As defined by Federal law, is a person that:

1. Retired in good standing from service with a public agency as a law enforcement officer, other than for reasons of mental instability;
2. Before such retirement, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and had statutory powers of arrest;
3. Before such retirement, was regularly employed as a law enforcement officer for an aggregate of 15 years or more; or retired from service with such agency, after completing any applicable probationary period of such service, due to a service-connected disability, as determined by such agency;
4. Has a non-forfeitable right to benefits under the retirement plan of the agency;
5. During the most recent 12-month period, has met, at the expense of the individual, the State's standards for training and qualification for active law enforcement officers to carry firearms;
6. Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
7. Is not prohibited by Federal law from receiving a firearm.

ORDER:

1.5.1 CONCEALED CARRY OF FIREARM BY ACTIVE LAW ENFORCEMENT OFFICERS:

A. Officers of the Department are authorized to carry concealed firearms outside the State of Illinois pursuant to this Act. See General Order 1.2.1.D. for limits of authority.

1.5.2 CERTIFICATION OF RETIRED OFFICERS FOR CARRY OF CONCEALED FIREARMS:

A. Only the Chief of Police or designee may certify any retired law enforcement officer pursuant to 18 USC §926(B), the Law Enforcement Officers Safety Act of 2004 ("the Act").

B. The Chief may request any documentation from an applicant to substantiate the qualification of the applicant as a qualified retired law enforcement officer.

C. Certification of a retired Naperville Police Department officer remains the sole discretion of the Chief of Police or designee.

D. Prior to any certification of a retired law enforcement officer, a check shall be made of applicable national and state records to verify that the retired law enforcement officer is not barred from possession of a firearm by any applicable law or ordinance.

1.5.3 RETIREE IDENTIFICATION CARD:

A. A Naperville Police Department officer that retires in good standing shall be issued a photographic Retiree Identification card.

B. The card will contain language on the back of the card that indicates that the bearer has retired in good standing.

C. Retirees meeting the qualification standards set forth in this policy will be issued a departmental Certification of Qualification card.

1. The Certification of Qualification card will list the date of qualification and the make and model of firearms with which the retiree qualified.

D. Both the Retiree Identification card and the Certification of Qualification card remain the property of the city of Naperville and shall be immediately returned to the city of Naperville upon request of the city of Naperville.

1.5.4 RECORD KEEPING AND ACCESSIBILITY:

A. The Range Master shall maintain a training history file on each certified retiree.

1. These records will include a history of all training provided and all qualification attempts made.
2. These records will be maintained in accordance with General Order 1.3.10.

3. The Department shall maintain records of all retirees that have been certified by the Department as qualified retired law enforcement officers.

4. Said records shall be available to the watch commander or designee and to PSAP personnel to assist other law enforcement agencies in status verification.

5. Said records shall reflect the date of the most recent qualifications and the make and model of firearms with which the retiree is qualified.

1.5.5 QUALIFICATION STANDARDS

A. Annual Training and Qualification:

1. One time per calendar year, retirees shall be afforded the opportunity to attend training and qualification at NPD.
   a. The Range Master shall determine the dates for this training and qualification.

2. Attendance and participation in the training will be at the expense of the individual retiree.

3. Retired law enforcement officers must provide their own firearms for practice, qualification, and carry.
   a. Officers will only be certified on firearms authorized in General Order 1.4.1 or 1.4.2.

4. Retired law enforcement officers must provide their own ammunition for practice, qualification, and carry.
   a. Ammunition for each firearm must be approved ammunition listed in Attachment B of General Order 1.3.

1.5.6 TRAINING REQUIREMENTS

A. Retirees seeking certification under this order must participate in a course of training approved in accordance with General Order 1.3.10.

B. The training course should address issues including, but not limited to:
   1. Safe handling of firearms.
   2. Safe storage of firearms.
   3. Federal laws pertaining to use of force requirements.
   4. Other topics contained in the Illinois Police Training Board 480 hour Basic Police Training Course Outline as published by the Illinois Law Enforcement Training and Standards Board.

1.5.7 QUALIFICATION REQUIREMENTS

A. Qualification will be in accordance with the following standards:

1. A recommended course of fire for each qualification will be developed by the Range Master and approved through the Planning, Training and Research Section by the Chief of Police.

2. The qualification shall include threat identification and deadly force decision-making as an evaluated component.

3. Retirees meeting the qualification standards will be issued a Departmental Certification of Qualification card as described in Section 1.5.3(C) of this order.

4. Retirees failing to qualify on their initial attempt will be afforded a second opportunity for qualification during the annual training and qualification period.

5. Retirees not able to qualify after the second attempt will surrender their Certification of Qualification card to the Range Master. The retiree will be instructed by Range staff as to the legal manner in which the firearm must now be transported as a result of decertification.
   a. Documentation of the failed attempt at qualification will be made and forwarded to the Chief of Police via the Training Unit.

6. Certification records will be updated on the next business day to reflect the certification or de-certification of the retiree as a Qualified Retired Law Enforcement Officer.

1.5.8 RESTRICTION ON QUALIFICATION

A. Certification by the Department does not supersede any applicable Federal, State or Local statute.

B. Retired members of the Department are certified only with handguns. There is no certification under this order for weapons designated in General Order 1.3.14 as “Specialized Firearms.”

C. Any retiree becoming barred from possession of firearms based on Federal or State statute is required to notify the Chief of Police upon such prohibition becoming effective.

1. Initial notification shall be by telephone or e-mail, with follow up in writing sent by United States mail to the Department.
   a. The retiree shall return the Departmentally issued Certification of Qualification card via U.S. Mail or in person.

2. Failure to notify the Chief of Police of such prohibition may be cause for permanent decertification of a retiree.

1.5.9 CARRY WITHIN POLICE FACILITIES

A. Qualified Retired Law Enforcement Officers who are in compliance with Federal law and this directive shall not be prohibited from carrying their concealed firearm within the Naperville Police Department facilities. This shall apply whether the Qualified Retired Law Enforcement Officer is simply visiting, as well as if they are a current civilian employee of the Department. Restrictions applying to officers relating to firearms in controlled areas of the building (i.e. detention, interview rooms) shall also apply to Qualified Retired Law Enforcement Officers.
SUBJECT: ELECTRONIC RECORDING OF HOMICIDE INTERROGATIONS

INDEX AS:
1.6.1 POLICY STATEMENT
1.6.2 APPLICATION
1.6.3 RESPONSIBILITIES
1.6.4 PROCEDURES

PURPOSE:

The purpose of this order is to establish guidelines and procedures for the electronic recording of custodial homicide interrogations.

DEFINITIONS:

Custodial Interrogation: Any interrogation during which:
A. A reasonable person in the subject’s position would consider himself or herself to be in custody (See 725 ILCS 5/103-2.1), and
B. During which a question is asked that is reasonably likely to elicit an incriminating response (See 725 ILCS 5/103-2.1).

Place of Detention: A building or a police station that is a place of operation for a municipal police department or county sheriff department or other law enforcement agency, not a courthouse, that is owned or operated by a law enforcement agency at which persons are or may be held in detention in connection with criminal charges against those persons (See 725 ILCS 5/103-2.1 and 705 ILCS 405/5-401.5).

Electronic Recording: Defined as the use of motion picture, audiocassette tapes and/or VHS (Video Home System) videotapes and/or DVD (Digital Video/Versatile Disc) non-rewriteable disc, used in conjunction with motion picture, VHS, DVD and/or tape recording devices, to record homicide suspect custodial interrogations.

ORDER:

1.6.1 POLICY STATEMENT
A. It is the policy of the Department to electronically record homicide interrogations as stated in 725 ILCS 5/103-2.1 and 705 ILCS 405/5-401.5.

1.6.2 APPLICATION
A. Custodial interrogations must be electronically recorded and preserved per 725 ILCS 5/103-2.1 in the following incidents:
   1. First Degree Murder;
   2. Intentional Homicide of an Unborn Child;
   3. Second Degree Murder;
   4. Voluntary Manslaughter of an Unborn Child;
   5. Involuntary Manslaughter and Reckless Homicide;
   6. Involuntary Manslaughter and Reckless Homicide of an Unborn Child; and
   7. Drug-Induced Homicide.
B. The recording requirement also applies to persons under age 17 at the time of the crime under investigation, if he/she is charged in a criminal or juvenile court proceeding for an act that, if committed by an adult, would be brought under one of the listed incidents above, per 705 ILCS 405/5-401.5.

C. Any juvenile under the age of 13 being interviewed as a suspect for one of the above listed incidents must have an attorney present.

D. No consent to electronically record is required during interrogations of suspects in the above listed incidents as the recording is mandated by Illinois State Statute.

E. Any electronic recording of an interrogation involving a criminal incident other than those listed above will require the consent of the person being interrogated.

F. Any oral, written, or sign language statement of an accused (adult or juvenile) made as a result of a custodial interrogation at a police station or other place of detention shall be presumed to be inadmissible as evidence against the accused in any criminal proceeding brought under any offense listed in section 1.6.2A of this order unless:
   1. An electronic recording is made of the custodial interrogation; and
   2. The recording is substantially accurate and not intentionally altered. (See 725 ILCS 5/103-2.1 and 705 ILCS 405/5-401.5.)

1.6.3 RESPONSIBILITIES
A. The Investigations Section Commander, or his designee, will ensure that interview rooms designated for electronically recorded interrogations are properly equipped to comply with State statute.
B. The Investigations Section Commander, or his designee, will ensure personnel have been trained in the set-up, operation, and monitoring of recording equipment.

1.6.4 PROCEDURES
A. Recording protocol.
   1. A trained police employee will operate and monitor the recording equipment throughout the interrogation.
   2. Only one interrogation may be recorded on each tape or disc. This requirement does not apply to a computer hard drive system.
B. Tape control.
   1. Tapes and discs of interrogations are considered evidence. A copy will be made of any original to be submitted to the State’s Attorney’s Office.
   2. Original tapes and discs will be tagged and submitted to the evidence and Property Division.
   3. All recordings shall be confidential and exempt from public inspection and copying, as provided under Section 7 of the Freedom of Information Act (5 ILCS 140), and the information shall not be transmitted to anyone except as needed to comply with this Section. (See 725 ILCS 5/103-2.1)
4. Every electronic recording required per this Order and State Statute must be preserved until such time as the defendant’s conviction for any offense relating to the statement is final and all direct and habeas corpus appeals are exhausted, or the prosecution of such offenses is barred by law.
NAPERVILLE POLICE
GENERAL ORDER

ORDER NUMBER: 1.8
SUBJECT: WARRANTLESS SEARCH AND SEIZURE

REFERENCE: CALEA 1.2.4
INDEX AS:
1.8.1 WARRANTLESS SEARCH AND SEIZURE

PURPOSE:
The purpose of this order is to provide guidelines and procedures to police personnel in conducting searches which, by meeting criteria established by statute or case law, can be accomplished without a warrant.

ORDER:

1.8.1 WARRANTLESS SEARCH AND SEIZURE

A. It is the policy of the Naperville Police Department to accomplish searches of people, places and things in a manner that provides protection of constitutional rights, minimizes intrusion, preserves evidence or the fruits of a crime, and provides for the safety of all parties. Generally, a search warrant should be obtained if possible, as it provides the detached scrutiny of a neutral magistrate.

Warrantless searches include the following:

1. Search by Consent is a search performed after the subject of the search, or the person having (standing) rights to the location consents, provided the consent is freely and intelligently given. Consent may be given orally, or documented in writing. Consent, to be valid, "must be unequivocal, specific and intelligently given, uncontaminated by any duress or coercion." (U.S. v. McCaleb, 552 F.2d 717, 721 [6th Cir. 1977].)

2. Frisk Search is known by other names which include "Stop and Search," "Pat-Down Search," or "Terry Stop." (Terry v. Ohio, 392 U.S. 7 [1968].) However, they all stem from Terry v. Ohio which authorizes that an officer may conduct a cursory pat-down designed to discover weapons.
   a. Pursuant to Illinois Compiled Statutes 725 ILCS 5/108-1, an officer may frisk an individual for weapons if the officer has stopped that person for temporary questioning and reasonably suspects that he or another is in danger.
      1) The authority to search and seize weapons is for the limited purpose of protecting the officer and others.
      2) The authority is clearly not for the purpose of searching for and seizing evidence. During the course of a frisk, however, evidence may on occasion be discovered and become the basis for an arrest.
      3) The "plain feel" doctrine authorizes an officer to seize evidence other than a weapon if, in conducting the frisk, the contraband nature of the evidence is "immediately apparent" to the officer based on a feel of the object through the suspect's clothing during the pat-down.
   b. Any officer who initiates a frisk must be able to articulate the reason(s) for suspecting that he or others in the immediate area are in danger. This information may be drawn from sources including, but not limited to:
      1) Training.
      2) Education.
      3) Prior experience in similar situations.

3. Movable Vehicle Exception. There are two reasons given for allowing the search of a vehicle with probable cause, but no warrant:
   a. Vehicles do not share the same expectations of privacy as a home or other personal items.
   b. Obvious mobility of an automobile would make it impractical to require the police to first obtain a warrant.
      1) Officers do not actually have to prove that a vehicle might or would be gone if a warrant were obtained before making the search.
      2) The existence of probable cause alone justifies the exception.
   c. The movable vehicle exception allows an officer to search any portion of the vehicle or its contents where there is probable cause to believe evidence or contraband may be located.
      1) This type of search should not be confused with a search incident to arrest or inventory search.

4. Crime Scene Searches fall into several areas of warrantless searches, which include, but are not limited to:
   a. Consent (Section 1).
   b. Movable vehicle (Section 3).
   c. Plain view (Section 8).
   d. Search incident to arrest (Section 7).
   e. Exigent circumstances, if other exigency separate from the seriousness of the crime exists (Section 5).
   f. If an officer discovers a crime scene during the course of his duties, the officer will:
      1) Secure the area and keep it in the same physical condition as it was left by the offender.
      2) Render assistance to the injured.
      3) Attempt to identify witnesses and victims.
      4) Attempt to locate, identify, and arrest the offender at the scene.
      5) Notify a supervisor if not already on the scene.
      6) Yield responsibility to follow-up investigators and/or evidence collection personnel.
5. The **Exigent Circumstances** exception allows an officer to make a warrantless search in situations where the officer recognizes there is not time to obtain a warrant and that if a search is not conducted immediately, evidence will be lost forever.

   a. Factors to consider in determining if exigency exists:
      1) The gravity of the offense committed.
      2) Is the suspect reasonably to be considered armed and therefore dangerous?
      3) More than a minimum of probable cause exists that the suspect committed the offense.
      4) There exists strong reason to believe that the suspect is on the premises.
      5) There is a likelihood that the suspect will escape if not immediately apprehended.
      6) The circumstances of entry and time delay.

   b. The aforementioned factors will contribute to the "totality of the circumstances."

   c. An additional, widely recognized exigent circumstances search is the well-being check. These are situations in which the health and well-being of a person are involved.
      1) In most cases, there is no reason for police to suspect criminal activity.
      2) Entries are made into private premises solely to determine the well-being of the resident.

6. **Inventory Searches** of property seized by police officers have been justified for three reasons:

   a. An inventory protects the property of the owner.
   
   b. It protects the law enforcement agency against claims the property has been lost or stolen.
   
   c. It allows police to discover any potential danger that may exist because of the contents of the property itself.
   
   d. Limitations on these searches include:
      1) The property to be searched must have come lawfully into the possession of the officer.
      2) The inventory must be conducted pursuant to standard operations and policies prescribed by the Department.

   e. Seized vehicles involved in an arrest must be inventoried and recorded on a towing report.
      1) If a vehicle is inventoried, all containers and possessions in the vehicle shall be searched. When no key is available, the Watch Commander or a designee may authorize the opening of a locked container by a locksmith for completion of the inventory search.
      2) Standard procedures for vehicle inventory may be located in Chapter 61, Traffic Ancillary Services.

   f. Additional items of property subject to an inventory search include:
      1) Found property.

   2) Property turned over by citizens for safekeeping.

   3) Property turned in by a citizen for destruction, e.g., firearms, ammunition, other weapons.

   4) Abandoned property.

7. **Search Incident to Arrest** is an exception to the search warrant requirement. The Illinois Compiled Statutes 725 ILCS 5/108-1 provides for this type of search upon making a valid arrest.

   a. Officers may reasonably search the person arrested and the area within that person's immediate control for the purpose of:
      1) Protecting the officer from attack.
      2) Preventing the person from escaping.
      3) Discovering the fruits of the crime.
      4) Discovering any instruments, articles, or things which may have been used in the commission of, or which may constitute evidence of, an offense.

   b. In searches incident to an in-home arrest, a protective sweep is allowed for areas where other persons may be found and cannot last any longer than is necessary to dispel the reasonable suspicion of danger (Maryland vs. Buie, 494 U.S. 325, 110 S. Ct. 1093, 1099, 108 L.Ed. 2d 276 [1990]).

   c. The only justification needed for a search incident to arrest is that a valid arrest occurred.

   d. Prior to placing a prisoner into a police vehicle, an officer shall conduct a thorough search of the prisoner and outer garments.
      1) Officers shall take and maintain custody of purses or bags carried by prisoners, checking for weapons.
      2) The interior of the police vehicle shall be searched prior to and after transporting a prisoner.

   e. Strip searches will conform to the requirements of Illinois Compiled Statutes 725 ILCS 5/103-1 and are further explained in General Order 72.10.

8. **Plain View Searches** have been upheld by courts as long as the officer was legitimately on the premises and had probable cause to believe the property was evidence or contraband.

   a. Limitations on plain view searches:
      1) There must be no pre-observation intrusion that violated constitutional rights.
      2) The item(s) must have been discovered inadvertently.
      3) Artificial devices that aid in or enhance the ability of the officer's view are permitted by the constitution. Use of field glasses or a flashlight to make the observation of seizable goods triggers no Fourth Amendment protection.
      4) Moving items or the rearrangement of items to note serial numbers, for example, is not supported by the "plain view" doctrine.

   b. The "plain view" doctrine also applies to warrant searches, even if the item to be seized was not noted on the search warrant. The test is:
1) Does the officer have a right to be where he is?

2) Does the officer have probable cause to believe the item in the open is evidence or contraband?

9. **Open Field Searches** typically involve marijuana cultivation. The Supreme Court has held that the home and its curtilage are not necessarily protected from inspection that involves no physical invasion. “What a person knowingly exposes to the public, even in his own home or office, is not a subject of Fourth Amendment protection.” (Katz vs. United States, 389 U.S. 347, 351 [1967]). Police officers may see what may be seen, "from a public vantage point where they have a right to be." (476 U.S. at 213)

   a. Areas outside the "curtilage" include:
      
      1) Woods.
      
      2) Pastures.
      
      3) Grassland.

10. **Night-time Security Checks** are another form of a warrantless search held by the court.

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

   b. The officer may also check for owner information so notification can be made.
PURPOSE:
The purpose of this order is to outline the circumstances when officers should exercise alternatives to arrest and to establish bonding procedures.

1.9.1 ALTERNATIVES TO ARREST AND CONFINEMENT

A. Officers must exercise discretion in the selection of an appropriate alternative to an arrest. Therefore, it is important to be aware of the alternatives to arrest and confinement. Alternatives of this nature include:

1. Traffic citations.
   a. Traffic citations are used for non-felony violations of the Illinois Vehicle Code (Illinois Compiled Statutes 625 ILCS) and certain City ordinances.

2. Non-traffic complaints.
   a. Non-traffic complaints are used for various non-traffic City ordinance violations.

3. Warnings.
   a. Written warnings are used for minor traffic violations.
   b. Written or verbal warnings are used for minor non-traffic ordinance violations.
   c. Warnings should not be used for major violations or those violations specifically addressed in a written directive.

4. Referral.
   a. Referral is the practice of directing a matter to another Departmental component, City department, governmental agency or social service organization.

5. Informal resolution.
   a. Informal resolution is the practice of resolving problems without arrest, citation or referral. Informal resolution is an excellent method to deal with minor violations, simple disputes or disagreements, or where the investigating officer determines that inadequate probable cause exists. Officers will seek direction from their supervisor when the appropriate course of action is in doubt.

B. Officers must consider the following factors when exercising alternatives to arrest:

1. The presence or absence of probable cause.
2. The level of cooperation by victims and witnesses.
3. Existing law and the elements of the offense.
4. The severity of the offense.

5. Available resources.
6. Department written directives and orders.

1.9.2 RELEASE ON BOND PROCEDURES

A. Individual Bond.
Under existing Illinois Supreme Court rules, in regard to bonding procedures, an I-Bond (individual bond) is allowed for those offenses which are bondable under Rules 526, 527, and 528 of Article 5 of the Supreme Court Rules. All police officers are empowered to permit I-Bonds under these rules if necessary. Subjects taken into custody and transported to a detention facility will require supervisory approval prior to issuance of the I-Bond. The following guidelines are to be used when permitting an individual to be released from custody on an individual bond. Pursuant to Supreme Court Rule 553(d), an individual may be released on an individual bond **EXCEPT** when:

1. The accused has previously been convicted of a criminal offense.
2. The accused has previously been admitted to bail on one or more criminal charges and the charge, or charges, are currently pending.
3. The accused, at the time of arrest, is in possession of a dangerous weapon.
4. The accused is on parole, probation, conditional discharge, or supervision.
5. There is an outstanding warrant, detainer or bond forfeiture against the accused.
6. The accused is unable or unwilling to establish his identity or submit to being fingerprinted as required by law.
7. Detention is necessary to prevent imminent bodily harm to the accused or to another.

B. Person arrested in another county.

1. The bonding procedures for a person arrested in a county other than the county in which the warrant for his arrest was issued shall be governed by the provisions of Illinois Compiled Statutes 725 ILCS 5/109-2.
2. Any person arrested in a county other than the one in which a warrant for his arrest was issued shall be taken without unnecessary delay before the nearest and most accessible judge in the county where the arrest was made or, if no additional delay is created, before the nearest and most accessible judge in the county from which the warrant was issued.

C. After-hour, holiday, and weekend bond setting procedures.

1. After normal business hours, on holidays, and on weekends, the arrested person may be brought before a judge in the county of the arrest or where the warrant for which he is arrested was issued under the following circumstances:
   a. Arrestee is in custody and is unable to post a "Rule of Court" bond on misdemeanor charges.
b. Arrestee is in custody for a felony charge requiring the setting of an initial bond.

c. Arrestee is in custody for domestic battery or violation of order of protection and, according to Illinois Supreme Court Rule 528, a judge must set bond.

2. The current procedures of the DuPage County and Will County Courts regarding specific time and day restrictions, and other provisions for the setting of bond shall be followed.

D. Criminal offenses.
   All persons charged with criminal offenses under Illinois law shall be bailable before conviction, except for capital offenses or offenses for which a life imprisonment sentence may be imposed. Bail is governed by Illinois Compiled Statutes 725 ILCS 5/110-1, et seq., Bail.

E. Traffic offenses.
   All persons charged with traffic offenses within the state of Illinois shall have bail governed by Illinois Supreme Court Rule 526.

F. Ordinance, petty, and business offenses.
   All persons charged under state or municipal laws for ordinance, petty, or business offenses shall have bail governed by Illinois Supreme Court Rules 528 and 553(d).
INDEX AS:

2.1.1 CITY GEOGRAPHIC BOUNDARIES
2.1.2 MUTUAL AID AGREEMENTS
2.1.3 MUTUAL AID PROCEDURES
2.1.4 REQUESTING FEDERAL LAW ENFORCEMENT OR NATIONAL GUARD ASSISTANCE

PURPOSE:

The purpose of this order is to establish guidelines for providing or requesting mutual aid assistance to/from other law enforcement agencies and to define the concurrent jurisdictional authority and boundaries of the Department.

DEFINITIONS:

Concurrent Jurisdiction: The sharing of, or having equal authority within, the same jurisdictional boundaries by two or more governmental entities.

Law Enforcement Emergency: Any situation which exceeds the capability of the local agency to respond effectively.

Mutual Aid: An agreement by which a law enforcement agency may render assistance to or request assistance from another agency in law enforcement emergencies.

ORDER:

2.1.1 CITY GEOGRAPHIC BOUNDARIES

A. It is important for employees of the Naperville Police Department to familiarize themselves with the geographical boundaries of the City of Naperville.
   1. The City Clerk maintains the official city limit boundary records.
   2. Current detailed official maps which include boundaries of the Department are posted at strategic locations within the Department and are issued to all field personnel.

2.1.2 MUTUAL AID AGREEMENTS

A. Within the corporate limits of the City of Naperville, the Naperville Police Department has exclusive jurisdiction to enforce the ordinances of the City. In addition, the Department shall enforce the laws of the State of Illinois and carry out all other duties, responsibilities and directives pursuant to the provisions of the Naperville Municipal Code.
   1. The Naperville Police Department shall have concurrent jurisdiction primarily with the DuPage County Sheriff's Office and the Will County Sheriff's Office.
   2. Concurrent jurisdiction shall exist with state and federal law enforcement agencies.

B. The Naperville Park District police shall be conservators of the peace on Park District property and shall have the authority to enforce the laws of the State of Illinois and the ordinances of the Park District.

C. There are other federal, state, county and local agencies that may, on occasion, perform a police function within the city. The origin of their office (federal, state, etc.) will define the scope of their authority.

D. Since all of these organizations are autonomous, they may from time to time request assistance from the Naperville Police Department. When no written agreement exists between an agency and the Naperville Police Department, assistance will be rendered in compliance with written Departmental directives on mutual aid and emergency assistance.

1. In any situation where a question arises concerning jurisdiction with another agency, the responding Naperville officer shall make every effort to resolve the matter in the most professional manner possible. If this matter cannot be resolved by the responding officer, an immediate supervisor will be notified.

E. In most instances, communications between responding police units from adjacent or concurrent jurisdictions who do not share the same radio frequencies will be accomplished by the use of ISPERN (Illinois State Police Emergency Radio Network).

F. The City of Naperville has entered into emergency call handling agreements with police and fire departments having adjacent or concurrent jurisdiction. The agreements have been devised to facilitate emergency call answering between the different agencies and essentially state that:

1. If a 911 call is received at the Naperville Communications Center for another jurisdiction, the call shall be transferred to the appropriate agency’s communications center via either telephone or point-to-point radio.

2. The transfer or relay will be made immediately upon the determination by the Naperville Communications Center that the 911 call refers to an area under the jurisdiction of another agency.

3. The Naperville Communications Center will stay on the line after the call is transferred until conversation is established with the caller by the other agency.

4. If a Naperville unit inadvertently responds to a 911 call from an address located in the jurisdictional area of another agency, believing that address to be in Naperville, the Naperville unit shall continue to answer the call and disregard jurisdictional boundaries. The Naperville unit shall not be recalled solely on the basis of jurisdictional boundaries.

5. As soon as the Naperville unit determines that it is answering a call outside of Naperville, it shall notify the appropriate agency by the fastest means possible.

6. If the appropriate agency requests assistance from Naperville, the Naperville unit will continue its response to the address and disregard jurisdictional boundaries.

7. If the Naperville unit arrives at the address first, aid shall be rendered as is necessary to protect life and property. When the appropriate agency arrives at the address, the Naperville unit shall be relieved of primary responsibility.

G. Should an officer become aware of a need for police service or intervention in another jurisdiction, he shall:
1. Notify the Naperville Communications Center of the nature of the situation and request that the agency having police jurisdiction be notified.

2. Not respond to the situation unless:
   a. Requested to do so by the agency having police jurisdiction, or
   b. The incident involves a significant threat involving death or great bodily harm and it is reasonable to believe that the Naperville unit is closer than a unit of the agency having jurisdiction.

   1) Supervisory approval will be obtained as specified in subsections of this order.

H. In all other cases:

1. A supervisor must authorize a request for assistance from another agency before assistance is actually requested of it.

2. A supervisor must approve a request for assistance outside of the City before personnel are dispatched. Also see:
   a. General Order 41.4, Canine Unit.
   b. General Order 46.7, Underwater Recovery.
   c. General Order 46.2, Special Operations.

3. The Chief of Police or his designee must authorize a request for the Special Response Team.

I. Also see General Order 81.2, Communications Operations, Misdirected Emergency Calls.

2.1.3 MUTUAL AID PROCEDURES

A. The Naperville Police Department has entered into a Mutual Aid Agreement with the Illinois Law Enforcement Alarm System (ILEAS) to assist each other with personnel and equipment in times of law enforcement emergencies.

The Illinois Law Enforcement Alarm System Mutual Aid Plan has been approved and should only be implemented during those incidents which truly constitute an emergency. Copies of the Illinois Law Enforcement Alarm System Mutual Aid Plan are available in the following locations:

1. Each Watch Commander's office.
2. Each Division Commander's office.
3. The Communications Center.
4. The Department's library.
5. The City of Naperville shared computer network.

B. The Illinois Law Enforcement Alarm System Mutual Aid Plan provides all the information necessary to initiate mutual aid activities either on behalf of the Department or at the request of a neighboring department. The agreement includes provisions for:

1. The legal status of the Department and Department personnel responding to mutual aid requests.
2. Vesting provider agency personnel with the legal authority to act within the receiver agency's jurisdiction.
4. Identifying persons authorized to request mutual aid.

5. Identifying persons to whom outside personnel are to report.
6. Procedures for maintaining radio communications with outside personnel.
7. Expenditures, if any, which should be borne by the receiving agency to compensate for the use of the provider agency's resources.
8. Provisions for periodic review and revision if prescribed in the agreement.

C. Mutual aid may be provided to another law enforcement agency by the Naperville Police Department.

1. Any employee, sworn or civilian, upon receipt of a request for mutual aid, shall immediately determine the name and rank/position of the person requesting such mutual aid.

2. All other pertinent information, i.e., nature of emergency, location, personnel, and other equipment needed, staging area, telephone number of the requesting agency official, etc., shall be obtained.

3. Immediate notification of the duty Watch Commander regarding the request for mutual aid and level of assistance shall be made.

4. In order to prevent misunderstandings and to ensure clarity, it is preferred that requests for mutual aid be made through LEADS.

5. The number of pre-determined resources requested will be determined by the requesting agency. Each agency will have different levels of assistance based on our geographic location and their staffing resources.

For the purpose of planning, the Department has listed its tentative manpower and equipment available for mutual aid in the seven levels of assistance for all watches:

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Level 1 - Officers and vehicles available 10 minutes time: Total 1 1
Level 2 - Officers and vehicles available 30 minutes time and including those responding in Level 1: Total 2 2
Level 3 - Total officers and vehicles available beyond 30 minutes and including those in Levels 1 and 2: Total 3 3
Level 4 - Total officers and vehicles available beyond 30 minutes and including those in Levels 1, 2 and 3: Total 4 4
Level 5 - Total officers and vehicles available beyond 30 minutes or more and including those in Levels 1, 2, 3 and 4: Total 5 5
Level 6 - Total officers and vehicles available beyond 30 minutes or more and including those in Levels 1, 2, 3, 4 and 5: Total 6 6

Level 7 - Total officers and vehicles available beyond 30 minutes or more and including those in Levels 1, 2, 3, 4, 5 and 6: Total 7 7

D. Upon receipt of a request for mutual aid, the duty Watch Commander shall immediately determine whether the Naperville Police Department has the available personnel and equipment necessary to respond to Level 1, Level 2 and/or Level 3 requests for mutual aid.

1. If the necessary personnel and equipment are available, the duty Watch Commander is authorized to release personnel and equipment to the requesting agency.
2. Upon release of personnel and equipment, immediate notification shall be made to the Patrol Division Commander.

E. Upon notification of a request for Level 4 (or higher) mutual aid, the Patrol Division Commander shall determine the method of personnel and equipment call up for Level 4 (or higher) responses. He shall make immediate arrangements for such responses, taking into consideration:

1. The availability of on- and off-duty civilian and sworn personnel and equipment.
2. The expected length of the emergency and provision for the relief of personnel assigned to regular police duties and personnel assigned to the requesting agency.

F. Naperville police officers responding to a request for mutual aid from another agency shall be responsible for compliance to the following provisions:

1. Officers shall respond as quickly and quietly as possible.
2. Officers responding to another community on a mutual aid request shall immediately report to the designated officer-in-charge and shall place themselves under his direct command. The line of command designated by the requesting department shall be followed under all circumstances without regard to the individual rank of the responding officer.
3. At the scene of a disturbance, it is expected that arrests, if possible, will be effected by the officers of the agency having jurisdiction, and that mutual aid officers will be used primarily for the transportation and control of prisoners, mass processing of arrestees, and operation of temporary detention facilities.

G. It is expected that requests for mutual aid assistance will be initiated only when the needs exceed the resources of the agency. When officers from other agencies are called in to assist on a mutual aid basis, it is expected that they will be released and returned to duty in their own community as soon as the situation may be satisfactorily handled by the requesting agency alone, or, per the agreement, when the assisting agency so desires.

H. Mutual aid may be requested by the Naperville Police Department pursuant to the following guidelines:

1. Depending on the circumstances, the request for mutual aid may be made via ISPERN, telephone, or LEADS.
2. In order to prevent misunderstandings and to ensure clarity, it is preferred that requests for mutual aid be made through LEADS.
3. The duty Watch Commander is hereby authorized to request Level 1, Level 2 and/or Level 3 mutual aid responses from participating municipalities.
4. A Division Commander shall authorize requests for mutual aid responses higher than Level 3.
5. When the duty Watch Commander decides that an incident cannot be handled effectively with Department resources, he shall:
   a. Notify the Communications Center that he is instituting a mutual aid plan.
   b. Determine the number of officers and/or units needed.
   c. Classify (Level 1, 2, or 3-7) the mutual aid request.
   d. Detail any special equipment that could be used.
   e. State where and to whom responding units are to report.

2.1.4 REQUESTING FEDERAL LAW ENFORCEMENT OR NATIONAL GUARD ASSISTANCE

A. There are times when it is necessary to request assistance from a federal law enforcement agency. The determination to request federal law enforcement assistance will normally be made by the duty Watch Commander.

1. The appropriate Division Commander shall be notified of all requests for federal law enforcement assistance.

B. In an emergency, the Mayor may call upon the National Guard for assistance. Procedures are set forth in the City of Naperville Emergency Operation Plan.
INDEX AS:

11.1.1 ORGANIZATIONAL STRUCTURE AND FUNCTIONS
11.1.2 ORGANIZATIONAL CHART

PURPOSE:

To identify the formal structure through which organizational components are arranged, defined, directed, and coordinated.

DEFINITIONS:

Division: A primary subdivision of the Police Department. A division has a department-wide function either for general police service or for specialized activity.

Section: A functional component within a division. The duties and responsibilities of the division call for additional specialization and, consequently, personnel must be further classified according to their duties.

Unit: When further specialization is needed, the section can be divided into units.

Watch: A time division of the day for purposes of assignment.

Function: A general term for the required or expected activity of a person or an organizational component.

Organizational Component: For the purpose of this directive, any organizational entity (i.e., unit, section, division) that is established and staffed on a full-time basis to provide a specific function.

ORDER:

11.1.1 ORGANIZATIONAL STRUCTURE AND FUNCTIONS

A. All employees of the Naperville Police Department work under the authority of the Chief of Police. The Chief of Police is the administrative head of the Police Department. The Chief of Police reports directly to the City Manager and is responsible for the overall planning, organizing and directing of the Police Department.

B. The Naperville Police Department is organized into four major organizational components.

1. Office of the Chief of Police.
2. Patrol Division.
3. Investigations Division.
4. Support Services Division.

C. The Patrol, Investigations and Support Services Divisions are subdivided into smaller organizational components, such as sections, watches and units, as may be appropriate. The coordination of the three divisions is the responsibility of the Chief of Police.

D. The organizational subdivisions within the personal span of control of the Chief of Police are grouped by function. Each of the three divisions is headed by a Division Commander who holds the rank of captain. The three divisions are identified as:

1. Patrol Division.
   a. Patrol Section.
      1) First watch.
      2) Second watch.
      3) Third watch.
   b. Traffic Section.
   c. Community Connection

2. Investigations Division.
   a. Criminal Investigations Section.
   b. Youth/Community Services Section.
   c. Forensic Services Unit.
   d. Special Operations Section.

3. Support Services Division.
   a. Records Section.
      1) First watch.
      2) Second watch.
      3) Third watch.
   b. Planning, Training and Research Section.
   c. Technical Services Section
   d. Communications Section.
      1) First watch.
      2) Second watch.
      3) Third watch.

E. The functional responsibilities of the organization are depicted on the organizational chart (see Section 2 of this directive) which is made available to all employees by issuance of this directive (Attachment A). Additional position responsibilities are delineated in the job description, a copy of which is maintained by the Planning, Training and Research Section Commander and in the Human Resources Department.

11.1.2 ORGANIZATIONAL CHART

A. The organizational structure of the Department is depicted on an organizational chart which is updated as necessary. The chart reflects the functional responsibility, chain of command and the lines of authority and communication for each organizational component and/or subdivision thereof. The chart is made available to all employees by issuance of this directive (Attachment A).
ORGANIZATION BY FUNCTION

OFFICE OF THE CHIEF OF POLICE

Internal Affairs

PATROL DIVISION
- General Patrol
- Bicycle Patrol Program
- Field Training
- Community Services
- Detention Administration
- Traffic Enforcement
- Animal Control
- Community Connection
- Canine Unit
- Community Problem-Solving
- Permanent Patrol Beats
- Parking Enforcement
- Crossing Guards
- Court Liaison

INVESTIGATIONS DIVISION
- Criminal Investigation
- Criminal Intelligence
- DuMEG
- DEA Task Force
- Special Enforcement
- Juvenile
- Crime Prevention
- Forensic Services
- Evidence/Property Storage
- Evidence Technician
- Photo Services
- M.A.N.S.
- Senior Services
- Youth Jury
- Special Response Team
- Underwater Recovery Team
- Community Education
- Crimestoppers
- Drug Resistance Education
- Social Work
- Liquor Liaison
- Citizen Police Academy
- Citizen Radio Watch
- Chaplains
- Explorers
- School Based Programs
- Elderly Services Team
- Sex Offender Registration
- School Resource Officers
- Special Operations
- Crime Analysis

SUPPORT SERVICES DIVISION
- Records Management
- Planning/Research
- Accreditation
- Press Liaison
- Computer Development
- Communication
- Budgeting
- Training Programs
- Personnel
- Inventory Control
- Volunteerism
- Radio Maintenance
- Purchasing
- Contract Administration
- Management Info. Systems
- Facility Management
- Vehicle Maintenance
- Recruitment
- College Interns
- Grant Management
- Armory
- Administrative Analysis
**OFFICE OF THE CHIEF OF POLICE**

Administrative head of department. Plan, organize and direct total department. Makes personnel assignments and oversees discipline. Prescribes rules, policies and procedures. Ultimately responsible for law and order within the city.

**Police Chief**

**INTERNAL AFFAIRS UNIT**

Investigate allegations of employee misconduct. Coordinate employee commendations and awards. Track and maintain documentation of grievances.

**Police Sergeant**

**PATROL DIVISION**

Command, coordinate and manage all line operations and traffic enforcement. Implement and enforce policies and procedures. Staff problem solving and evaluate personnel performance. Coordinate services and activities of functional components. Responsible for enforcement of laws, ordinances, and the operation of the communications center. Supervise budget administration within the Division. Apply community problem-solving principles, analyze calls for service and evaluate personnel allocation and beat structure.

**Division Commander**

**INVESTIGATIONS DIVISION**

Administer activities of division and assign investigation of crimes to specific units. Coordinate and control activities of investigators. Analyze crime trends. Check progress of cases. Assume active supervision of major investigations. Administer and direct vice/organized crime investigation activities, crime prevention programs, and social services. Also responsible for property and the collection and processing of evidence.

**Division Commander**

**SUPPORT SERVICES DIVISION**

Provide supervision of long-range planning, training and development of resources. Supervise development and administration of budget. Administer support staff functions to facilitate efficient line operations. Supervise automated data processing systems and records. Responsible for department inventory and facility management, including overall detention center administration and operations.

**Division Commander**
Administer specific units of command; administer all police activities in absence of higher ranking officers; assign, coordinate and control work of officers; supervise and enforce established policies and procedures; supervise the maintenance of law and order in the city; take command of emergency situations; analyze crime trends and officers activities; make plans and coordinate personnel to meet crime problems, and apply community problem-solving methods. Investigates allegations of wrong doing and recommend disciplinary action. Responsible for daily operation and supervision of the Detention Center.

Supervise work of officers; inspect officers and equipment; assign work; assist officers at major crimes or other emergencies; analyze crime or workload problems; instruct officers; review and approve reports; coordinate work with other watches. Keep Watch Commander aware of activities of field personnel.

Patrol an assigned beat; give information; check closed businesses; investigate crimes, traffic accidents; identify and apprehend violators of criminal laws, traffic laws and City ordinances; render first aid; protect property; preserve peace; apply community problem-solving methods; maintain law and order, and provide traffic direction and control.

Pick up stray animals and enforce animal-related ordinances. Release animals to their owners.

Handle front desk duties at the police station. Direct traffic. Process abandoned autos and issue parking tickets. Process and supervise prisoners; maintain operations of the Detention Center.
Sets traffic enforcement policies and standards.

Police Lieutenant
Watch Commander

Supervise work within unit. Assign work. Direct and supervise investigation of major crashes. Plan and coordinate special events. Act as court liaison. Act as liaison with other departments in traffic matters. Develop plans of action relating to traffic enforcement and education.

Police Sergeants
Unit Supervisors

Provide traffic safety control for designated elementary schools; cooperate with school authorities.

Civilian Guards

Investigate all major accidents; enforce traffic laws, provide special traffic enforcement details; make reports; perform other police duties. Coordinate abandoned vehicle program.

Police Officers

Enforce parking laws and relieve congestion; patrol assigned areas.

Community Service Officers
<table>
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<th>PATROL</th>
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<tr>
<td>Division Commander</td>
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<table>
<thead>
<tr>
<th>COMMUNITY CONNECTION</th>
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</thead>
<tbody>
<tr>
<td>Administer overall operation of city satellite facility. Coordinate community policing projects with patrol shifts. Act as liaison with other departments in problem solving initiatives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Police Lieutenant</th>
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<tbody>
<tr>
<td>Handle front desk operation at a satellite facility. Provide administrative support in community policing initiatives.</td>
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<tr>
<th>Community Service Officer</th>
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INVESTIGATIONS
Division Commander

- CRIMINAL INVESTIGATIONS SECTION
  See pages 9a and 9b

- SPECIAL OPERATIONS SECTION
  See page 10a and 10b

- YOUTH/COMMUNITY SERVICES SECTION
  See pages 11a-11d
## CRIMINAL INVESTIGATIONS SECTION

Administer activities of section and assign investigation of crimes to specific units. Coordinate and control activities of investigators. Analyze crime trends. Check progress of cases. Manage major investigations.

### Police Lieutenant
**Section Commander**

- Supervise work within unit. Review, assign, and supervise criminal cases. Keep Section Commander aware of activities. Review and assist in execution of search warrants. Respond to major crime scenes and assist investigators.

### Police Sergeant
**Unit Supervisor**

- Supervise work within units. Assign work. Keep Section Commander aware of activities. Review and approve reports. Supervise evidence technicians at crime scenes. Evaluate and ensure processing of evidence. Arrange for and provide training in forensic science.

### MAJOR CRIMES UNIT

Investigate violent crimes, computer crimes, major financial and property crimes, incidents involving death, crime scenes and criminals. Gather evidence, conduct interviews, write reports and prepare cases for prosecution.

### CRIME SCENE INVESTIGATION UNIT


### GENERAL ASSIGNMENT UNIT

Investigate crimes, crime scenes and criminals. Gather evidence, conduct interviews, write reports and prepare cases for prosecution.

### Police Officers

- Investigate violent crimes, computer crimes, major financial and property crimes, incidents involving death, crime scenes and criminals. Gather evidence, conduct interviews, write reports and prepare cases for prosecution.

### Police Officers/Civilians
ATTACHMENT A 11.1.2

INVESTIGATIONS
Division Commander

CRIMINAL INVESTIGATIONS
SECTION
Police Lieutenant
Section Commander

FORENSIC SERVICES
UNIT
Administers activities of unit. Assigns work. Provides technical advice and support to evidence technicians and investigators. Evaluates and ensures processing of submitted evidence. Arranges for and/or provides training in the forensic sciences. Responsible for the management and accountability of all property in police custody.

Civilian
Unit Supervisor

FORENSIC TECHNICIAN I
Property and evidence receiving, safekeeping, storage and control. Maintain inventory. Return property to owner.

Civilians

FORENSIC TECHNICIAN II
Provides all photographic needs for department. Trains forensic specialists in photographic skills. Provides technical support and direction in all areas of photo imaging. Responsible for handling all lab requests. Assists with property management.

Civilians
INVESTIGATIONS
Division Commander

SPECIAL OPERATIONS SECTION
Administer activities of section and assign investigation of crimes to specific units. Coordinate and control activities of investigators. Analyze tactical and strategic intelligence. Check progress of cases. Assume active supervision of major investigations. Maintain confidential informant files and specialized fund expenditures.

Police Lieutenant
Section Commander

SPECIAL ENFORCEMENT UNIT
Supervise and assign work. Inform section commander of all activities. Coordinate work with patrol supervisors. Act as liaison with DuMEG and MANS. Supervise narcotics enforcement and vice crime investigations.

Police Sergeant

Police Officers
Selective attention to crime problems. Assist patrol section. Conduct undercover narcotics and vice crime investigations.

Drug Enforcement Administration
Police Officer
Selective enforcement of illegal drug activity. Conduct undercover narcotics purchases. Liaison with federal law enforcement agencies. Work with special enforcement officers.

DuPage Metropolitan Enforcement Group
Police Officer
CRIMINAL INTELLIGENCE UNIT

Receive and analyze information from a variety of sources, both public and confidential, to include direct surveillance, media, Internet, police reports, and LEADS bulletin. Provide strategic and tactical intelligence for all sworn personnel.

Police Sergeant

INVESTIGATIONS

Division Commander

SPECIAL OPERATIONS SECTION

Administer activities of section and assign investigation of crimes to specific units. Coordinate and control activities of investigators. Analyze tactical and strategic intelligence. Check progress of cases. Assume active supervision of major investigations. Maintain confidential informant files and specialized fund expenditures.

Police Lieutenant
Section Commander

Civilian Criminal Intelligence Analyst

Use varied analytical techniques to develop inferences about intentions and vulnerabilities of criminal groups, their key individuals, methods of operation, and extent of criminal influence and scope.

Intelligence Investigators

Selective attention to developing intelligence information. Conduct surveillance, liaison with federal and local law enforcement units. Develop strategic and tactical intelligence.

Civilian Crime Analyst

Collects, collates, and analyzes crime data. Disseminates analyzed crime information.
## INVESTIGATIONS
**Division Commander**

## YOUTH/COMMUNITY SERVICES SECTION
Administer activities of section and assign activities and the investigation of crimes to specific units. Check progress of cases, administer and direct social services, coordinate and control the activities of investigators. Keep division commander aware of activities.

### Police Lieutenant
**Section Commander**

## SCHOOL RESOURCE OFFICERS UNIT
Assign and supervise work within the unit. Review and approve reports, liaison with schools, and supervise activities of the School Resource Unit.

### Police Sergeant
**Unit Supervisor**

Work directly out of the high schools and middle schools. Handle criminal investigations and police service for their schools, counsel youth, and teach law enforcement-related programs. Liaison between the school and the police department.

### Police Officers
YOUTH/COMMUNITY SERVICES SECTION
Administer activities of section and assign activities and the investigation of crimes to specific units. Check progress of cases, administer and direct social services, coordinate and control the activities of investigators. Keep division commander aware of activities.

Police Lieutenant
Section Commander

INVESTIGATIONS
Division Commander

COMMUNITY EDUCATION/CRIME PREVENTION UNIT
Administer and direct crime prevention, community education and community policing programs. Supervise and assign work within unit.

Police Sergeant
Unit Supervisor

SCHOOL RESOURCE OFFICERS UNIT
Assign and supervise work within the unit. Review and approve reports, liaison with schools, and supervise activities of the School Resource Officer Unit.

Police Sergeant
Unit Supervisor

YOUTH INVESTIGATIONS/SOCIAL SERVICES UNIT
Assign and supervise work within units. Review and approve reports. Monitor juvenile court diversion, liaison with schools and supervise activities of Social Services Unit.

Police Sergeant
Unit Supervisor
INVESTIGATIONS
Division Commander

YOUTH/COMMUNITY SERVICES SECTION
Administer activities of section and assign activities and the investigation of crimes to specific units. Check progress of cases, administer and direct social services, coordinate and control the activities of investigators. Keep division commander aware of activities.

Police Lieutenant
Section Commander

COMMUNITY EDUCATION/CRIME PREVENTION UNIT
Administer and direct crime prevention, community education and community policing programs. Supervise and assign work within unit.

Police Sergeant
Unit Supervisor


Police Officers and Civilians
## INVESTIGATIONS

**Division Commander**

## YOUTH/COMMUNITY SERVICES SECTION

Administer activities of section and assign activities and the investigation of crimes to specific units. Check progress of cases, administer and direct social services, coordinate and control the activities of investigators. Keep division commander aware of activities.

**Police Lieutenant**

**Section Commander**

## INVESTIGATIONS

**Division Commander**

## YOUTH INVESTIGATIONS/SOCIAL SERVICES UNIT

Assign and supervise work within units. Review and approve reports. Monitor juvenile court diversion, liaison with schools and supervise activities of Social Services Unit.

**Police Sergeant**

**Unit Supervisor**

## SOCIAL SERVICES

Counsel parents on matters involving juveniles. Provide diversion from criminal justice system. Provide liaison and referral service with other social services agencies. Supply crisis intervention service. Victim/witness coordinator.

**Social Workers**

## YOUTH INVESTIGATIONS

Investigate crimes involving juveniles, runaways, and missing persons. Handle station adjustments and follow-up. Gather evidence, conduct interviews, write reports, prepare cases for prosecution. Juvenile court diversion, liaison with schools and social services.

**Police Officers**
SUPPORT SERVICES
Division Commander

ADMINISTRATIVE ANALYST
See page 13

RECORDS SECTION
See page 14

PLANNING, TRAINING & RESEARCH SECTION
See page 15

COMMUNICATIONS SECTION
See page 16a and 16b

TECHNICAL SERVICES SECTION
See page 17
<table>
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<th>SUPPORT SERVICES</th>
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<tr>
<th>ADMINISTRATIVE ANALYST</th>
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| Civilian Analyst         |
Records Technicians Handle correspondence, process case and miscellaneous reports; duplicate and sell copies of criminal cases and accident reports; assist officers and the public at service counters; maintain arrest information; distribute cases to respective sections; register solicitors, collect fees, maintain case files; prepare materials for court; data entry and parking ticket processing; ensuring compliance with Department directives relating to the Records function; sorting and distributing mail; answering non-emergency telephone lines and operating central supply store.

Supervise work of technicians, give information, perform all of the functions of the Police Records Technicians, perform on-the-job training and on-going evaluation of assigned employees.

Civilian Supervisor

FIRST WATCH
Records Technicians

SECOND WATCH
Records Technicians

THIRD WATCH
Records Technicians
SUPPORT SERVICES
Division Commander

PLANNING, TRAINING, RESEARCH SECTION
Analyze training needs; conduct budget analysis and development. Conduct planning and research. Direct employee recruitment and hiring process. Coordinate news release activities and maintain liaison with news media. Coordinate police officer applicant background investigation process.

Police Lieutenant

TRAINING UNIT
Supervise department training programs and all related activities, including in-service training and coordination of field training for new officers. Assign work, keep section commander aware of activities. Review and approve reports.

Police Sergeant
Unit Supervisor

Training Coordinator
Administer department training programs and related tasks, including in-service training and coordination of field training for new officers. Administer firearms programs.

Police Officer

ACCREDITATION MANAGER
Manage and direct the accreditation process.

Police Officer
Dispatchers Receive calls for city services including Department of Public Works, Department of Public Utilities and Department of Community Development. Dispatch units to calls for service and process various service requests. Maintain the status of field units. Monitor weather conditions in the city. Monitor electrical substation alarms. Conduct after hours page out of personnel from various city departments.

First Watch

Second Watch

Third Watch

Dispatchers

Dispatchers

Dispatchers
Attachement A 11.1.2

Telecommunicator II
- Receive calls for police, fire, and emergency medical services.
- Dispatch appropriate units to calls for public safety services.
- Monitor radio channels for radio traffic.
- Maintain the status of various units.
- Conduct LEADS/NCIC inquiries for police units.
- Enter stolen property and missing persons into the LEADS/NCIC computer systems.
- Process and maintain arrest warrants.
- Monitor burglar and fire alarms.

Communications Section
- Administer all functions of the section.
- Supervise and schedule activities of all communications personnel.
- Ensure the proper processing of calls for police, fire, and city utility services.

Civilian Section Manager

Public Safety Unit
- Supervise work within the unit.
- Assign work.
- Keep the Communications Manager aware of activities.
- Train new telecommunicators.
- Provide support and direction to telecommunicators during high activity periods.
- Manage and direct Communications accreditation.

Civilian Supervisor

Support Services
- Division Commander

Communications Section
- Telecommunicator II
- Telecommunicator II
- Telecommunicator II

Public Safety Unit
- Telecommunicator II
- Telecommunicator II
- Telecommunicator II

Support Services
- Civilian Supervisor
- Civilian Supervisor
- Civilian Supervisor

Division Commander

Page 16b of 17
SUPPORT SERVICES
Division Commander

TECHNICAL SERVICES SECTION
Administer technical staff functions to facilitate efficient line operations. Supervise automated data processing. Facility management.

Civilian
Section Manager
INDEX AS:

11.2.1 UNITY OF COMMAND
11.2.2 ORGANIZATIONAL COMMAND

PURPOSE:

The purpose of this order is to promote efficiency and responsibility within the Department, to avoid confusion among employees, to establish accountability and determine who is in command of a particular operation.

DEFINITIONS:

Unity of Command: The concept that each individual in the organization has one, and only one, immediate supervisor.

Chain of Command: Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

Organizational Component: For the purpose of this directive, any organizational entity (i.e., unit, section, division) that is established and staffed on a full-time basis to provide a specific function.

ORDER:

11.2.1 UNITY OF COMMAND

A. It is important that only one person be in complete command of each situation and also that only one person be in direct command or supervision of each employee. Therefore, to ensure unity of command:

1. Clearly defined lines of authority have been drawn so that each employee is accountable to only one supervisor at any given time, and

2. A relationship in the organizational structure has been established between each employee and the Chief of Police.

B. Employees should strive at all times to operate within the chain of command and to keep their supervisors informed about their activities.

11.2.2 ORGANIZATIONAL COMMAND

A. Each organizational component is under the direct command of one supervisor. But, while superiority of rank does not ordinarily authorize supervisors to assume command or supervision over subordinate personnel outside their organizational component, there are two circumstances in which this action is warranted:

1. In situations involving unsuitable or improper action on the part of an employee of lesser rank, or

2. In emergency situations, such as at the scene of a crime, major event, or catastrophe, where the superior may demand, and should receive, assistance in performing essential tasks from any lesser employee regardless of the organizational component to which he is regularly assigned. These situations demand immediate action in order not to jeopardize the police purpose and the reputation of the Department.

B. No civilian personnel have line authority over any sworn police officers of this Department.
INDEX AS:

11.3.1 AUTHORITY AND RESPONSIBILITY
11.3.2 SUPERVISORY ACCOUNTABILITY

PURPOSE:

The purpose of this order is to establish accountability for delegated authority.

ORDER:

11.3.1 AUTHORITY AND RESPONSIBILITY

A. An employee cannot be held responsible for the accomplishment of an order unless the authority necessary for its accomplishment has been delegated. Therefore, at every level within the Department:

1. Responsibility shall be accompanied by commensurate authority.

2. Every employee will be held accountable for the use or failure to use authority, delegated or structured for the position.

11.3.2 SUPERVISORY ACCOUNTABILITY

A. To achieve effective direction, coordination and control, supervisory personnel shall be accountable for the performance of employees under their immediate control. Supervisors are also responsible for providing guidance and assistance to their subordinates.
PURPOSE:
The purpose of this order is to establish a management information system which provides a continuous and accurate flow of information to be used in management decision making and problem solving. This is important in predicting workloads, determining manpower and other resource needs, and preparing budgets.

DEFINITIONS:

Annual Reports: Annual reports may include, but are not limited to:
- Recap of yearly activity.
- Major accomplishments of each organizational component.
- Crime rate statistics.
- Fiscal activity recap.
- Comparative data on activity and trends.

Daily Reports: Daily reports may include, but are not limited to:
- Written shift summary/exceptional incident reports.
- Daily log sheets.

Monthly Reports: Monthly reports may include, but are not limited to:
- Written monthly recaps of activity.
- Written case management status reports.
- Fiscal management status reports.
- Critical incident equipment inventories/inspections.

Quarterly Reports: Quarterly reports may include, but are not limited to:
- Comparative data on activity and trends.
- Community involvement report.
- Internal Affairs Unit report.
- Traffic citation audit.
- Quarterly selective enforcement bulletin.

ORDER:

11.4.1 ADMINISTRATIVE REPORTING PROGRAM

A. The Naperville Police Department uses a computerized Police Records Management System to store and retrieve data. The Records Management System provides statistical and data summaries of Departmental activities and an administrative reporting system. This is accomplished through the completion and distribution of the following reports:

1. Shift summary reports.

   Shift summary reports are a summary of the exceptional incidents occurring during the previous shift. Notifications on significant and/or exceptional incidents will be made through the chain of command.

   a. Field/shift supervisors will ensure that a shift summary report on exceptional incidents is completed, including incidents which are noteworthy or require dissemination to other shifts.

   b. Section commanders/managers will ensure that notifications on exceptional incidents, as well as any other pertinent information, are passed on to their Division Commander.

   c. Daily activity log sheets are to be completed by all Patrol Division line personnel. This log will give an itemized recap of the employee’s daily activities.

   d. Where feasible, section commanders/managers will meet with their respective Division Commander on a daily basis to provide information on exceptional incidents, pass along information to be forwarded up the chain of command, and keep their Division Commander advised of the activities of their section.

   e. The command staff will generally meet daily (or at the discretion of the Chief of Police) to brief the Chief on information regarding the operation of their commands.


   Monthly reports provide section commanders/managers with an opportunity to account for unit activities, discuss administrative matters, highlight achievements or problems, provide comparative data, and establish objectives for the next report period, etc.

3. Quarterly reports.

   Quarterly reports are prepared by various unit or section supervisors to address particular informational needs. These will be disseminated as appropriate via the chain of command. The Community involvement report will be submitted to the Chief of Police.

4. Annual report.

   Annual reports are prepared by the Division Commanders for the Chief of Police. These reports may summarize events, issues and activities and may provide comparative data and statistics that, together, account for the activities of the Department and from which an overall Department report will be prepared.

11.4.2 FORMS ACCOUNTABILITY

A. The Support Services Division Commander, or designee, is responsible for developing and implementing procedures to ensure the accountability of all Department forms, including the establishment of a written record of all forms, form numbers and subsequent form revisions. A master file containing an original copy of each form in use shall also be maintained. The forms management function is designed to ensure that only necessary and essential forms are retained in use and that all others are eliminated.

1. The Planning, Training, and Research Section shall be responsible for the development and modification of all forms used by the Department.

2. The review process for new or modified forms shall include personnel in the components who will use and process the forms.
3. All forms will be reviewed and evaluated as needed. The Field Report Writing Manual shall be updated as necessary.

4. The final approval for all new or modified forms shall rest with the Chief of Police or designee.

5. The Records Section is responsible for maintaining a list of all Departmental forms, assigning form numbers, and monitoring the need for a particular type of form.

B. Accountability of certain Department reports and forms will be maintained in the following manner:

1. Serialized receipts shall be utilized for all cash financial transactions.

2. Two-part receipted bond envelopes shall be used for submission of all types of bond.

3. A sequential numbering system shall be used to identify and account for official reports of incidents and offenses.

4. Serialized citations for parking, traffic, criminal and ordinance violations shall be utilized.

5. Any serialized form which is lost or destroyed shall be reported to a supervisor immediately.

6. The following items shall be signed out by personnel in the Records Section when issued and shall list the starting and ending serial numbers:
   a. Uniform traffic citations.
   b. Non-traffic complaints.

7. Electronic parking citations issued using the CLANCY equipment are issued separate sequential numbers from manually prepared citations and are tracked separately and electronically. The issuing employee, date, and time are all recorded automatically and tracked electronically.

8. The Records Manager is responsible for audits of skipped or missing citations and is to notify the Support Services Division Commander, in writing, of these citations so that follow-up can be initiated.

C. Section commanders and managers are responsible for the control of report submission and the status of delayed or returned reports, which shall be closely coordinated with the Records Manager to assure timely return of reports.

D. Also see General Order 82.3, Records Maintenance.

11.4.3 ACCREDITATION REPORT/REVIEW SYSTEM

A. The Planning, Training and Research Section Commander will be responsible for overseeing the Department’s efforts regarding performing and documenting activities mandated by applicable accreditation standards. Performing and documenting these activities, however, are the responsibility of all Department personnel. An electronic task management system will be utilized for providing follow-up notices and tracking the submission of accreditation materials.

1. Time sensitive accreditation standards requiring periodic reports/submissions will be closely monitored using task management software. Follow-up notices will be generated and disseminated to ensure timely submissions.
The purpose of this general order is to establish the authority of the Chief of Police and designate command during his absence. Additionally, the need to obey lawful orders and organizational relationships is described.

ORDER:

12.1.1 CHIEF EXECUTIVE OFFICER
A. Pursuant to Chapter 8 of the Naperville Municipal Code, the authority and responsibility for the management, direction and control of the operation and administration of the Naperville Police Department shall be vested in the Chief of Police.

12.1.2 COMMAND PROTOCOL
A. The following command protocol will clarify authority and provide uninterrupted leadership:

1. The Chief of Police shall appoint an Acting Chief of Police during periods of scheduled absences.

2. In the event of exceptional situations, or the Chief of Police is incapacitated, out of town, or otherwise unable to act, and no one else has been appointed by the Chief to assume command, the following order of precedence is designated unless otherwise assigned by the City Manager.
   a. Patrol Division Commander.
   b. Investigations Division Commander.
   c. Support Services Division Commander.

3. In situations involving personnel of different functions engaged in a single operation, the ranking supervisor present from the organizational component responsible for the follow-up investigation and conclusion of the case may assume responsibility for and take command of the investigation and the crime scene.

4. Under normal operating conditions, the highest ranking supervisor present will assume command of any given situation. Seniority is established first by rank and second by aggregate time served in rank on a regularly assigned basis. When conflict occurs because of identical service or days of appointment, the employee with the highest position on the eligibility list, from which the appointments were made, is deemed to be the senior.

5. The Chief of Police has the authority to designate command authority in any situation, as needed.

12.1.3 ORDERS
A. Departmental employees are required to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank.

B. Any employee who willfully disobeys or disregards a direct order, verbal or written, of a superior, will be considered to be insubordinate.

C. No employee will be required to obey an order which is unlawful or requires that an unlawful act be committed.

D. If an employee receives a conflicting order or directive, the employee shall respectfully call the conflict to the attention of the supervisor giving out the last order. Should the latter not change the order, it shall be obeyed and the employee thereafter shall not be responsible for disobedience of the first order.

12.1.4 ORGANIZATIONAL RELATIONSHIPS
A. All management team personnel shall attend periodic staff meetings. The staff meetings are intended to enhance cooperation, communication, and to coordinate the goals of the Department. Additional formal and informal meetings are held as needed.

B. Exchange of information is also accomplished through:

1. Watch Summaries.

2. Computerized reports of various types.

3. Attendance by investigators at roll calls.

4. Attendance by Communications Section personnel at roll calls.

5. Distribution of Crime Analysis Bulletins.

6. Directives, memoranda, general orders.

7. E-mail and voice mail.
The purpose of this order is to establish definitions, format and authority for preparation and issuance of written Departmental directives. It further establishes a review process along with providing a formal distribution system to ensure that all employees receive a copy of the orders.

DEFINITIONS:

Policy: A broad statement of Department principles. Policy statements may be characterized by such words as "should," or "must" rather than "may." Procedures sometimes allow some latitude and discretion in carrying out an activity.

Procedure: A standard for carrying out Department activities. A procedure may be made mandatory in tone through the use of "shall," rather than "should," or "must" rather than "may." Procedures sometimes allow some latitude and discretion in carrying out an activity.

Rules and Regulations: A set of specific directions to which all employees must adhere.

Written Directive: Any written document used to guide or affect the performance or conduct of Department employees. The term includes General Orders, Special Orders, Personnel Orders, memoranda, and instructional material.

12.2.1 WRITTEN DIRECTIVES SYSTEM

A. It is the mission of the Naperville Police Department to provide professional, high quality, and effective police service in partnership with the community. The complete mission and values are found at the beginning of the General Orders.

B. The police department has a formal written directive system which consists of the following:
   
   1. Chief’s authority.
      The authority to issue, delete, modify and approve all written directives pertaining to General, Special and Personnel Orders shall be vested with the Chief of Police. Written directives should not conflict with established policy or procedures unless short-term extenuating circumstances exist or the directive constitutes a revision or replacement of an existing policy or procedure.
   
   2. Coordination and distribution.
      Proposed policies, procedures, rules, or changes to General Orders will be coordinated and distributed through the Planning, Training and Research Section. The Planning, Training and Research Section will ensure consistency with existing authority, compliance with CALEA standards and correct format. All proposals will be reviewed for the purpose of gauging the directive's impact on operations.
   
      a. General Order: Permanent directives concerned with policy, rules, and procedure usually affecting more than one organizational component. These are issued by the Chief of Police.

b. Special Order: Directives affecting only a specific segment of the organization, or statements of policy or procedure regarding a specific circumstance or event which is of a changing and/or temporary nature. These are issued by the Chief of Police or a Division Commander. All Special Orders are reviewed annually for relevance and are either incorporated into a General Order or canceled.

c. Personnel Orders: Announcement of changes in the status of personnel such as new hires, transfers, promotions, demotions, suspensions, retirements, resignations, dismissals and temporary command assignments during extended absences. Personnel Orders will also include the issuance of Department awards for merit or value. These are issued by the Chief of Police or a Division Commander.

3. Written directives format and indexing.
   
   a. General Order: The "General Order" heading sheet will be used on the initial page of each order. The heading includes the name of the subject, the order number and the effective date. In so far as possible, indexing will coincide with the Accreditation Classification System. Orders will follow a standard outline form.
      
      Example:
      
      A.
      B.
      1. 
      2. 
         a. 
         b. 
         1) 
         2) 

   b. Special Order: The "Special Order" heading sheet will be used on the initial page of each order. The heading includes the name of the subject, the order number, applicable CALEA reference, and the effective date. The order must be differentiated by Division or Departmental. The issuing authority will sign the order. Orders will follow the same standard outline form. These orders will be indexed by the last two digits of the year, hyphen, followed by a sequential number. They are to be issued on yellow paper.

   c. Personnel Order: The "Personnel Order" heading sheet will be used together with the "To - From" format. The date of issuance will be used as the index number.

4. Written directive revisions.

   Purging, updating, indexing, and revising of written directives shall be done on a continual basis at the direction of the Chief of Police. All General Orders and Special Orders will be reviewed as needed by the Planning, Training and Research Section for possible revision or purging.

5. Statements of Department policy.

   Statements of Department policy will be contained within the "General Order" system.

6. Rules and Regulations
Rules and regulations are documented in the General Orders, Special Orders, Employee Policy Manual, collective bargaining agreements, and other written directives.

7. Department procedures.
Procedures for carrying out Departmental activities are documented in the General Orders (Written Directive), the Employee Policy Manual, collective bargaining agreements, and/or other written directives including training tasks and lesson plans.

8. Management Staff review.
Normally, proposed policies, procedures, rules, or changes will be reviewed by the Management Staff. As appropriate, the affected personnel can be contacted for additional input. Review of proposals and changes will be part of regular agenda at the scheduled Management Staff meetings. Prior to management staff review, the Planning, Training and Research Section will review proposed or revised policies, procedures, rules, and regulations prior to their promulgation to ensure they do not contradict other existing Department directives or applicable law.

a. All proposals creating new policies, procedures or rules, or changing existing policies, procedures or rules, must be approved by the Chief of Police prior to implementation.

12.2.2 STORAGE AND DISSEMINATION OF WRITTEN DIRECTIVES

A. The Planning, Training and Research Section shall be responsible for the distribution of General Orders and Special Orders. Dissemination of existing, new or newly-revised written directives may be made in hard-copy form or through a computerized documentation system. When the computerized system is used, backup hard copies will be maintained by each Section and Division Commander.

1. Orders shall be disseminated in the following manner:
   a. General Order: These orders will be distributed to all personnel except crossing guards.
   b. Special Order: These orders will be distributed as follows:
      1) To all personnel if the authority is the Chief of Police.
      2) To the respective division personnel if the authority is a Division Commander.
   c. Personnel Order: These orders will be distributed as follows:
      1) To the affected employee.
      2) To the affected employee's Section Commander or Manager.
      3) To the Chief's secretary.
      4) To the employee's personnel file.

2. Storage of written directives.
   a. The Planning, Training and Research Section shall maintain an independent set of master files on all General and Special Orders. Copies are available through Section Commanders and Managers for reference by affected personnel.
   b. When a computerized written directive documentation system is used, personnel except crossing guards, will be issued a sign-on code that will permit access to the computer network and the computerized written directives.
   c. The Planning, Training and Research Section will ensure that up-to-date printed manuals are available for review by new personnel.

3. Personnel acknowledgment.
   a. Personnel will check their email each work day. Personnel will check the electronic directive distribution system within one work day of receiving email, or other notification, of a new or revised directive being issued. In the absence of such notification, personnel will be accountable to check the electronic directive distribution system at least weekly. Personnel will be required to acknowledge receipt and review of disseminated directives within 21 days of dissemination. Personnel acknowledgments will be tracked by the Planning, Training and Research Section.
   b. If personnel have any questions regarding General and Special Orders, supervisors are responsible for explaining and/or clarifying them.
INDEX AS:

13.3.1 FACILITY MANAGEMENT RESPONSIBILITY
13.3.2 FACILITY SECURITY
13.3.3 PROHIBITED ACTIVITIES
13.3.4 GENERAL HOUSEKEEPING

PURPOSE:

The purpose of this order is to establish a formal set of regulations which will ensure that the Naperville police facility reflects the highest of professional standards and presents a neat and professional appearance while simultaneously providing a pleasant working environment for each employee.

ORDER:

13.3.1 FACILITY MANAGEMENT RESPONSIBILITY

A. The Support Services Division Commander shall serve as the Facility Manager. The responsibilities of this function shall include, but not be limited to:

1. Maintaining a current set of building floor plans.
2. Monitoring and approval of all physical facility alterations, expansions, and additions.
3. Preparation of an annual budget including a capital improvement budget for the physical facility.
4. Monitoring and maintaining building security, including the issuance and inventory of keys and electronic facility passes.
5. Conducting quarterly inspections of the facility and grounds to detect any problems.
   a. Inspections that reveal serious deficiencies in equipment or facilities will be documented in a written report to the Chief of Police. This report shall include a plan of action and target date for completion of corrective action, if this action is within the capabilities of the commander.
   b. Any section commander or manager receiving a written report concerning serious deficiencies will take necessary actions to ensure that suitable corrective action is taken. If the appropriate corrective action cannot be taken at that level, the report will continue up the chain of command until the proper level is attained. Each level shall document its actions and attach documentation to the report.
6. Holding periodic meetings with the facility engineer or public buildings manager to ensure that any deficiencies are remedied in a timely manner (this could entail re-inspection to ensure corrective action).
7. Reviewing and approving of all work orders.

13.3.2 FACILITY SECURITY

A. All employees shall be responsible for the security and proper use of all Department facilities. The facilities are intended for the exclusive use of the Department and shall be used in accordance with this directive and the Facility Management Program.

B. Restricted areas.

1. The following are restricted access areas and entry is gained using a facility pass/key card:
   a. Communications Section.
   b. Records Section.
   c. Detention Center.
   d. Computer room.
   e. Evidence storage.

Only authorized employees will be allowed access.

C. Identification.

1. All visitors to the facility must have a visitor pass which can be obtained from the front desk (excluded are group tours, fire department personnel, and other law enforcement personnel while in uniform). The pass shall be affixed to their clothing, in a conspicuous location.

D. Physical security.

1. Police facility entrance doors will be closed. Security doors will be closed and locked.
2. Electronic facility passes or any municipal key will not be transferred, loaned, duplicated, or given to any other employee or other person, without the consent of the Division Commander.
3. Loss of an electronic facility pass or building key shall immediately be reported to the Facilities Manager via the chain of command.
4. The duty Watch Commanders shall have responsibility for general building security during their tour of duty.

E. Lockers.

1. Day lockers for Communications personnel are located in the corridor of the Communications Center and are to be used for storage of their personal items during the work shift. Items of value should be secured.
2. Personal lockers have been provided for all sworn and uniformed employees. Locker numbers will be assigned and the list kept by the Facility Manager. Use of unassigned lockers is prohibited. Authorized locks will be supplied by the Department.
3. Lockers not permanently assigned may be used by civilian employees during use of the physical training room. Lockers shall be emptied when employees have completed their use of the physical training room.
4. The exterior of the lockers will remain free of notes, stickers, or any other material. Material which is inoffensive may be placed on the inside of the locker walls in accordance with previous sections of this manual. Wet towels shall not be hung outside the lockers.

5. Lockers are the property of the City of Naperville and are to be used with the understanding that they are subject to inspection.

13.3.3 PROHIBITED ACTIVITIES

A. Parking.

1. Employee parking has been provided at the southeast side of the building. Storage of personal vehicles at the facility is prohibited.

2. General public parking is designated to the north of the facility and is to be utilized by the public for training, meetings, and other official purposes. Employee vehicles shall not be parked in this lot.

3. Parking in the underground garage, sally port, and other garages is limited to official vehicles as authorized and assigned by the Chief of Police.

B. Facility modifications.

1. All requests for maintenance and modifications to the facility shall be approved through the Facility Manager. Direct contact with maintenance will be permitted in emergency situations.

C. Decorating standards.

1. No items or objects are to be hung from the ceiling tiles or suspension grid.

2. Personal items such as clocks, photographs, pen sets, etc., may be displayed on desk tops provided that such items are in good taste and consistent with the decor of the facility.

3. Art work, including certificates and plaques which are the personal property of individual employees, may be displayed if it is in good taste and conveys a professional work environment.

4. Posting or the hanging of items on the exterior of lockers, walls, doors, windows or other surfaces is prohibited where adhesive material may cause damage to the surface, create a maintenance problem, or convey a less than professional appearance.

13.3.4 GENERAL HOUSEKEEPING

A. Each section commander or manager is responsible for the physical surroundings available to personnel under his command. This responsibility includes general housekeeping as well as serviceability and appearance.

1. Activities which create a disorganized or disorderly state are to be avoided, but when they occur, it is up to the commander or manager to restore order.

2. In the event a building system, i.e., heating, air conditioning, lighting, telephone, etc., becomes unserviceable, the Watch Commander will make every effort to see that the problem is corrected. If unable to correct the problem, the Watch Commander will notify the Support Services Division Commander of the nature of the problem, detailing the attempts made to correct the problem.

3. The night shift Watch Commander or his designee will make periodic inspections, at least weekly, of all exterior lights attached to or surrounding the facility. Any light found to be burned out will be reported so that it can be promptly replaced by the city maintenance staff.
PURPOSE:
The purpose of this order is to establish the policy and guidelines governing the procurement and proper use of all microcomputer hardware and software.

DEFINITIONS:
Hard Drive: Refers to all fixed magnetic drives, internal or external, attached to a personal computer or a laptop computer.
Hardware: Refers to a computer and all its physical components.
Local Area Network: A system of personal computers attached in a network environment which allows files to be shared.
Software: A set of instructions (i.e., programs) a computer follows to accomplish a task.

ORDER:

13.4.1 TECHNICAL SERVICES COMPONENT
A. The Naperville Police Department maintains a formally organized Technical Services Section component within the Support Services Division, which coordinates the specific technical services activities of the Department. This section is supervised by a civilian section commander who reports to the Support Services Division Commander. The section commander is responsible for the daily monitoring, planning, and coordinating of the Technical Services Section activities.

13.4.2 TECHNICAL SERVICES FUNCTION
A. The Technical Services Section is a component of the Support Services Division. The duties of personnel assigned to this Section shall include, but are not limited to:

1. Establishing guidelines for the maintenance and use of the microcomputer hardware and software systems and to assist users as requested.
2. Ensuring that Department and City of Naperville directives regarding microcomputers are implemented.
3. Acting as liaison with the Information Systems office for the City of Naperville and its related committees.
4. Overseeing development, management and operation of the Department's local area network (LAN).

5. Maintaining security and integrity of all Department computer systems.
6. Training employees on the proper and efficient use of the microcomputer systems.

13.4.3 TECHNICAL SERVICES STAFFING
A. The Department shall have at least one full-time employee, either sworn or civilian, assigned to the Technical Services Section.

13.4.4 PROCUREMENT
A. All requests for the procurement of computer hardware, software and computer-related supplies (except diskettes and printer ribbons) will be sent to the Technical Services Section supervisor for review. The purpose of this review is to ensure that the equipment meets predetermined minimum standards. The Technical Services Section will also review requests for the following:

1. Alternate hardware.
2. Operating systems.
3. Available software.
4. Future software development.
5. Surge protectors.

13.4.5 INVENTORY
A. A detailed inventory of all microcomputer hardware and software will be maintained by the Technical Services Section.

1. All microcomputer hardware and software purchases must be delivered first to the Technical Services Section.
2. An inventory control number tag will be affixed to each Section or component and the tag number will be recorded on the required inventory control form.
3. The Technical Services Section will assemble and test the equipment prior to placing it in service.

B. Any relocation of computer equipment will be done with the approval and under the supervision of the Technical Services Section.

C. To avoid duplication of computer databases, the Technical Services Section will be informed of all newly created databases which reside on any hard drive.

13.4.6 SECURITY
A. Microcomputer users shall be permitted physical access to hardware, software and data as authorized by their position. All data shall be considered to be police related and shall be governed by policies on the release of Department information.

B. All hardware, software and data (such as confidential information, software, copyrighted software documentation and systems developed by City personnel) must be secured to prevent unauthorized access, theft, and illegal or unauthorized duplication.
C. Access to City- or Department-owned microcomputers or mainframe computers requires the user to first obtain an access code. All access codes and passwords shall be treated as confidential data, and knowledge of them shall be restricted to the person to whom they have been assigned.

1. It shall be the responsibility of the Technical Services Section to ensure that the access codes and passwords remain operative until the authorization status of a user has been changed.

2. On an annual basis, the Technical Services Section shall conduct an audit of the central records computer system for verification of passwords.

3. The Technical Services Section is responsible for deleting passwords of personnel who have ended their employment with the Department and maintaining the integrity of the password system. Any misuse of access codes or passwords will be reported to the Support Services Division Commander.

D. All employees shall adhere to the terms, conditions and restrictions set forth in licenses, authorizations and agreements for software.

E. Department-owned computer equipment and software will only be used for departmental, job-related activities. Departmental computers may not be used for personal projects, playing games or storing personal information or data.

1. Computer hard drives are subject to unannounced inspections as deemed necessary by the Chief of Police.

2. All software used on department equipment must be approved by the Technical Services Section. The decision to approve/purchase new software will be based on issues of compatibility, cost/benefit, licensing, and other concerns.

3. Software may not be duplicated or reproduced for use on other Department computers, for personal use or for any other purpose without approval. Programs will be copied only within the limits of the licensing agreement.

4. Prior to the introduction of outside computer software, the Technical Services Section, which is responsible for installing software, will scan for viruses and conduct other virus protection practices related to purchasing, back-up, and storing new software.

13.4.7 MAINTENANCE

A. It is the responsibility of the Technical Services Section to arrange for any and all repairs and servicing of microcomputer hardware and components. Individual users shall not contact or arrange for service or repair of any equipment without first contacting the Technical Services Section.

13.4.8 SUPPLIES

A. It shall be the responsibility of the user and his division to procure the needed expendable supplies (e.g., diskettes and printer ribbons) for use with assigned microcomputers. The Technical Services Section will maintain information to advise users on the best supplies and the most economical sources for purchasing them.

13.4.9 ABUSE OF EQUIPMENT

A. Employees operating the police computer system shall exercise reasonable care of the equipment. Employees will be held responsible for any damage resulting from intentional abuse or negligence (e.g., spilled drinks or food, paper clips, etc.) to any of the Department's microcomputer equipment.

13.4.10 USE OF MOBILE DATA COMPUTERS

A. As a rule, no extended keyboard entry shall be performed on an MDC when the vehicle is in motion except in cases of extreme emergency. Extended keyboard entry shall only occur when the vehicle is stopped OR the MDC operation is being done by someone other than the driver. Single key strokes, such as those to change status and view screen, are not considered extended keyboard entry.

B. For safety and administrative reasons, employees will utilize the MDC to update all status changes.

C. No MDC will be switched to another vehicle without first notifying the Technical Services Section which is responsible for MDC maintenance and repair.

D. No improper language, including vulgarity and profanity, or other derogatory, insulting or offensive communication, will be transmitted over any MDC or computer work station.

E. No false information will be knowingly transmitted over an MDC.

G. Use of the MDC is for work-related messages and transmissions only. Examples include assignment of a call for service, status checks, beat information or, in some situations, personal or emergency notifications. All such messages shall be professional and appropriate.
INDEX AS:
15.1.1 PLANNING, TRAINING AND RESEARCH FUNCTIONS
15.1.2 PLANNING, TRAINING AND RESEARCH PLACEMENT
15.1.3 MULTI-YEAR PLAN

PURPOSE:
The purpose of this order is to identify the planning, training and research functions within the Naperville Police Department.

ORDER:

15.1.1 PLANNING, TRAINING AND RESEARCH COMPONENT FUNCTIONS

A. The Naperville Police Department maintains a formally organized planning, training and research component within the Support Services Division, which coordinates the specific planning, training and research activities of the Department. This section is supervised by a Lieutenant/Section Commander who reports to the Support Services Division Commander. The Section Commander is responsible for the daily monitoring, planning, and coordinating of Planning, Training and Research Section activities.

The functions and responsibilities of the Planning, Training and Research Section include, but are not limited to, the following:

1. Develop and suggest plans that will improve police services in conjunction with Department goals.
2. Gather, organize and present information for Department planning purposes.
3. Direct specific planning and research projects that affect the entire Department.
4. Direct and coordinate the Department's training functions.
   a. See General Order 33.1, Training - Organization and Administration.
5. Direct and coordinate activities necessary to achieve and retain accredited status for the Department.
   a. See General Order 11.4, General Management and Administration.
6. Direct and coordinate the Department's recruitment efforts.
7. Direct and coordinate the Department's Career Development Program.
   a. See General Order 33.8, Career Development.
8. Develop, review and update Department written directives.
   a. See General Order 12.2, Written Directives.
9. Coordinate the development and/or modification of forms used by the Department.
10. Coordinate new personnel acquisition and employee orientations.
    a. See General Order 33.2, Training Academy.
    b. See General Order 32.1, Selection - Professional and Legal Requirements.
11. Maintain and coordinate the development of the Department's Multi-Year Plan.
12. Review recent legislation and court decisions for the potential impact upon Department operations.
13. Maintain liaison with other criminal justice planning groups.
14. Prepare other such reports or recommendations as directed by the Chief of Police.

15.1.2 PLANNING, TRAINING AND RESEARCH PLACEMENT

A. The placement of the Planning, Training and Research Section shall be within the Support Services Division to ensure access to the Chief of Police and other necessary information resources.

15.1.3 MULTI-YEAR PLANS

A. To ensure the goals and objectives for the Department are well planned and documented to provide for adequate staffing/operational funding for future years, the Chief of Police and the Management Staff will develop a written multi-year plan which includes the following:

1. Long-term goals and operational objectives.
2. Anticipated workload and population trends.
3. Anticipated personnel levels.
4. Anticipated capital improvements and equipment needs.
5. The plan will be evaluated annually for necessary changes.
PURPOSE:

The purpose of this order is to identify the process for formulating and updating written goals and objectives for the Naperville Police Department.

DEFINITIONS:

Organizational Component: For the purposes of this directive, any organizational entity (i.e., unit, section, division) that is established and staffed on a full-time basis to provide a specific function.

Goal: A relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement.

Objective: An objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a subgoal or an element of a goal and, therefore, requires a shorter time to accomplish than does a goal.

ORDER:

15.2.1 GOALS AND OBJECTIVES

A. To ensure direction and unity of purpose, and serve as a basis for measuring progress, goals and objectives will be written for the Department and each individual Division on an annual basis.

1. On an annual basis, the Chief of Police shall formulate a comprehensive statement of Department goals and objectives. The timing will allow for the development of Division level goals and objectives. This process will coincide with the preparation of the Department's annual budget.

2. On an annual basis, subsequent to the Chief's statement of goals and objectives, Division Commanders shall formulate written statements of goals and objectives for their respective Divisions and each organizational component within it. This process must include the solicitation of input from all employees for which the goals and objectives apply. Adequate time shall be allowed for this feedback process.

3. On an annual basis, at the conclusion of the formulation process, the Departmental goals and objectives, as well as those of their respective Divisions, will be made available to all employees.

15.2.2 EVALUATING PROGRESS

A. Each Division Commander shall submit to the Chief of Police an annual written evaluation which details the progress that has been made by the Division and each organizational component therein toward the attainment of goals and objectives.

1. These reports may be submitted in conjunction with the annual Division written statements detailing upcoming goals and objectives.
SUBJECT: CRIME ANALYSIS

INDEX AS:
15.3.1 CRIME ANALYSIS PROCEDURES

PURPOSE:
The purpose of this order is to identify the crime analysis function within the Naperville Police Department. Crime analysis data are utilized by the Department for strategic planning, identifying crime patterns, trends or hazards, and to assist with the implementation of enterprise policing and community-oriented policing concepts.

ORDER:

15.3.1 CRIME ANALYSIS PROCEDURES

A. The function of the Crime Analyst is to analyze any law enforcement activity or information that will assist the Department in meeting the concepts delineated in this order.

1. Sources for crime analysis include, but are not limited to:
   a. Naperville police reports.
   b. Computer Aided Dispatch system (CAD).
   c. Law Enforcement Agency Data System (LEADS).
   e. Criminal History Record Information (CHRI).
   f. Other agencies.
   g. Publications.
   h. Broadcasts.
   i. Naperville Police Department computerized records management system.

2. Analysis of crime data shall be accomplished by use of standard mathematical formulae. The systems employed for crime analysis shall include, but are not limited to:
   a. Computer spreadsheet programs.
   b. Computer graphing and presentation programs.
   c. Basic logic.
   d. Computer mapping.

3. Documentation of the temporal and geographic distribution of selected crimes shall be accomplished by the same means employed in (2) above.

4. The distribution of crime analysis information will be accomplished as follows:
   a. Regularly published crime analysis data will be disseminated to all Department personnel, as appropriate, and will include, but not be limited to:
      2) Crime pattern alerts.
      3) Patrol Alert Bulletins for specific cases, offenders or police hazards.
   b. Disseminate, to appropriate personnel, information about current or emerging crime trends or patterns in a timely manner.
   c. Obtain information or perform analyses requested by individual personnel or components of the Department in select cases for use in investigating individual crimes, crime patterns, or to assist with attaining enterprise policing and community policing goals and objectives.
   d. The Crime Analyst will distribute crime analysis information to private sources outside the Department only in accordance with the guidelines of the Freedom of Information Act and with supervisory approval.
   e. The Crime Analyst shall cooperate with other criminal justice agencies and share information when appropriate.

5. To measure the effectiveness, productivity and impact of the Crime Analysis Unit, the Crime Analyst will solicit input from personnel who utilize the data. Some of the methods to accomplish this are as follows:
   a. Verbal or written feedback from users when provided.
   b. At least biennially, the Crime Analyst will conduct a written survey, the results of which are to be handled as follows:
      1) Survey results and Crime Analyst recommendations for improvement will be presented at a management staff meeting subsequent to tallying the results of the survey.
   c. Results of any management staff discussion, as well as any recommendations or direction for improvement of the Crime Analysis Unit and its products, will be documented and forwarded to the Crime Analyst by the management staff.

6. The Crime Analyst will ensure that the Chief of Police and management staff are informed of significant crime data, including but not limited to:
   a. Information specific to staff functions.
      1) Emerging trends, patterns or information that may affect the Department staffing.
   b. Analyses that can enhance public information and generate community support.
   c. Analyses that can assist the management staff in meeting the needs of their respective units.
   d. Any request by the Chief of Police or any member of the management staff.
   e. Information that the Crime Analyst feels will be useful to the Chief of Police and/or the management staff.
INDEX AS:
16.1.1 POSITION MANAGEMENT SYSTEM
16.1.2 WORKLOAD ASSESSMENTS - ALLOCATION
16.1.3 PATROL PERSONNEL DISTRIBUTION

PURPOSE:
The purpose of this order is to proportionately determine and distribute personnel required to accomplish Department objectives based upon workload assessment and professional management practices.

DEFINITIONS:
Actual strength: The total number of persons currently employed in an agency.
Allocation: The determination of the overall numbers of personnel for the Department and for each organizational component within the Department.
Authorized strength: The number of personnel legally or officially sanctioned by the agency’s government.
Distribution: The assignment of a given number of personnel within each organizational component according to functional, spatial, and/or temporal workload demands.
Organizational Component: For the purposes of this directive, any organizational entity (i.e., unit, section, division) that is established and staffed on a full-time basis to provide a specific function.
Workload: The sum total of cases and/or other measurable activities occurring within a given area or time period.

ORDER:

16.1.1 POSITION MANAGEMENT SYSTEM
A. The Administrative Analyst shall maintain a Department staffing table and/or current records which provide the following information:
1. Authorized strength.
   The number and type of each position authorized by the City of Naperville.
2. Position location.
   The location of each authorized position within the Department’s organizational structure.
3. Position status information.
   Position Status information, whether filled or vacant, for each authorized position in the Department.
B. The Administrative Analyst shall ensure that a monthly review of the staffing table and records is completed and that updates are made as necessary.

16.1.2 WORKLOAD ASSESSMENTS - ALLOCATION
A. The Department will allocate personnel to, and distribute them within, all organizational components in accordance with documented workload assessments conducted at least once every three years. Factors to be considered shall include, but not be limited to:
1. Nature of the task.
2. Complexity of the task.
3. Time expended.
4. Geographic considerations.
5. Chronological considerations.
B. The allocation of personnel to patrol is based on workload assessments which include an analysis of the following factors:
1. Number of incidents handled by patrol personnel during a specified period.
2. Average time required to handle an incident at the patrol level (or measurement of a sampling of cases).
3. Calculations of the percent of time, on the average, that should be available to the patrol officer for handling incidents during a specific period.
4. Time lost through days off, holidays and other leave, compared to the total time required for each patrol assignment.

16.1.3 PATROL PERSONNEL DISTRIBUTION
A. The City of Naperville has been subdivided into reporting districts. Each incident of police activity is recorded by reporting district.
1. The Patrol Division Commander is responsible for the necessary updating and/or revising of the Department’s reporting district map.
B. The Patrol Division Commander has the overall responsibility for ensuring that patrol personnel are distributed in accordance with the temporal and geographic distribution of incidents.
NAPERVILLE POLICE
GENERAL ORDER

SUBJECT: SPECIALIZED ASSIGNMENTS

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16.2.1 ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS
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16.2.4 COLLATERAL ASSIGNMENTS

PURPOSE:
The purpose of this order is to provide for the review of specialized rotational duty assignments to establish a procedure for advertising specialized and collateral assignment openings and to provide selection criteria for specialized rotational and collateral duty assignments.

DEFINITION:
Collateral Assignment: An assignment which is secondary or subordinate in nature to the officer's primary assignment. Specialized in-service training is generally required to improve the officer's proficiency in performing the duties and responsibilities of the assignment.

Specialized Rotational Assignment: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification. Terms for these positions will generally be three - five years unless otherwise noted.

ORDER:

16.2.1 ANNUAL REVIEW OF SPECIALIZED ASSIGNMENTS

A. All specialized assignments/programs shall be reviewed annually to determine the need to continue the program. This review should be accomplished in conjunction with the budget preparation process. Division Commanders shall submit a written report to the Chief of Police summarizing the results of the annual review of specialized assignments within their respective division.

1. Officer specialized assignments include, but are not limited to, the following:
   a. Traffic officer.
   b. Special Enforcement Unit.
   c. Criminal Investigator.
   d. Juvenile Investigator.
   e. Crime Prevention officer.
   f. Elementary, Middle, and High School Resource officers.
   g. DEA Task Force – assigned officer.
   h. DuMEG – assigned officer.
   i. Downtown Beat officer.
   j. Evidence Technician.
   k. Training Coordinator.
   l. Criminal Intelligence investigator.

2. Supervisory specialized assignments include, but are not limited to, the following:
   a. Traffic.
   b. Traffic/Special Events.
   c. Training.
   d. Internal Affairs.
   e. Major Crimes Unit.
   f. General Assignment/Crime Scene Investigation Unit.
   g. Special Enforcement Unit.
   h. Community Education/Crime Prevention Unit.
   i. School Resource Officers Unit.
   j. Youth Investigations/Social Services Unit.
   k. Criminal Intelligence Unit.

3. Each specialized position shall have a position description, including a statement of purpose, on file with the Section Commanders and the Planning, Training and Research Section Commander.

   a. Career specialty areas are designed to stimulate personnel to compete for new areas of interest and specialization and to enhance the overall potential of the employee for upward mobility. Although the vast majority of personnel may be generalists, the Department also provides appropriate training opportunities for all positions classified as specialties. The nature and scope of training are determined by the skills, knowledge and abilities required of each specialty.

   b. The position description shall identify the duties and responsibilities of each position, as well as specific educational training requirements for each position.

4. Taken into consideration during this review shall be an evaluation of the initial problem or condition that required the implementation of the specialized assignment.

16.2.2 SELECTION PROCESS - SPECIALIZED ASSIGNMENTS

A. Whenever an opening for a specialized assignment becomes available, the opening shall be posted in writing no less than two weeks prior to filling the position.

B. Notice of specialized assignment openings will be posted as follows:

1. E-mail notification department-wide.
2. Posting of notice in designated location in Patrol briefing room.
5. Posting of notice in designated location in Community Education/Crime Prevention Unit.
6. Posting of notice in designated location in Special Enforcement Unit.

C. Requirements for the position will be included in the opening announcement. The requirements shall be applicable to the specific assignment. Requirements may relate to:
   1. Level of formal education.
   2. Length of time in service.
   3. Skills, knowledge, and abilities necessary to perform the tasks of the job.

D. Police officers are required to have successfully completed probation, and performed a minimum of three years of police service before being appointed to a specialty assignment.

E. Upon promotion, a sergeant must serve in Patrol for a minimum of 18 months prior to assuming a specialty position.

F. Sworn personnel interested in an advertised specialized assignment opening shall apply in writing through their normal chain of command. Application shall include a listing of the applicant's qualifications for the position.

G. Recommendation for the assignment by the Watch or Section Commander and his respective Division Commander is required.

H. Appointment to a specialized assignment shall be based on the qualifications of the applicants. The affected section commander or a designee shall interview all applicants as part of the selection process, which will also include a review of personnel files and performance evaluations.

I. Final selection shall be announced to all personnel by means of a Personnel Order.

16.2.3 SPECIALIZED ROTATIONAL POSITIONS

A. Officers may be assigned to rotational duty in the following operational components:
   1. Rotational Duty Assignments - Officers.
      a. Investigations Division.
         1) A minimum of three Major Crimes positions, maximum one per specialty, will rotate every four years.
         2) A minimum of two General Assignment positions, maximum one per year, will rotate every four years.
         3) A minimum of one Juvenile position will rotate every four years.
         4) DEA Task Force assignment will rotate every three years.
         5) DuMEG assignment will rotate every three years.
         6) A minimum of five Special Enforcement Unit positions which will rotate every four years.
         7) School Resource Officers – All SRO positions will be rotational: high school every four years, middle and elementary school every three years, maximum one per level each year.
         8) Crime Prevention Officer assignments will rotate every four years, maximum one position every two years.
         9) Evidence Technicians – Minimum two positions assigned to a five year staggered rotation.
      b. Support Services Division.
         1) One position assigned to Training Unit to a four-year rotation.
      c. Patrol Division.
         1) Two Downtown Beat Officers – assigned to a staggered three-year rotation.
         2) A minimum of six Traffic officers will be assigned to a staggered three-year rotation.
      d. Upon time limit, all non-school based position incumbents may obtain two-year extensions as deemed necessary by the Division Commander.
      e. All School Resource Office positions will be eligible for a full term reassignment if no viable candidate exists.
   2. Sergeant rotational duty assignments will rotate every five years, no more than two per section per year unless noted as follows:
      a. Investigations Division.
         1) Major Crimes Unit.
         2) General Assignment/Crime Scene Investigation Unit.
         3) Special Enforcement Unit.
         4) Community Education/Crime Prevention Unit.
         5) Youth Investigations/Crime Prevention Unit.
         6) School Resource Officer Unit.
      b. Support Services Division
         1) Training, not to rotate the same year as Training officer.
      c. Patrol Division
         1) Traffic - Five years, not to rotate the same year as Traffic/Special Events.
         2) Traffic/Special Events – Five years, not to rotate the same year as Traffic.
      d. Office of the Chief of Police
         1) Internal Affairs
      e. A sergeant may not serve more than 10 consecutive years as specialist supervisor.
      f. A sergeant must rotate back to Patrol for a minimum of 12 months after specialty rotation is complete.
   2 The duration of rotational and temporary specialized assignments may be extended in one-year increments to meet organizational exigencies.

16.2.4 COLLATERAL ASSIGNMENTS

A. Collateral assignments include, but are not limited to, the following:
   1. Breath analyzer operator.
   2. Firearms Instructor.
3. Defensive Tactics Instructor.
4. Recruitment Team (see G.O. 31.1).
5. Special Response Team (see G.O. 46.2).
6. Bicycle Patrol. (see G.O. 41.9).
7. Underwater Recovery Team (see G.O. 46.6).
8. Certified Physical Fitness Trainer.
10. Honor Guard/Pipers.
11. Domestic Violence Team.
12. Elderly Services Team.
13. Crowd Management Team.

B. The selection process of officers for collateral assignments will include Section Commander recommendation, review of resume, an interview process unless otherwise approved by the affected Division Commander, and acceptance by the Division Commanders, unless otherwise specified above.
INDEX AS:

16.4.1 AUXILIARIES - PURPOSE AND PROGRAMS
16.4.2 AUXILIARY TRAINING
16.4.3 AUXILIARY UNIFORMS
16.4.4 STUDENT INTERNSHIP PROGRAM

PURPOSE:

The purpose of this order is to establish an auxiliary program whereby individuals may be assigned to operational components within the Department in a support capacity, enabling them to contribute their time to law enforcement-related community service.

DEFINITIONS:

Auxiliary: A civilian affiliated with a law enforcement agency in a part-time, unsalaried, non-sworn capacity because of his or her interest in contributing to the agency in a support capacity.

Community Radio Watch (CRW): A volunteer organization working within the Community Education/Crime Prevention Unit with the primary purpose of assisting in providing protection to the community by acting as additional eyes and ears for the Department. CRW members do not possess police authority and avoid any direct involvement which could pose a personal risk. Members contribute their time, vehicles, and gasoline for organized patrols under the direction of the Watch Commanders.

Community Volunteers: Volunteers are assigned to support duties including reception/information at the front desk, conducting tours, clerical assistance, and other support duties.

Internship Program: Students seeking a degree in law enforcement from an accredited four-year university who wish to gain supervised practical experience in the law enforcement field. Interns are under the supervision of the Planning, Training and Research Section Commander and are assigned a variety of duties that will provide a solid working education for the intern.

Law Enforcement Explorer Scouts: Youths and young adults ranging in age from 14 to 21 years affiliated with the Boy Scouts of America program. The Police Explorer Post, under the supervision of the Community Education/Crime Prevention Unit, is designed to assist youths who are interested in a career in law enforcement by providing insight into many of the techniques, practical skills, and legal issues involved in police work.

Police Chaplains: Clergy from various religious faiths within the city. Chaplains donate their time to be on duty for one or more 24-hour period each month. Police chaplains provide spiritual guidance, counseling, and comfort in times of tragedy. They also provide long- and short-term aid to victims of crime or other domestic crisis where the individual may need the comfort and guidance of local clergy.

ORDER:

16.4.1 AUXILIARIES - PURPOSE AND PROGRAMS

A. Auxiliaries may be assigned to operational components within the Department in a support role, enabling them to contribute their time to law enforcement-related community service.

1. Auxiliaries are not sworn police officers.
   a. The following programs will be considered auxiliaries:

      1) Law Enforcement Explorer Scouts.
      2) Community Radio Watch (CRW).
      3) Naperville Police Chaplains.
      4) Interns from college programs.
      5) Community volunteers.

   b. They may be assigned to community service functions where the likelihood of taking police action is minimal and will not be given assignments requiring sworn officer status.

   c. Auxiliaries are not authorized to carry firearms or other weapons such as batons or O.C. spray in the performance of their duties.

   d. Auxiliaries do not possess enforcement authority. When participating in the ride-along program, they will remain in the vehicle and will not participate in any activity requiring sworn officer status. Uniformed auxiliaries may be allowed to exit the vehicle and observe on-scene, in low-risk situations.

   e. Under no circumstances will members of auxiliaries represent themselves as sworn police officers, nor are they authorized to take any action in that capacity.

2. Duties of auxiliaries.

   a. Auxiliaries may be assigned to various areas of the Department or to community service functions depending upon the needs and type of work required by the operational component. They will generally be assigned to support duties commensurate with their experience and training.

      1) Interns are under the supervision of the Planning, Training and Research Section Commander and are assigned a variety of duties that will provide a solid working education for the intern.

      2) Police Chaplains provide spiritual guidance, counseling, and comfort in times of tragedy. They also provide long- and short-term aid to victims of crime or other domestic crisis where the individual may need the comfort and guidance of local clergy.

      3) Community volunteers are assigned to support duties including reception/information at the front desk, conducting tours, clerical assistance, and other support duties.

   b. Law Enforcement Explorer Scouts may be assigned tasks by the Post Advisor. Their duties may include, but are not limited to:

      1) Providing security and traffic control at special events.
      2) Fingerprinting duties.
3) Reception/information duties in the police facility lobby.
4) Assisting citizens/victims subject to the approval of the Post Advisor.
5) Assisting the Community Education/Crime Prevention Unit with presentations and tours of the facility.
6) Providing clerical/support assistance as directed by the Post Advisor.

c. Community Radio Watch (CRW) members act as additional eyes and ears for the Department. CRW members do not possess police authority and avoid any direct involvement which could pose a personal risk. Members contribute their time, vehicles, and gasoline for organized patrols under the direction of the Watch Commanders. CRW members may be assigned tasks, consistent with their training by the Community Education/Crime Prevention supervisor. Their duties may include, but not be limited to:
1) Providing security and traffic control at special events.
2) Fingerprinting duties.
3) Reception/information duties in the police facility lobby.
4) Assisting the Community Education/Crime Prevention unit with presentations and tours of the facility.

16.4.4 STUDENT INTERNSHIP PROGRAM
A. The Planning, Training and Research Section Commander is responsible for the administration of the Department's student internship program. The program includes maintaining liaison with faculty of area colleges and universities for the purpose of providing internships to interested criminal justice students. Criteria for selection as a Department intern shall consist of the following:
1. Completion of an internship application.
2. Personal interview.
3. Background investigation and signed waiver.
4. Submission of a signed copy of the internship program guidelines.
B. The selection process shall include the submission of a letter from the college internship coordinator to the Planning, Training and Research Section Commander. The candidate is contacted and the application is processed. Successful candidates are notified by the Planning, Training and Research Section Commander.
C. Interns will be assigned to specialized sections within the Department to provide the intern with an overall perspective of the operation of the Department. When assigned to a specific section, the intern will receive assignments and direction from that section commander/manager and is accountable to that individual.
1. Interns may be required to complete special studies and projects based on the needs of the Department.
2. The internship focus is on staff functions rather than ride-alongs.

16.4.5 AUXILIARY BACKGROUNDS
A. All auxiliaries are subject to a background check prior to their approval and issuance of Department credentials/ID.

B. CRW and community volunteers are subject to fingerprinting as a part of their background checks.
INDEX AS:

17.1.1 FISCAL AUTHORITY AND RESPONSIBILITY

ORDER:

17.1.1 FISCAL AUTHORITY AND RESPONSIBILITY

A. The Chief of Police is ultimately responsible for all fiscal matters of the Naperville Police Department. The Chief of Police, as directed in his job description, is responsible for:

1. Administering the Department's budget.
2. Preparing forecasts for personnel and equipment needs.
3. Monitoring and approving expenditures.

B. City of Naperville Ordinance 1-9A-2 specifies that the Chief of Police is responsible for annual submission of budget estimates and a list of new programs and capital projects pending or which the Chief of Police believes should be undertaken to the City Manager.
INDEX AS:

17.2.1 BUDGET PREPARATION PARTICIPATION
17.2.2 BUDGET RECOMMENDATIONS

PURPOSE:

The purpose of this order is to describe the Department's budget process and to assign the responsibility for final budget preparation and management to the fiscal management component.

ORDER:

17.2.1 BUDGET PREPARATION PARTICIPATION

A. The fiscal management component is responsible for the coordination of the Department's budget development. The Administrative Analyst shall develop a budget calendar for the Police Department based on the City Manager's timetable. This calendar will be distributed to all members of the Management Staff at the start of the budget process. The calendar will include regularly scheduled budget meetings and due dates for all budget information required by the City Manager. The Administrative Analyst will distribute guidelines and instructions for completing the required information to the Chief of Police and Division Commanders. The following information will be supplied as scheduled:

1. Goals and objectives.
   a. The goals and objectives shall be submitted to the Chief of Police by the date indicated on the budget calendar.
      1) See General Order 11.5, Goals and Objectives, section 1.

2. Personnel requirements.
   a. The Division Commanders shall forward all workload assessments to the Chief of Police. The Chief of Police will determine all personnel changes and prioritize all requests for additional personnel.
      1) See General Order 16.1, Allocation and Distribution of Personnel.

3. Capital outlay and capital improvement program requirements.
   a. The Division Commanders, with staff input, shall determine all capital outlay and capital improvement program requests for their respective divisions. Justification for each item shall be submitted to the Chief of Police.
   b. The Chief of Police will determine which capital outlay and capital improvement program requests shall be included in the budget. The Chief of Police will prioritize all requests.

4. Employee salaries and benefits.
   a. The Administrative Analyst shall budget all salaries and benefits using the documentation provided by the City Manager unless employee salaries and benefits are budgeted by the Finance Department of the City of Naperville.

5. Technical services, professional services, purchased property services, contractual services, supplies, other services.
   a. The Division Commanders are responsible for budgeting all accounts under these categories for their respective divisions.
   b. Each Division Commander shall submit this information to the Administrative Analyst for review.

6. Revenues.
   a. The Division Commanders are responsible for budgeting the revenues that pertain to their division's functions.
   b. Each Division Commander shall submit this information to the Administrative Analyst for review.

7. Current fiscal year estimates.
   a. Each Division Commander is responsible for determining the current fiscal year estimates for all accounts in his respective division.
   b. The estimates will be reviewed by the Planning, Training, and Research Section Commander and/or the Administrative Analyst.

8. The Administrative Analyst shall review all budget information submitted by the Division Commanders. After the review has been completed, the Administrative Analyst shall compile all data and submit the entire budget package to the Chief of Police.

9. The Chief of Police shall review the budget package. After the Chief has approved the budget, it shall be submitted to the City Manager.

17.2.2 BUDGET RECOMMENDATIONS

A. On an annual basis, Division Commanders are accountable for preparing written budget recommendations, based upon functional responsibility.
ORDER:

PURCHASE:
The purpose of this general order is to establish procedures for the requisition and purchase of agency equipment and supplies.

17.3.1 REQUISITIONING AND PURCHASING PROCEDURES

A. The Administrative Analyst is responsible for the management and control of all Department purchases. All check requests and purchase requisitions are approved by the appropriate Division Commander.

1. The procedures for purchasing and payments shall be in conformance with the City of Naperville Municipal Code Section 1-9B and the policies and procedures established by the City of Naperville's Finance Department including the City of Naperville Procurement Guide. Specifications for items requiring standardized purchases, as well as other bid specifications, are governed by City of Naperville Municipal Code 1-9B-4-1 and the City of Naperville Procurement Guide, Section 3.2.

2. Bidding procedures for all purchases over $10,000 are governed by City Ordinance, Title 1, Chapter 9, Article B, Section 1-9B-4, Formal Contract Procedures.

3. Criteria for the selection of vendors and bidders for all purchases under $10,000 are governed by City Ordinance, Title 1, Chapter 9, Article B, Section 1-9B-7, Purchases Less Than $10,000.

   a. Criteria for the emergency purchase of equipment are governed by City Ordinance, Title 1, Chapter 9, Article B, Section 1-9B-6, Emergency Contracts.
   b. Criteria for rental of property or services in excess of $10,000 are governed by City Ordinance, Title 1, Chapter 9, Article B, Section 1-9B-4, Formal Contract Procedures.
   c. Criteria for rental of property or services of less than $10,000 are governed by City Ordinance, Title 1, Chapter 9, Article B, Section 1-9B-7, Purchase Less Than $10,000.

5. Supplemental appropriations and fund transfers.
   a. All budget transfers within the same division must be approved by the Chief of Police, Finance Director, and City Manager.
   b. All budget transfers between divisions must be approved by the Chief of Police, Finance Director, and the City Manager.

6. Each division is responsible for tangible property acquisition through its budget requests and subsequent approvals. Ordinarily, requests are directed to the Administrative Analyst in the Support Services Division with specifics listed including the cost and suggested suppliers.
   a. The City Purchasing office is ultimately responsible for the purchase and delivery of goods.
PURPOSE:

The purpose of this general order is to establish the procedures for the management and accounting of Departmental funds.

DEFINITIONS:

Encumbrance: A commitment in the form of an order, contract, salary, or similar item that will become payable when goods are delivered or services rendered.

Unencumbered Balance: That part of an appropriation or allotment that has not been committed and is thus available for expenditure.

ORDER:

17.4.1 ACCOUNTING SYSTEM ELEMENTS

A. The Department's accounting system is part of the central accounting system of the City of Naperville.

B. The City of Naperville's Finance Department provides the Police Department with a monthly detail budget report. The report includes the following information for each Police Department account:

1. Initial appropriation for each account.
2. Balance at the commencement of the period.
3. Expenditures and encumbrances made.
5. Year-to-date expenditure.

C. The Administrative Analyst reviews the detail budget report and submits a summary report to the Chief of Police, Division Commanders and civilian supervisors, with explanations for accounts that are being expended at a faster rate than budgeted. The summary report may include recommendations to correct problems.

17.4.2 CASH FUNDS

A. All cash funds or accounts where Department personnel are permitted to receive, maintain, or disburse cash must maintain:

1. A balance sheet, ledger, or other system that identifies initial balance, credits (cash received), debits (cash disbursed), and the balance on hand.
2. Receipts or documentation for cash received.

4. Disbursements over $200 must have the approval of the Chief of Police - excluding confidential funds.

b. Confidential funds disbursed must have the approval of the Investigations Section Commander or a designee.

4. Records, documentation, or invoices for cash expenditures.

5. A listing of persons or positions authorized to disburse or accept cash.

6. Quarterly accounting of agency cash activities at a minimum.

B. The above directive applies to:

1. Confidential funds.
2. Prisoner Food petty cash fund.
3. Towing funds.
4. Articles 36 seizure account - towing and administrative fees.
5. City tow account - towing fees.
6. Restitution account.
7. Records Main Register – City AS400 system, including report copy and photo request fees, animal ordinance violation and parking ticket fines, fingerprint fees, sex offender registration fees and animal and bicycle license fees.

17.4.3 INDEPENDENT AUDIT

A. The City of Naperville, pursuant to Illinois Compiled Statutes 65 ILCS 5/8-2 through 5/8-8, is audited by an independent auditor at least annually. As part of this process, the accounts of the Department are monitored for fiscal integrity. This process is handled by the City of Naperville Finance Department.

17.4.4 CONFIDENTIAL FUND CONTROLS

A. Accessibility.

Disbursement of confidential funds is subject to fiscal controls, including proper receipt (if possible) and record. The Special Operations Section Commander shall be responsible and accountable for the disbursement of all confidential funds. The Special Operations Section Commander and the Special Enforcement Unit supervisor share authority for the disbursement of confidential funds and shall ensure that the following conditions are met:

1. The money is being expended to accomplish a legitimate police purpose.

2. Filing of a Cashier Receipt/Expenditure Detail form (Attachment A) detailing the investigative case factors, the confidential informant to be paid (list by confidential informant [CI] number) and the amount to be drawn from the fund.

3. A receipt and record of each expense is obtained and filed on the bottom portion of the Cashier Receipt/Expenditure Detail form (Attachment A) completed in #2 above.
4. The confidential informant must sign the payment voucher (Attachment B) before any money can be paid. Advance payments will not be allowed unless authorized by the Special Operations Section Commander.

B. Accounting.
The Special Operations Section Commander will retain a log book detailing all money currently in use for ongoing investigations, on hand at present, and spent between the normal balance and auditing of the fund.

C. Auditing.
Auditing of the confidential funds will occur at least quarterly and will be conducted by the Administrative Analyst. Additional or surprise audits will be conducted and documented at the direction of the Chief of Police, Investigations Division Commander or Finance Department Director. The Chief of Police retains the right and authority to make unannounced audits of the investigative funds to ensure:

1. Adherence to the procedures set forth in this directive.
2. Proper fiscal control measures are being followed.

D. Criteria for use.
The Department allocates confidential funds to the Investigations Division for expenses incurred pursuant to:

1. Informant operations.
2. Drug buys.
3. Liquor law violation investigations.
5. Vice investigations.
6. The use of “flash” money.
7. The use of “props.”
8. Other investigations for which formal Department purchase and expense procedures cannot be followed.

17.4.5 CASH HANDLING PROCEDURES

A. Records personnel handle cash transactions of seven types of cash accounts:

1. Fees charged for report copies and photo requests.
2. Fines collected for animal ordinance violations and parking tickets.
3. Fingerprinting (non-criminal) fees.
4. Prisoner food.
5. Animal licenses.
6. Bicycle licenses.
7. Sex Offender Registration fees.

B. Petty cash.

1. The City of Naperville has authorized the Police Department to have the following petty cash funds:
   a. Prisoner food.
      The Records Section is responsible for the prisoner food petty cash fund. This fund carries a balance of $50 to $200. All records technicians are authorized to disburse funds for prisoner meals.
   b. Confidential Funds.
      The Investigations Division Commander or designee is responsible for the confidential funds. This fund carries a balance of $1,000 to $5,000 and is kept in a safe located in the Special Operations Section Commander's office. The Division Commander, Section Commander and Special Enforcement Team Supervisor or a designee, have the combination and access to the safe.

2. Each petty cash transaction must be logged in the petty cash ledger and, whenever possible, be accompanied by a receipt.

3. When a petty cash fund needs to be replenished, the following shall be submitted to the Administrative Analyst:
   a. Accounts payable check request.
   b. Copies of receipts for every transaction.

4. The Administrative Analyst shall review and submit the request to the appropriate Division Commander for approval. This request will then be submitted to the Finance Department.

5. The Finance Department shall audit all petty cash funds as often as it deems necessary.

C. Towing and Administrative Fees.

1. Towing and towing/administrative fees are accepted by the VRO, a Traffic Section sergeant or the sergeant’s designee.
   a. The fees, and a copy of the corresponding paperwork, are forwarded directly to the Administrative Analyst.
   b. The Administrative Analyst then transmits the fees to City Finance in a locked cash bag, to be deposited in either the City Tow Account, or the Article 36 Seizure Account.

D. Restitution.

1. Restitution is collected by investigators for individual cases.
   a. The restitution, and a copy of the corresponding paperwork, is forwarded directly to the Administrative Analyst.
   b. The Administrative Analyst then transmits the restitution to City Finance in a locked cash bag, to be deposited in the City Restitution Account.

E. Fines.

1. Fines are collected by the Records Section for parking and animal ordinance violations.
   a. Animal Control fines and parking citations paid at the Department are processed through the cash register. The document is imprinted with the Incident Report number or ticket number and the amount of the fine.
   b. Parking citations paid by mail go directly to the City’s bank for deposit. Daily transmissions are received from the City’s Bank and applied directly to the citations via the computerized parking ticket system.
   c. Copies of paid parking tickets are filed in the parking ticket paid file. Animal violations are filed according to the Incident Report number. Both of these files are located in the Records Section.
   d. All records technicians are authorized to accept payments made in person.
F. Licenses.

1. Payments for animal and bicycle licenses are collected by the Records Section.
   a. At the time payment is received, the license form is processed through the cash register.
   b. A copy of the processed license form is given to the pet owner, along with a cash register receipt. A copy of the processed license form, a cash register receipt, and a bicycle sticker are given to the bicycle owner.
   c. Original copies of animal license forms are given to the Animal Control Officers for their files.
   d. The Records Section keeps original bicycle license forms.
   e. All records technicians are authorized to accept payment for licenses.

G. Fees Collected by Records.

1. Fees for report copies, photo requests, non-criminal fingerprinting and Sex Offender Registration are collected by the Records Section.
   a. The payment is processed through the cash register at the time it is made.
   b. A receipt is given to the requester.
   c. All records technicians are authorized to accept payments.

H. The Records Section's Main cash register is balanced three times a day (at the end of each shift). After the register is balanced, the contents are placed into a bank envelope with the register tapes. The bank envelopes are picked up by a City courier and delivered to the Finance Department every normal City workday morning.

17.4.6 BOND HANDLING/TRANSMITTAL

A. Bonds are not kept or deposited into any Department or City cash fund or account. Bonds are transmitted daily directly from Records to the Clerk of the respective County Circuit Court or their bank account.

1. Bonds are processed by the Records Section on behalf of the DuPage and Will County Circuit Courts. Bonds accepted for other jurisdictions will be transmitted to those jurisdictions via the DuPage County Circuit Court Clerk's office.
   a. Officers must submit bond money, bond cards, or driver's licenses to the Records Section.
   b. All records technicians may accept bond from officers. Bonds are run through the bond register. The register records on a receipt: ticket number or IR number, receiving records technician's employee ID number, submitting officer's employee ID number, and the bond type. The bond register is balanced three times each day, at shift change. The bonds are then transferred from the register to the Records Section safe.
   c. The bond or ticket number, the name, and amount of bond are entered into the Circuit Court Clerk's computer system.
   d. Actual cash is balanced with the transmittal and a deposit is made directly to the DuPage and Will County Circuit Court Clerks' accounts at Firstar Bank Illinois in Naperville.
   e. The computer printout of the transmittal, original documents, and deposit slip are hand carried to the DuPage and Will County Circuit Court Clerks' offices by a community service officer.
   f. The safe located in the Records Section must remain locked and secured at all times. Only the following personnel are to have the combination and access to the safe:
      (1) Records Section Manager
      (2) Records Section Supervisor (including acting supervisors)
      (3) Records Section personnel assigned to court transmittal duties.

17.4.7 AFTER-HOURS UTILITY COLLECTIONS

After-hours utility collections are accepted by Records and entered into the Records Main register, which is balanced three times daily. The funds from the utility collections are posted to the customers' individual water and/or electric numbered accounts rather than to an overall account.

A. During the period of April through November, on Tuesdays and Thursdays, the Finance Department's utility billing function conducts electric service turn-offs for unpaid bills.

During the months of December through March, the Finance Department may disconnect a customer's water service. The procedure for the water turn-off is the same as for electric service turn-offs.

B. On Tuesdays and Thursdays, the Records Section will receive a list of customers scheduled for turn-off and the amount due on the bill (not including turn-on fee). A copy of the list shall immediately be forwarded to City Dispatch.

C. Customers who have had their service terminated may make payment of the past due amount plus a turn-on fee to have service reinstated.

1. Between 8:00 a.m. and 5:00 p.m., Monday through Friday, payment is made directly to the Finance Department.
2. Between 5:00 p.m. and 8:00 a.m., Monday through Friday, and on weekends, payment is made to the Records Section. All records technicians are authorized to accept payments made in person.

D. When payment of the past due amount plus turn-on fee is received, the customer should be informed that service will be restored within two hours.

E. City Dispatch should be notified as soon as payment is received so that restoration of service can be initiated.

F. Payments received by the Records Section will be picked up by a City courier every normal City workday, signed for, and removed for bank deposit.

17.4.8 SUBPOENA AND OTHER CHECKS

A. Any other checks received by the Police Department, such as subpoena checks (except those received in conjunction with a request for records), shall be submitted to the Administrative Analyst. The Administrative Analyst shall submit the check to the Finance Department along with a City of Naperville cash receipt form.
1. Subpoena checks submitted with record requests are processed in the same manner as all other record request payments.
NAPERVILLE POLICE DEPARTMENT
CONFIDENTIAL FUNDS
CASHIER RECEIPT/EXPENDITURE DETAIL

DATE | IR NUMBER | DEFENDANT'S NAME

WITHDRAWAL
☐ GENERAL  ☐ WITNESS PROTECTION  ☐ INFORMANT PAYMENT (C.I. # __________)

I HEREBY ACKNOWLEDGE RECEIPT OF $ __________ PAID TO ME BY CASHIER ________________
FOR THE PURPOSE OF ________________________________

WITHDRAWAL AUTHORIZED BY (SIGNATURE AND I.D. #) DATE
RECEIVED BY (SIGNATURE AND I.D. #) DATE

DEPOSIT

I HEREBY ACKNOWLEDGE DEPOSIT OF $ __________ PAID TO ME BY OFFICER ________________
FROM FUNDS ORIGINALLY WITHDRAWN ON ________________________________

DEPOSIT AUTHORIZED BY (SIGNATURE AND I.D. #) DATE
DEPOSITED BY (SIGNATURE AND I.D. #) DATE

EXPENDITURE DETAIL

ORIGINAL AMOUNT WITHDRAWN __________ AMOUNT DEPOSITING __________

DIFFERENCE __________

* If difference is greater than 0, complete the following:

EXHIBIT # | UNITS | SPECIFY AND DESCRIBE ITEM | DRUG WT IN GRAMS | COST | STORAGE LOCAT

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# NAPERVILLE POLICE DEPARTMENT
## CONFIDENTIAL FUNDS
### INFORMANT RECEIPT

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**PURPOSE:**
- [ ] PURCHASE OF EVIDENCE
- [ ] INFORMATION AND SERVICES
- [ ] OTHER ____________

I HEREBY ACKNOWLEDGE THE RECEIPT OF CONFIDENTIAL FUNDS IN THE AMOUNT OF ________________ AND _____ / 100 DOLLARS ($_______)

PROVIDED TO ME BY INVESTIGATOR ___________________.

Provided By  I.D.#  Date  Fictitious Name  Informant No.

Witnessed By  I.D.#  Date  Real Name  Date

**REMARKS:**

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INDEX AS:
17.5.1 INVENTORY CONTROL
17.5.2 ISSUING/REISSUING PROPERTY - ACCOUNTABILITY
17.5.3 OPERATIONAL READINESS

PURPOSE:
The purpose of this order is to establish procedures for the ordering, distribution, disposition, and accounting of property in the possession of the Department.

DEFINITIONS:
Expendable Property: Includes general operating supplies such as office supplies, ammunition, batteries, etc.

Fixed Assets: Capital outlay purchases including vehicles, furniture, cameras, special weapons, computers, etc.

Personal Equipment: Department-issued items including uniforms, jackets, baton, pistols, etc.

ORDER:
17.5.1 INVENTORY CONTROL
A. See Section 2, Issuing/Reissuing Property - Accountability, regarding procedures for inventory control of agency property, equipment, and other assets. The master inventory of all fixed assets is maintained by the Finance Department.

17.5.2 ISSUING/REISSUING PROPERTY - ACCOUNTABILITY
A. Receiving and initial distribution of department-owned property.

1. All supplies and equipment delivered to the Department shall be received and verified by the police officer or community service officer assigned to the front desk. A “Notification of Delivery” form shall be completed for items that cannot be turned over directly to the person expecting the delivery.

   a. Office supplies shall be distributed to the designated division by the Records Section.

   b. Operational equipment, firearms, ammunition, uniforms, etc., shall be delivered to the equipment issue room/armory for storage.

   c. All delivery paperwork will be forwarded to the Administrative Analyst. Fixed asset paperwork will then be forwarded to the Support Services Division Commander for recording pursuant to Section 2.B of this directive, and then distributed to the appropriate division. The respective divisions will be responsible for issue and reissue of agency property to authorized users.

   d. Departmental fixed assets shall be marked with a City identification number tag and its serial number.

B. Distribution/issuance of department-owned property.

1. Generally, all fixed assets will be distributed through the Support Services Division. Prior to distribution, the following information will be obtained for the purpose of updating Department inventory records:

   a. Description and serial number.

   b. Date received.

   c. Purchase order number.

   d. Account/object code.

2. The Patrol Division is responsible for the daily issuance of Department-owned property (i.e., radios, keys, etc.) which is assigned to that division. Generally, officers receive this property at the beginning of their watch and return it to the equipment issue room after completion of their watch.

   a. A status board for Patrol Division vehicle will be maintained in the equipment issue room. A log of vehicles and equipment checked out and returned will be maintained.

      1) Officers are required to ensure that all equipment and vehicles are logged out on the vehicle/equipment check-out log at the beginning of their tour of duty and checked back in at the conclusion.

C. Inventory of department-owned property.

1. The Support Services Division Commander is responsible for the administration of equipment procurement and distribution.

   a. The Support Services Division Commander will be responsible for maintaining all necessary records of equipment issued to all employees, the purchase of equipment, and its distribution. This includes furnishing equipment to new employees as well as replacing damaged or worn out personal equipment.

2. On a periodic basis, the Support Services Division Commander or his designee will conduct an inventory of all Department-owned firearms. The City will periodically inventory fixed assets pursuant to the criteria listed below. The City’s inventory will be forwarded to the Support Services Division Commander.

   a. Inventory criteria shall be as follows:

      1) Office equipment and furniture with a value over $500.

      2) All other fixed assets with a value over $1,000.

   b. Any discrepancies shall be reported to the Chief of Police.

   c. The inventory of Department furniture and equipment will be maintained by item type (desks, chairs, computer terminal, etc.) and by item location (Chief’s office, Records Section, etc.). Division Commanders will be notified of property they are accountable for.

   d. Inventory records will be continuously adjusted to reflect items that have been purchased or traded, sold, destroyed, or otherwise disposed of.
3. Issued personal equipment remains the property of the City of Naperville and must be returned upon termination of employment.
   a. It is the responsibility of the Section Commander/Manager to whom the employee is assigned to ensure all personal equipment is returned.
   b. The Support Services Division Commander or his designee will maintain a written log indicating the names of each individual with the date of issuance and return.
   c. The Support Services Division Commander will appoint a quartermaster who will store all serviceable personal equipment which has been returned in a secure location.
      1) An inventory of all stored equipment will be maintained.
      2) Whenever possible, serviceable personal equipment (except uniforms) will be re-issued prior to authorizing the purchase of new equipment by an employee.

4. The Department, at its discretion, will make reimbursement to clean, repair, or replace certain items of personal property that are damaged or destroyed within the performance of duties, provided there was no negligence on the part of the employee.
   a. These items include clothing, wristwatches, gloves, rubber footwear, sunglasses, flashlights, or any other item approved for use but not furnished (also see collective bargaining agreements).
      1) Personally-owned firearms are excluded.
   b. Employees seeking reimbursement shall send a memorandum through the chain of command to the Division Commander, who will then forward it with a recommendation to the Chief of Police.

17.5.3 OPERATIONAL READINESS

A. All Department personnel are responsible for all items that have been issued to them and for maintaining their property and equipment in a state of operational readiness.

B. Significant or recurrent problems with the care and condition of property and equipment are to be reported through the chain of command to the Support Services Division Commander.

C. Every supervisor is required to report, in writing, to the Support Services Division Commander (via the chain of command) whenever any Department property or equipment is lost, stolen, destroyed, or becomes inoperable and/or obsolete.
   1. Uniform replacements are excluded.

D. When not in use, operational equipment shall be stored in a secure equipment room or storage area. Department firearms and ammunition shall be maintained in the range armory or equipment issue room armory, unless otherwise stored in compliance with General orders 1.3, 1.4, or 46.2.

E. Division Commanders or their designees are responsible for ensuring the operational readiness of all stored equipment assigned to their division. They will conduct regular inspections according to the following schedule:
   1. Quarterly, the Patrol Division Commander or his designee will conduct an inspection of stored equipment to identify items that are missing or in need of repair to maintain operational readiness. Deficiencies which are not corrected through routine Patrol Division repair and replacement will be forwarded to the Support Services Division Commander.
The purpose of this order is to establish that a job task analysis be maintained for every position in the Department, establish criteria for job classification, and explain availability of job descriptions.

DEFINITIONS:

Class Specification: An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.

Job Classification: The grouping of positions or jobs for which duties, responsibilities, qualification requirements and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices and salary.

Job Description: The official statement of the general duties, responsibilities, knowledge, abilities and skills, and the functional objectives of a job assignment.

Job Task Analysis: The systematic examination of all positions within the Department, taking into consideration: duties, responsibilities, functions, and tasks, etc.; frequency with which each task is performed; and minimum level of proficiency necessary in the job-related skills, knowledge, abilities and behaviors.

Position: The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant.

ORDER:

21.2.1 CLASSIFICATION ELEMENTS

A. The City of Naperville's written classification plan includes, at a minimum, the following elements:

1. Categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements.

2. Class specifications.

3. Provisions for relating compensation to classes.


21.2.2 JOB DESCRIPTIONS

A. The written job description of each position in the Department is available to all employees from the Planning, Training and Research Section Commander.

21.2.3 JOB TASK ANALYSIS

A. A written job task analysis of every position in the Department is conducted and maintained on file. The Planning, Training and Research Section Commander, along with the City of Naperville Human Resources office, maintains a written job description of each Police Department position. The elements of the job task analyses include, but are not limited to:

1. The work behaviors (duties, responsibilities, functions, and tasks, etc.) of each position.

2. The frequency with which the work behavior occurs.

3. How critical the job-related skills, knowledge, and abilities are.

B. Job-task analyses are used in the development of the curricula of Departmental training programs. These are systematic examinations of the functions and task objectives of each job to be performed as it relates to the skills, knowledge, and ability required to perform the tasks or duties of the job.

C. The objectives of a job task analysis include, but are not limited to:

1. Serving as a basis for the determination of a position classification plan and compensation.

2. Providing a basis for establishing high qualification requirements for recruitment, examination, selection, appointment and promotion.

3. Assisting in the establishment of training curricula.

4. Providing guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

5. To ensure job relevancy, recruitment strategies and practices shall be based on the written job task analysis of each position.
INDEX AS:

22.1.1 DEPARTMENT SALARY PROGRAM

PURPOSE:

The purpose of this order is to provide a description of the Department's salary program and the means used in determining the elements of the salary program.

DEFINITIONS:

Salary Augmentation: Any pay that is added to the employee's base salary. Such salary augmentation includes overtime pay, incentive pay, and any temporary increase due to a special assignment to a position with a higher base salary.

ORDER:

22.1.1 DEPARTMENT SALARY PROGRAM

A. The Department's salary program is established and controlled by the policies and procedures of the City of Naperville, and by applicable collective bargaining agreements. The salary program addresses the following areas:

1. Entry level salaries.
2. Salary differential within ranks.
4. There are no special salary levels for personnel with special skills. These special skills are recognized on the employee performance evaluation which is considered during the distribution of merit pay increases (if the position is part of the merit pay system).
5. Compensatory time policy.
6. Overtime policy.

B. Elements of the salary program for Department employees who are members of a collective bargaining unit are determined by negotiation between the bargaining unit and the City of Naperville.

C. Elements of the salary program for all other Department employees include:

1. City of Naperville payroll plan.
2. City of Naperville position classification plan.
4. Performance evaluations.

D. As a part of the budget process, the Chief of Police normally provides input to the City Manager’s office and Human Resources office as to the changes recommended in the salary program.
PURPOSE:
The City of Naperville and the Naperville Police Department provide employees with diverse employment benefits. The purpose of this order is to outline many of the benefits afforded to Department employees, although it does not describe all the benefits available. Actual application of the benefits to employee situations will be based upon the current Employee Handbook published by the Human Resources office or applicable labor agreements.

ORDER:

22.2.1 LEAVE AND BENEFITS PROGRAM

A. The City of Naperville and the Naperville Police Department provide a full range of fringe benefits. For employees who are members of a collective bargaining unit, the provisions of the applicable labor agreement with the City of Naperville shall govern benefits. For all other employees, benefits will be governed by the provisions found in the City of Naperville Employee Policy Manual.

B. Benefits include, but are not limited to:

1. Leave benefits.
   a. Administrative leave.
      (1) Maternity leave.
      (2) Jury duty.
      (3) Military leave.
      (4) Personal leave.
      (5) Funeral leave.
      (6) Training.
      (7) Short-term leave of absence.
   b. Holiday leave.
   c. Sick leave.
      (1) Sick leave shall be considered a privilege that employees may use at their discretion, but shall be allowed only in cases of medical necessity or actual sickness of the employee.
      (a) Field personnel who are sick or injured must notify the on-duty Watch Commander (or the Communications Center which, in turn, will notify the Watch Commander) at least two hours prior to the scheduled reporting time.
      (b) Sick or injured employees scheduled to appear in court must make notification to the duty Watch Commander of their inability to attend no later than one-half hour prior to the scheduled court conference or one hour prior to the scheduled court appearance.
      (c) All other employees who are sick or injured will notify their immediate supervisor at the beginning of their scheduled work period.
   d. Vacation leave.
   e. Time-off plan (TOP).
   f. Family Medical Leave.

2. Insurance benefits.
   a. Major medical.
   b. Hospitalization.
   c. Surgical.
   d. Maternity.
   e. Dental.
   f. Accidental death and dismemberment.
   g. Life.
   h. HMO and PPO options.

3. Retirement benefits.

4. Uniform allowance.

5. Credit union.

6. Employee Assistance Program.

22.2.2 PERSONNEL BENEFITS

A. Retirement Program

1. Retirement benefits are available to police officers through the Naperville Police Pension Fund. Pension fund contributions, rates, service requirements and benefits are described in Illinois Compiled Statutes 40 ILCS 5/3-101, et seq., Police Pension Fund.

2. Information on retirement benefits for all other employees can be found in the City of Naperville Employee Handbook and in Illinois Compiled Statutes 40 ILCS 5/7-101, et seq., Illinois Municipal Retirement Fund.

B. Health and Insurance Benefits

The City of Naperville provides complete medical and dental insurance programs covering employees and their dependents. Information on employee health and insurance benefits can be found in the City of Naperville Employee Handbook.
C. Disability and Death Benefits

Disability and death benefits for Department employees are governed by the provisions of the City of Naperville Employee Handbook, the pension fund to which the employee belongs and, if applicable, a labor agreement with the City of Naperville.

D. Liability Protection

1. Department employees are indemnified from liability in accordance with the provisions of City ordinance, Title 1, Chapter 6, Section 4, Actions and Claims Against City Employees.
2. Department employees are indemnified from liability in accordance with the provisions of the Illinois Compiled Statutes which include:
   a. 65 ILCS 5/1-4-6, Indemnification for injuries caused by police officer—Notice—Liability for injuries incurred while assisting police officer.
   b. 65 ILCS 5/1-4-8, Riots or civil disturbance—Assistance from other municipalities—Liability of requesting municipality—Powers of officers—Liability insurance.
   c. 745 ILCS 10/2-201, et seq., Immunity of Public Employees.
   d. 745 ILCS 10/2-302, et seq., Indemnification of Public Employees.
   e. 745 ILCS 10/4-102, Police Protection.
   f. 745 ILCS 10/9-102, Payment of Judgments or Settlements.
3. Employees will notify the Chief of Police, through their chain of command, any time they are notified of a civil suit pending against them which arose out of actions taken as a City employee. A copy of the notice of process will be forwarded to the office of the Chief of Police and the original will be kept by the employee involved.
   a. Notification is required within ten days of service of process.

E. Educational Benefits

1. The City of Naperville provides educational benefits in the form of tuition reimbursement. Provisions for reimbursement can be found in the City of Naperville Employee Handbook.
2. The Department will authorize paid leaves of absence to officers for attendance at Illinois Law Enforcement Training and Standards Board certified training courses, workshops, seminars or other types of job-related training. Any tuition or expense would be paid from the Department's training budget, upon prior approval by the affected Division Commander.
3. Educational leave shall be granted in accordance with procedures set forth in the City of Naperville Employee Handbook.
4. The City of Naperville provides financial assistance to employees for outside training and educational courses which are related to the employee's current position. The City of Naperville Employee Handbook established the guidelines and procedures associated with the Tuition Refund program.
5. Watch assignments are made based upon the needs of the Department. However, where feasible, watch preference will be considered by the Division Commander for officers who are undertaking job-related study, both in-service and outside the Department.

22.2.3 PERSONNEL SUPPORT SERVICES

See General Orders 22.2.4 and 22.2.6.

22.2.4 DEPARTMENT PERSONNEL/FAMILY–VICTIM ASSISTANCE

A. The Department will provide assistance services to personnel and their families following line-of-duty deaths or serious injury to include, but not limited to, the following:
   1. Notifying the family of the deceased or injured officer in a timely and compassionate manner.
   2. Assisting the family at the hospital.
   3. Supporting the family at the funeral or burial.
   4. Assisting the family with legal and benefits matters.
   5. Counseling the family regarding financial and other possible problems.
   6. Supporting the family during criminal procedures, if any.
   7. Maintaining long-term support contact with the family and keeping informed of their needs.

22.2.5 UNIFORMS AND EQUIPMENT

A. Uniforms and equipment for employees who are members of a collective bargaining unit shall be governed by the provisions of the applicable labor agreement with the City of Naperville.
B. Provisions for uniforms and equipment for sworn personnel and uniformed civilian personnel are described in General Order 22.5, Police Uniforms.
C. A clothing allowance per fiscal year for all applicable personnel will be provided according to the labor agreement.

22.2.6 EMPLOYEE ASSISTANCE PROGRAM

A. The City of Naperville makes available to employees an Employee Assistance Program designed to assist in the identification and resolution of concerns or problems (personal or job related) which may adversely affect an employee's personal or professional well-being or job performance. These personal concerns may include, but are not limited to, health, marital status, family, financial, substance abuse, emotional/stress, and other personal matters. The Employee Assistance Program provides short-term counseling and problem solving for City employees. Information on the program can be found in the Employee Handbook. This program shall include at a minimum:
   1. A written directive describing program services;
   2. Procedures for obtaining program services;
   3. Confidential, appropriate, and timely problem assessment services;
   4. Referrals to services, either workplace or community resources for appropriate diagnosis, treatment, and follow-up;
   5. Written procedures and guidelines for referral to and/or mandatory participation; and
   6. Training of designated supervisory personnel in the program services, supervisor’s role and responsibility, and identification of employee behaviors which would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance.

22.2.7 EMPLOYEE IDENTIFICATION
A. Responding to requests to view employee identification.
Employees who are not in uniform and are requested to view their
identification during the performance of their duties will honor that
request. This may be in the form of display of badge and/or
Departmental identification card. Employees who are working
undercover are exempt from this requirement.

B. Official Agency Identification
Department personnel, volunteers, and explorers are issued unique
photo identification cards (also containing name and title) which
additionally function as electronic keys for the Department’s facility
proximity reader electronic door locks. These ID cards are
individually numbered and programmed to open certain facility
doors and not others depending on the person’s position and
function. This ID is to be carried or worn at all times during
working hours (except by those working undercover), as well as
when in the Department facility.
INDEX AS:

22.3.1 MEDICAL EXAMINATIONS
22.3.2 HEALTH AND PHYSICAL FITNESS
22.3.3 OFF-DUTY EMPLOYMENT
22.3.4 EXTRA-DUTY EMPLOYMENT
22.3.5 PHYSICAL FITNESS COMMITTEE

PURPOSE:

The purpose of this order is to define provisions for physical exams for sworn employees, at no cost, and provide an opportunity for sworn employees to improve their general health and physical fitness.

DEFINITIONS:

Physical Fitness: A measure of physical health status. It is not a specific ability to perform a precise motor-related task. It involves:

1. Aerobic capacity - the ability to transport oxygen.
2. Flexibility - the ability to move with a range of motion.
3. Dynamic strength.
5. Body composition or percent body fat.

Physical Fitness Coordinator: A sworn officer who is responsible for planning and coordinating all activities relating to the development of officers' physical skills and fitness.

Physical Fitness Specialists: Sworn officers certified to conduct physical fitness assessment and exercise prescriptions.

22.3.1 MEDICAL EXAMINATIONS

A. Pre-entry medical examinations.

1. As part of the police officer selection process, all police applicants, prior to final selection for employment, must undergo a thorough medical examination. This examination will be provided at no cost to the applicant.

B. Post-entry medical examinations.

1. In order to identify medical health and fitness problems in sworn officers before they can adversely affect job performance or the officer's ability to maintain general good health, the Department shall offer to all sworn officers a voluntary physical examination according to a schedule developed and published by the Department.
2. The examination will be administered by a city-prescribed medical physician/facility selected by the Department.
3. The physical examination shall consist of those tests and examinations deemed appropriate by the Chief of Police and consulting physicians.
4. All examination results will be given to the officer examined.
5. The examination will be administered for the purpose of determining the officer's general health and ability.

C. All voluntary physical examinations undergone under this program and utilizing its authorized physician shall be provided at the expense of the Department.

D. In the event an employee chooses to utilize a personal physician, the fee shall be paid by the employee and the results may be subject to confirmation by the Department authorized physician.

22.3.2 HEALTH AND PHYSICAL FITNESS

A. Physical fitness should be a personal and professional goal of every sworn employee of the Department. Research indicates that physical fitness and proper diet improve both medical health and job performance. Thus, the Department shall maintain a voluntary physical fitness program to assist sworn employees in achieving fitness levels consistent with job requirements and personal interests.

B. The Department recognizes that it is composed of persons of various ages, physical fitness levels, and nutritional needs. Hence, there cannot be a single set of requirements for general application to every sworn employee. Rather, the Department will train select sworn employees in appropriate health, fitness, and nutrition disciplines to act as resource personnel with capabilities to perform the following functions:

1. Conduct physical fitness assessments to determine a sworn employee's current physical condition in relation to established standards.
2. Provide a tailored program, if necessary, to address the following areas:
   a. Cardiovascular fitness conditioning.
   b. Strength training.
   c. Dietary and lifestyle guidelines.
   d. Custom physical fitness programs in both anaerobic and aerobic conditioning.
   e. Blood pressure and heart rate guidelines.

C. Prior to implementation of any personalized program of physical fitness, sworn employees shall obtain program approval from the physician conducting their voluntary departmental physical exam.

D. While the Department realizes that physical fitness programs must be tailored to individual needs and desires, it also realizes that a Department maintained physical fitness program must be based on identifiable, job-related, and attainable standards.

E. The physical fitness assessments will be accomplished as scheduled by the Chief of Police.

F. Testing shall be conducted by Certified Physical Fitness Specialists, under the direction of the Physical Fitness Coordinator. The assessors will ensure that:

1. The informed consent, health history and assessment work sheet forms are completed on the day of testing.
2. Any participant having a heart rate which exceeds 90 or a blood pressure reading which exceeds 140/90 be prohibited from testing.
3. The excluded/prohibited employee is advised to consult with a physician prior to any testing.
A written directive governing off-duty employment is found in General Order 22.4, Off-Duty and Extra-Duty Employment.

### 22.3.4 EXTRA-DUTY EMPLOYMENT

A written directive governing extra-duty employment is found in General Order 22.4, Off-Duty and Extra-Duty Employment.

### 22.3.5 PHYSICAL FITNESS COMMITTEE

A. The Department shall establish a Physical Fitness Committee which shall consist of the Training Sergeant (committee chairman), the Training Coordinator, and other selected employees.

1. All members of the Physical Fitness Committee shall be appointed by the Chief of Police.

B. The Physical Fitness Committee shall be responsible for the following:

1. Review of the voluntary physical fitness evaluation criteria and the voluntary testing process.

2. Schedule the voluntary physical fitness assessment when authorization is granted by the Chief of Police.

3. Report on the results of the physical fitness testing to the Chief of Police.

4. Conduct a review, as needed, of the Department's physical fitness and health improvement program and recommend appropriate changes to the Chief of Police.

5. Monitor the condition and maintenance of the physical fitness room and the exercise equipment.

6. Review physical fitness and health improvement programs within the community and make the information available to Department personnel.
PURPOSE:
The purpose of this order is to set forth guidelines to govern off-duty and extra-duty employment by Department employees.

DEFINITIONS:

Employment: The provision of a service, whether in exchange for a fee, service or product. Employment does not include volunteer charity work.

Extra-Duty Employment: Any employment that is conditional on the actual or potential use of law enforcement powers by the police officer employee. The service is rendered during a period of time not within the employee's assigned hours of duty (including training, holdovers, and court).

Good Standing: The status of an employee who is not on suspension and whose overall job performance has been rated as satisfactory or better.

Regular Off-Duty Employment: Any kind of employment not within regular working hours. This employment does not require the use, or potential use, of law enforcement powers by the off-duty employee. Both sworn and civilian employees are covered by this definition.

Special Event: An activity, such as a parade, festival, athletic contest, or public demonstration, that results in the need for control of traffic, crowds, or crimes.

ORDER:

22.4.1 OFF-DUTY/EXTRA-DUTY EMPLOYMENT

A. There are two types of off-duty employment in which an employee may engage:

   1. Regular off-duty employment.
      Employees may engage in off-duty employment that meets the following criteria:
      
      a. Employment in which vested police powers are not a condition of employment, the work provides no real or implied law enforcement service to the employer, and is not performed during assigned hours of duty.
      
      b. Employment that presents no potential conflict of interest between their duties as employees of the department and their duties for their secondary employer. Some examples of employment representing a conflict of interest are:
         
         1) Process server, repossessor, or bill collector, towing of vehicles, or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes.

22.4.2 LIMITATIONS ON EMPLOYMENT

2) Personnel investigations for the private sector or any employment which might require the police employee to have access to police information, files, records or services as a condition of employment.

3) In police uniform in the performance of tasks other than that of a police nature.

4) Assisting (in any manner) the case preparation for any civil action in which the City of Naperville is involved, or for the defense in any criminal proceeding.

5) Employment by a business or labor group that is on strike.

6) Occupations that are regulated by, or that must be licensed through the Police Department or the City of Naperville.

c. Employment that does not constitute a threat to the status or dignity of the police as a professional occupation. Examples of employment presenting a threat to the status or dignity of the police profession include, but are not limited to:

   1) Employment selling pornographic books, magazines, sexual devices, or videos, or that otherwise provide entertainment or services of a sexual nature.

   2) Any employment involving the sale, manufacture, or transportation of alcoholic beverages as the principal business.

2. Extra-duty employment.

   Employees may engage in extra-duty employment as follows:

   a. Where a government, profit-making, or not-for-profit entity has a contract (oral or written) with the police department for police officers who are able to exercise police duties.

   b. Employees may only participate in extra-duty employment which is authorized and scheduled by the Department.

   c. Types of extra-duty employment which may be considered for contracting include:

      1) Traffic control and pedestrian safety.

      2) Crowd control.

      3) Security and protection of life and property.

      4) Routine law enforcement for public authorities.

      5) Plainclothes assignments.
A. Limitations on regular off-duty and extra-duty employment are as follows:

1. In order to be eligible for off-duty or extra-duty employment, a police employee must be in good standing with the Department. Continued Department approval of a police employee's off-duty or extra-duty employment is contingent upon such good standing.

2. Those employees who have not completed their probationary period, or who are on medical or other leave due to sickness, temporary disability, or an on-duty injury shall not be eligible to engage in regular off-duty employment.

3. Requests for off-duty and extra-duty employment may be denied if the employee’s use of sick leave for the year prior to application is in excess of the department average.

4. Prior to obtaining off-duty employment, a police employee shall submit via the chain of command an Off-Duty Employment form (NPD Form #506) and obtain the approval of the division commander.
   a. All employees engaged in off-duty employment will resubmit an Off-Duty Employment Approval form annually by February 1 and will resubmit this form any time there is a change in status.
   b. The original form will be returned to the requesting employee and will indicate whether the application has been approved or denied.

5. An employee may work a maximum of 24 hours of off-duty and/or extra-duty employment, in total, in each calendar week unless approved by the Chief of Police.

6. Work hours for all off-duty or extra-duty employment must be scheduled in a manner which does not conflict or interfere with the police employee’s performance of duty.

7. A police officer engaged in any off-duty or extra-duty employment is subject to call-out in case of emergency and will be expected to leave the off-duty or extra-duty employment in such situations.

8. Permission for a police employee to engage in off-duty or extra-duty employment may be revoked where it is determined, pursuant to Department policy, that such employment is not in the best interests of the Department.

9. Uniforms, Department issued equipment, or city equipment of any kind shall not be used while the employee is in the actual performance of regular off-duty employment.

10. The Traffic Section Supervisor shall serve as the extra-duty employment coordinator and is responsible for the planning, staffing and coordinating of all police extra-duty employment (excluding emergency situations). The extra-duty employment coordinator will document the significant aspects of each officer’s extra-duty employment. All requests for police services for special events or other extra-duty assignments will be forwarded to the coordinator. The Patrol Division Commander will decide whether or not to approve the police services request.

22.4.3 CONDUCT DURING EMPLOYMENT

A. Sworn and non-sworn employees are deemed to be acting within the course and scope of official duties while fulfilling extra-duty assignments. They will conform to all directives of the Department.

B. In the event a sworn employee working an extra-duty assignment effects an arrest, the arresting officer is responsible for completing the initial reports, with the exception of the arrest report and associated booking reports. An on-duty beat officer will respond to the scene, transport, and book the prisoner and check in any associated evidence or property.
**OFF-DUTY EMPLOYMENT APPROVAL FORM**

(A separate form must be completed for each employer.)

<table>
<thead>
<tr>
<th>Employee’s Name</th>
<th>Present Assignment</th>
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<table>
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<tr>
<th>Prospective Off-Duty Employer</th>
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<th>Address</th>
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<table>
<thead>
<tr>
<th>Prospective Immediate Supervisor</th>
<th>Business Phone</th>
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</table>

New Request ☐ or Annual Renewal ☐

<table>
<thead>
<tr>
<th>If New, Anticipated Starting Date</th>
<th>Hours per Week</th>
</tr>
</thead>
</table>

**Nature of Work to be Performed (General and Specific):**

I have reviewed General Order 22.4, Off-Duty and Extra-Duty Employment, and agree to conform with the provisions of this order.

I am also aware that if my off-duty employment is situated outside the corporate limits of the city of Naperville, I will not represent myself as a Naperville police officer during the performance of my duties. In addition, I accept the condition that I am not to use any city equipment nor utilize the facilities of our Records Section in connection with my prospective off-duty employment.

Submitting Employee: ________________ Date: ____________

| Supervisor: ________________________ Date: ______________ Approved | Denied | |
|_____________________________ Date: ______________ | ☐ | ☐ |

| Section Manager: ________________ Date: ______________ Approved | Denied | |
|_____________________________ Date: ______________ | ☐ | ☐ |

| Division Commander: ______________ Date: ______________ Approved | Denied | |
|_____________________________ Date: ______________ | ☐ | ☐ |

This request must be received in the chief’s office prior to the starting date. Original will be returned to submitting employee. One copy will be placed in chief’s office file and one copy will be placed in the employee’s personnel file.

NPD#506 (Revised 04/02)
REFERENCE: CALEA 22.2.5 CLOTHING AND EQUIPMENT

INDEX AS:

22.5.1 UNIFORM REGULATIONS
22.5.2 UNIFORMS/DEPARTMENT ISSUE
22.5.3 NON-ISSUED UNIFORMS AND EQUIPMENT
22.5.4 DEPARTMENT-ISSUED EQUIPMENT
22.5.5 UNIFORM/DUTY DRESS ACCESSORIES
22.5.6 RANK/INSIGNIA DESIGNATIONS
22.5.7 INITIAL ISSUE CLOTHING AND EQUIPMENT - ALLOWANCES
22.5.8 PURCHASE/PROCUREMENT OF FLAT BADGE

PURPOSE:

The purpose of this order is to establish the standards of uniform dress and authorized equipment for sworn officers and uniformed civilian personnel.

DEFINITIONS:

Sworn Officer: For the purpose of this directive, all ranks of police officers.

Uniformed Civilian: For the purpose of this directive, all uniformed community service officers, Communications employees, detention officers and animal control officers.

ORDER:

22.5.1 UNIFORM REGULATIONS

A. All sworn officers and uniformed civilian personnel of the Naperville Police Department are governed by this order.

B. All sworn officers shall have available at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.

C. Uniforms and equipment shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use.

D. The uniform, or any identifiable part thereof, will not be worn:

1. While off duty (except while traveling directly to and from work, or authorized special details).

2. During a period of suspension.

22.5.2 UNIFORMS/DEPARTMENT ISSUE

A. Headgear.

1. The Department authorizes the following headgear:

a. "5 Star"-type uniform hat with mesh top. This hat is allowed during the summer when wearing a short-sleeve shirt.

b. "5 Star"-type uniform hat with serge top. This hat is allowed year round.

c. "Trooper"-style fur hat. This hat is allowed during the winter when wearing a jacket or sweater.

d. "Riot" helmet with face shield and chin strap. The helmet is allowed during appropriate circumstances as determined by the Watch Commander.

e. The approved baseball-style cap, with "Naperville Police" embroidered above the brim. The cap is allowed for uniformed personnel for regular duty assignments.

f. Motorcycle helmet worn only by motor officers.

g. Ballistic helmet. The ballistic helmet is approved for use in applicable critical incidents and at other times that ballistic protection is needed.

2. The wearing of a uniform hat is optional unless a supervisor determines that circumstances are such that the wearing of the hat is appropriate.

3. The wearing of a uniform hat is mandatory at formal inspections, ceremonies and funerals.

B. Shirts.

1. The long-sleeve uniform shirt will be worn with a tie except as provided in 22.5.3.M.

2. Pockets will not present a bulging appearance.

3. All buttons will be buttoned, except the top button when a short-sleeve shirt is worn or as provided in 22.5.3.M.

4. Also see Section 6 of this order, Rank/Insignia Designations.

C. Ties.

Ties worn by all uniformed employees shall be the Department-issued "clip-on"-type ties except for uniformed female civilian employees, who may wear a crossover tie.

D. Tie bars.

1. The issued Department tie bar, or approved FOP tie bar, are the only tie bars permitted for non-Communications Section uniformed personnel.

2. Communications Section personnel will wear a plain gold or silver tie bar.

E. Trousers.

1. All trousers will be of a length that allows the bottom of the trouser to touch the top of the shoe at the shoelaces.

2. Motorcycle breeches will be fitted to facilitate being worn inside the motorcycle boots.

3. Uniformed female Communications Section personnel may wear the optional blue uniform skirt.

4. Trousers and skirts will be clean and pressed and will not be worn if showing any signs of wear.

5. The Department-supplied trousers will be available with straight or western pockets.

F. Footwear.
1. Shoes/boots will be of black leather and will be kept clean, shined and in good repair.

2. The authorized winter boots will be permitted during periods of inclement weather. Trousers shall not be worn bloused or tucked into overshoes or boots except in inclement weather.

3. The Department-issued black athletic shoe will be worn with the uniform shorts.

4. Motor officers will wear motorcycle boots while in uniform.

G. Jackets.

1. When the jacket is worn, the badge and nameplate must be properly affixed. The badge and/or nameplate may be embroidered onto the jacket, except the leather jacket.

2. Sleeve emblems will be securely sewn on.

3. Buttons will be worn in the places provided for them.

4. Sergeant stripes (if applicable) shall be worn on all the jackets.

H. Raincoat/rain hat.

1. When issued, uniformed employees shall use the Department-issued orange/black nylon reversible raincoat and rain hat cover as weather conditions require.

2. The badge shall be affixed to the outside of the raincoat when worn.

3. Motor officers will utilize the issued motorcycle rain suit, as needed.

22.5.3 NON-ISSUED UNIFORMS AND EQUIPMENT

The following items are authorized at employee expense.

A. Boots.

1. Black, leather-toed boots with rounded toes and walking heels.

2. Boots will be kept clean, shined and in good repair.

B. Sweaters.

1. "V" neck, navy blue (sworn) or dark brown (uniformed civilian) "woolly-pulley"-type sweater with epaulets and an embroidered badge may be worn as an outer garment, provided that:
   a. The shoulder patches are sewn on.
   b. A nametag is worn or embroidered on.
   c. A tie is worn under the sweater.

2. The navy blue or dark brown "Johnny Coat"-type zipper-front sweater may be worn under a jacket while in the field. No emblems or badge are affixed to this sweater. A tie is required when wearing this sweater.

3. Uniformed Communications Section personnel are issued, at Department expense, either a navy blue "V"-neck "woolly-pulley" sweater or a navy blue zipper sweater in lieu of a spring and winter jacket.

C. Shirts

The Special Event uniform short sleeve shirt is authorized for special events including, but not limited to, RibFest and Last Fling. The special event shirt may be authorized for other use from Memorial Day through Labor Day, at the discretion of the Watch Commander.

D. Shorts.

1. During the period between Memorial Day and Labor Day, uniformed personnel are authorized to wear uniform shorts as weather conditions dictate. The Chief of Police will determine the specifications for authorized uniform shorts, and personnel will be informed of the type and source for obtaining them.

2. Uniform shorts will not be worn when inappropriate due to the formal nature of the activity, including coroner's inquests and all aspects of the court process. The employee will clarify any uncertainty regarding appropriateness with the employee's supervisor.

E. Undershirts.

Undershirts that are worn with the uniform and exposed to view shall be white in color.

F. Scarf/Face protection.

1. Sworn officers may wear a dark blue or black scarf with a jacket.

2. Uniformed civilians assigned to the field may wear a black or dark brown scarf with a jacket.

3. Protective facemasks, designed for cold weather use, may be worn when weather conditions dictate and as approved by the Watch Commander. They shall be dark blue, black or orange in color.

G. Gloves.

1. Sworn officers may wear gloves as seasonal conditions require and personal safety situations dictate. They shall be black or dark blue in color.

2. Uniformed civilians assigned to the field may wear gloves as seasonal conditions require and personal safety situations dictate. They shall be black or dark brown in color.

3. Motor officers will wear the issued gloves when operating a police motorcycle.

4. Fingerless gloves are prohibited except for Special Response Team and Bike Patrol officers acting within their specialized assignments.

H. Socks.

1. Sworn officers shall wear black or dark blue socks (with no designs) when wearing low quarter shoes. Socks of any color are authorized with boots as long as they are not visible.

2. Uniformed civilians shall wear black, blue (Communications) or dark brown socks (with no designs). Socks of any color are authorized with boots as long as they are not visible.

3. White socks are authorized for wear with the Department-issued black athletic shoe when shorts are worn. Such socks shall be crew-type socks, plain white, unadorned with stripes or logos of any kind.

I. Exterior vest carriers (hold soft body armor).

1. Sworn officers may wear Department approved cloth vest carriers to hold soft body armor. The carrier shall be dark blue in color and resemble the Department uniform shirt.

2. The vest carrier may serve as the outer recognizable garment. All exterior markings will be embroidered.

3. Tactical vest carriers will be supplied to supervisors and officers working in designated plainclothes assignments.

J. Overshoes.
Overshoes will be black, standard commercial type, with rubber soles and heel. They will fasten with zippers or buckles or will be of the pullover type.

K. Secondary handcuff case/handcuffs.
Sworn officers may carry a second pair of handcuffs on their equipment belt secured in a handcuff case, which matches the issued case, or with a black handcuff strap designed for that purpose.

L. Flashlight/flashlight holder.
1. Flashlights are at employee expense. Flashlights shall be less than 13 inches in length and shall present a professional police appearance.
2. Any flashlight holder or pouch worn on the equipment belt must be plain black leather with or without a metal ring.

M. Turtleneck shirt.
1. All uniformed employees of the rank of sergeant and below (and all Communications personnel), may wear a regulation turtleneck shirt under the long-sleeve shirt, in lieu of a tie. The top button of the long-sleeve shirt will be unbuttoned.
   a. The turtleneck will be black for sergeants, officers and animal control officers, dark brown for community service officers, navy blue for telecommunicators, and white for Communications supervisory personnel.
   b. Embroidered on the collar, left of center, will be the letters “NPD” (3/4” in height, gold for supervisors, and silver for officers, animal control officers and community service officers). Communications turtlenecks will have no embroidery.

22.5.4 DEPARTMENT-ISSUED EQUIPMENT

A. Body armor.
All sworn personnel are issued body armor. All uniformed police officers and police supervisors assigned to field duty are required to wear the Department-issued soft body armor. Supervisors may allow the back panels of vests to be removed when the temperature exceeds 90 degrees Fahrenheit. Body armor is required to be worn by all sworn personnel conducting raids or taking part in other pre-planned high risk situations as determined by the Investigations Division Commander.

B. Ammunition.
Ammunition regulations are found in General Order 1.3, Use of Force, and 1.4, Department-Authorized Firearms & Ammunition.

C. Pistol.
Pistol regulations are found in General Order 1.3, Use of Force, and 1.4, Department-Authorized Firearms & Ammunition.

D. Handcuffs/handcuff case.
All sworn officers assigned to field duty are required to carry the issued handcuff case (containing a set of handcuffs) on the equipment belt.

E. ASP baton and scabbard.
1. Baton regulations are found in General Order 1.3, Use of Force.
2. The appropriate baton scabbard will be worn on the uniformed employee’s equipment belt.

F. Traffic whistle.
The whistle is to be carried and used while assigned to traffic control duties.

G. Reflective traffic vest.
When directing traffic, all uniformed employees will wear the issued high visibility traffic vest.

H. Radio microphone.
1. All uniformed field employees will use a portable radio. The external speaker microphone with antenna is optional. Use of the portable radio without the external speaker microphone with antenna may require utilization of the manufacturer's antenna.
2. The operational configuration (radio/microphone/antenna combinations) of portable radio units will be modified only with supervisory approval and only by qualified personnel.
3. No items, such as pins, ID badges or pagers, shall be attached to the radio strap.

I. Belts.
1. The issued 2¼”-wide belt will be the main equipment belt worn by all uniformed field employees. The issued 1¾”-wide pants belt will be worn under the equipment belt with the four belt keepers holding the belts together.
2. Watch commanders or uniformed sworn officers assigned to staff duties will wear the issued 1¾”-wide pants belt with or without the equipment belt.
3. Only original-type issued equipment or pants belt buckles will be utilized.
4. The issued 1¾”-wide pants belt will be worn by all uniformed non-field employees.

J. Holster.
1. All uniformed sworn officers will wear their holster on the shooting hand side.
2. Uniformed sworn police officers assigned to field duty will be issued the "security-type" holster for on-duty use, but have the option of wearing the "border-patrol" or "hi-ride thumb break" style holster.
3. When in uniform, sworn personnel assigned to staff duties, lieutenants, captains and the Chief of Police may elect to wear a holster on the 1¾” pants belt in lieu of the equipment belt.

K. Magazine case.
The magazine case shall be worn containing two (or more) full magazines of ammunition in an easily accessible location on the equipment belt.

L. Radio holder.
All uniformed employees, when carrying a portable radio, shall use a radio holder. Radio holders other than the Department-issued radio holder may be obtained at employee expense.

M. Prohibited equipment.
1. The following equipment is prohibited from being used or carried on duty by all employees: weighted gloves, saps, or nun-chucks.
2. Civilian employees are prohibited from carrying handcuffs, ASP baton or OC spray unless specifically trained and authorized to use the device(s). See also General Order 1.3.

22.5.5 UNIFORM/DUTY DRESS ACCESSORIES

A. Sunglasses.
When in uniform, employees may wear, when needed, conservative or military-style sunglasses. Mirrored sunglasses, sunglasses with pastel or “bright” colors and sunglasses “ropes” are prohibited.

B. Miscellaneous accessories.
When in uniform, employees are prohibited from wearing any pins, patches or other ornamental/informational accessories not specifically authorized by the Chief of Police.

C. Necklaces/neck chains. When in uniform, necklaces and neck chains must be completely concealed.

D. Rings. When in uniform, rings may only be worn on one finger of each hand.

E. Bracelets/wrist watches. When in uniform, no bracelets may be worn except a wristwatch and/or medic alert, ID or POW/MIA bracelet. Wristwatches shall be conservative in style.

F. Identification card. Uniformed employees shall not have the Police Department identification card displayed on their uniform outside of the police facility.

G. Pagers. Uniformed personnel, if wearing a pager, will wear it on the waist.

H. Authorized pins.

1. Uniformed employees wishing to wear a button or pin evidencing their military service as permitted by Illinois Compiled Statutes 330 ILCS 90/1, or other approved similar button or pin (Traffic Section assignment, etc.), shall wear such button or pin centered on the right front pocket flap of the uniform shirt or jacket, beneath the nameplate. A button or pin awarded by a local organization signifying exemplary service to the community may be worn centered on the left front pocket flap of the uniform shirt or jacket, beneath the badge. Only one authorized pin may be worn on each pocket flap.

   a. Any button or pin shall be obtained at the officer's expense and shall be subject to approval by the Chief of Police for appropriateness or conformance to community standards.

2. Pins/ribbons which are awarded as service awards pursuant to General Order 26.2. Such pins will be worn above the nameplate.

3. Uniformed employees are authorized to wear an American Flag pin, in addition to those authorized above, on the shirt above the name tag, service bar, or award pin.

22.5.6 RANK/INSIGNIA DESIGNATIONS

A. Shoulder emblems.

1. With the exception of raincoats, all outer garments and shirts of the authorized uniform will have an official "Naperville Police" shoulder patch or a Communications Section shoulder patch affixed to each sleeve.

   a. Officers providing service outside the department at extraordinary events including, but not limited to, natural disasters, criminal actions, or military campaigns, may be authorized by the Chief of Police to wear a commemorative patch on the right sleeve of the dress blouse (if issued) or the right sleeve of any shirt worn at a ceremonial event in place of the "Naperville Police" shoulder patch.

2. Additionally, community service officers will have a "Community Service Officer" patch affixed above each "Naperville Police" patch.

B. Uniform.

1. Chief, captain, lieutenant, sergeant and police officer.

   a. Dark blue shirt.
   b. Dark blue trousers.
   c. Dark blue tie.

2. Chief, captain and lieutenant.

   a. White shirt when wearing dress blouse.
   b. Dark blue trousers.
   c. Dark blue tie.

3. Communications Manager and Communications supervisor.

   a. White shirt.
   b. Dark blue trousers.
   c. Dark blue tie.

4. Dispatcher and telecommunicator.

   a. Light blue shirt.
   b. Dark blue trousers or skirt.
   c. Dark blue tie.

5. Community service officer.

   a. Light brown shirt.
   b. Dark brown trousers.
   c. Dark brown tie.

6. Detention officer.

   a. Light blue shirt.
   b. Dark blue pants.
   c. Dark blue tie.

7. City Dispatch personnel.

   a. Light blue shirt.
   b. Navy blue trousers.


   a. Medium blue shirt.
   b. Dark blue pants.

9. Officers actively engaged in special assignment positions such as Special Response Team, Canine Officer, Bicycle Patrol, Motorcycle Patrol, and crime scene personnel, shall be properly equipped and in uniform as delineated in the general order specific to that assignment.

C. Nameplates.

1. All uniformed employees shall wear a nameplate displaying the accreditation insignia, with their first initial and full last name engraved on it. Nameplates shall be worn on all uniform shirts, jackets and "woolly-pulley" sweaters.

2. Uniformed civilians and police officers will wear a brushed silver nameplate. Ranks of uniformed civilian supervisor, sergeant and above will wear a brushed gold nameplate.

3. Police officers and sergeants who have been trained and are actively involved in one of the following specialty activities may include the name of the specialty on their nameplate.
D. Service stripes, bars and pins.

  1. When applicable, sworn officers will be required to wear service stripes on the lower left sleeve of all long-sleeve shirts. Each stripe will denote the completion of four years of police service.
  2. The department issues service bars and pins to employees who qualify. Bars and pins signify completed service in five-year increments. Service bars may be worn centered over the right pocket of the uniform shirt, above the nameplate.

E. Badge/hat emblem.

  1. The badge shall be properly worn through the badge tabs on the uniform shirt or, if worn, the jacket at all times while on duty.
  2. The hat emblem shall be properly worn on the hat or cap when on duty.
  3. The embroidered badge for sworn officers will be sewn onto the “woolly-pulley” sweater in place of the metal badge.
  4. Badge types.
    a. Police officer badges are a 7-point star design and silver in color. Displayed on the badge is the officer’s employee/badge number and the word OFFICER.
       (1) Officers assigned to the Investigations Division may purchase an additional badge of the same design substituting the word DETECTIVE in place of the word OFFICER.
       (a) With the approval of the Investigations Division Commander
       (b) At the officer’s expense
    b. Police supervisor badges are a 7-point star design and gold in color. Displayed on the badge are the supervisor’s employee/badge number and the designated rank.
    c. Uniformed civilian badges are a shield design, silver in color, and have the title displayed on the badge.
    d. Uniformed civilian supervisor badges are a shield design, gold in color, with the title displayed on the badge.
  5. All police officers shall be required to wear a black elastic band around their badge to commemorate a police officer killed in the line of duty in the state of Illinois and during Police Memorial Week to honor all police officers that have given their lives protecting their communities.

a. The band shall be worn from the day the officer dies through the day of the funeral.
b. The band shall be worn from the beginning until the end of Police Memorial Week.

F. Jacket buttons.

Police officers and uniformed civilians have silver buttons. Ranks of civilian supervisor, sergeant, and above have gold buttons.

G. Designations of rank/insignia.

  1. Sergeants shall wear three stripe chevrons on each sleeve of all uniform shirts and on the spring/fall jacket, winter jacket and leather coat.
  2. Uniformed management staff officers shall wear rank designation on the collars of each shirt and on the shoulders of each jacket or dress blouse. The rank designation will be as follows:
    a. Lieutenant. A single polished gold bar shall be affixed to the center of each side of the collar of the uniform shirt. The front edge of the bar shall be 3/4” from, and parallel to, the front edge of the collar. On the dress blouse and jacket, the bars shall be worn on each shoulder with the outer edge 5/8” above the sleeve seam. The bar shall be centered over the shoulder seam and shall be parallel to the sleeve seam.
    b. Captain. Two polished gold bars shall be affixed to each side of the collar of the uniform shirt. The front edge of the insignia shall be 3/4” from, and parallel to, the front edge of the collar. On the dress blouse and the jacket, the bars shall be worn on each shoulder with the outer edge 5/8” above the sleeve seam. The bars shall be centered over the shoulder seam and shall be parallel to the sleeve seam.
    c. Chief of Police. Four stars shall be affixed to each side of the collar of the uniform shirt. The stars shall be centered between the top and bottom edges of the collar and the center of the front star shall be 1/2” from the front edge of the collar. On the dress blouse and on the jacket, four stars shall be worn on each shoulder. The center of the outside star shall be one inch above the sleeve seam and the four stars shall be centered directly over the shoulder seam.

22.5.7 INITIAL ISSUE CLOTHING AND EQUIPMENT - ALLOWANCES

A. The clothing and equipment issued to new uniformed employees is listed on Attachments A, B and C, depending on assignment. The specifications for these items are listed in the "Police Uniform and Equipment Contract," which is available through the Support Services Division.

B. All clothing items furnished to police employees shall remain in the care and custody of the employee. Upon separation from employment, all serviceable clothing and equipment must be turned in to the employee’s Section Commander.

C. The Department will replace any uniforms and issued equipment damaged beyond repair in the line of duty, except in instances when negligence of the employee is involved. In negligence cases, the employee shall be held accountable for the replacement costs.

D. On an annual basis, the Department provides allowances for uniform maintenance and clothing/equipment purchase.

  1. The uniform maintenance allowance is provided to uniformed employees in an amount established by the applicable collective bargaining agreement or city policy.
2. The clothing allowance is provided to non-uniformed sworn personnel in an amount established by the collective bargaining agreement or City policy.

22.5.8 PURCHASE/PROCUREMENT OF FLAT BADGE

A. Flat badges must be of the same design with the same features as required for uniform badges covered in G.O. 22.5.6.E.

B. The purchase/procurement of the regulation flat badge shall require written approval from the Chief of Police.

C. All Department regulation flat badges, whether at Department or employee expense, shall remain the property of the Department during employment.

D. Upon leaving the employment of the Department, officers shall be reimbursed the purchase price paid for the flat badge if the badge was a personal purchase. The Chief of Police may transfer ownership of the badge to employees retiring or otherwise leaving the Department’s employ in good standing.

E. Flat badges purchased personally prior to the issuance of this general order shall also become the property of the Department, with reimbursement of the purchase price upon separation of employment.
# NEW RECRUIT
## INITIAL ISSUE REQUEST

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### Uniform:

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**Requested:** Yes  No  **Declined:** Yes  No  **Initials:**

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### Other Equipment (In-house issue)

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<tr>
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## CSO/ACO
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Requesting Officer's Signature ___________________________  Date __________

Planning, Training & Research Section Commander ___________________________  Date __________
# DETENTION OFFICER
## INITIAL ISSUE REQUEST

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**Requesting Officer’s Signature** ___________________________ **Date** ____________

**Planning, Training & Research Section Commander** ___________________________ **Date** ____________
INDEX AS:

22.6.1 NOTIFICATION OF PREGNANCY
22.6.2 REASSIGNMENT OF PREGNANT OFFICERS
22.6.3 LIMITATION ON SPECIAL ASSIGNMENT

PURPOSE:

The Naperville Police Department recognizes pregnancy as a unique, temporary, physical condition which may limit an employee's ability to perform all of the duties of her assigned job classification. The purpose of this policy is to outline the steps to be taken which will grant a pregnant employee temporary reassignment to a position where she is able to work for the duration of her pregnancy.

ORDER:

22.6.1 NOTIFICATION OF PREGNANCY

A. An employee shall officially notify her immediate supervisor, in writing, of her pregnancy when she and/or her physician feel that she can no longer perform all of the duties within her job classification without risk to the health and safety of the employee and/or her unborn child.

B. A doctor's note and/or memo from the employee shall be submitted outlining the duties the employee cannot or should not perform.

C. The Division Commander shall be notified by the supervisor as soon as reasonably possible.

D. The employee's supervisor shall immediately place the employee in a desk duty position until the employee receives a notice of temporary reassignment.

22.6.2 REASSIGNMENT OF PREGNANT OFFICERS

A. The Division Commander shall consult with the management staff in order to determine where the employee could be best utilized during the temporary reassignment.

1. The employee may be assigned to various positions during her pregnancy depending upon the needs of the department.

2. The employee may be required to work rotating shifts and/or rotating days off.

3. The employee shall be entitled to all previously scheduled vacation days.

B. The employee shall be notified in writing of her temporary assignment within one week of giving her official pregnancy notification.

22.6.3 LIMITATION ON SPECIAL ASSIGNMENT

A. The employee will remain working until her doctor recommends otherwise.
PURPOSE:
The purpose of this order is to establish policy and procedures for the support of employees exposed to traumatic events and critical incidents.

DEFINITIONS:
Traumatic event: Loss of a loved one, an injury, a serious threat to one’s life, or any overwhelming emotional experience.

Critical incident: Any event having an impact stressful enough to overwhelm the usually effective coping skills of an individual.

Posttraumatic stress disorder (PTSD): A psychological disorder that may develop after a traumatic event or critical incident.

ORDER:

22.7.1 CISD POLICY
A. The Department recognizes that public safety employees are faced with situations that may generate strong emotional responses:
1. The stress may affect the employee(s) immediately, hours, days, weeks, months or years later.
2. Each employee reacts differently to traumatic events and critical incidents.
3. It is important for the employee(s) to recognize his/her reaction and realize it is a normal reaction to an abnormal event.

B. The Department supports the use of critical incident stress debriefing.

22.7.2 CISD PROCEDURES
A. An employee who has experienced an on-duty traumatic event or critical incident shall notify his/her supervisor. If the need for a CISD team is established, the supervisor shall notify Police Social Services personnel who will notify the CISD team used by the Department. The following types of situations may prompt CISD activation:
1. Death or serious injury to a Department member in the line of duty.
2. Mass casualty incidents resulting in death or serious injury.
3. Suicide or sudden death of an employee.
4. Use of deadly force that causes death or serious injury to a civilian.
5. Death or serious injury of small children.
6. Any situation in which Department employees demonstrate or express signs of critical incident-related stress or request intervention via a CISD member or other resource.

B. A supervisor shall ensure that the following arrangements are made:
1. A CISD session should be scheduled as soon as reasonably possible after the incident.
2. A location should be chosen where the employee(s) will feel comfortable and interruptions will be minimal.
3. All employees involved in the incident should be encouraged to attend the CISD session.
4. All involved employees should be notified of the date, time, and location of the session. Reassure employees of the confidentiality of the debriefing session.

C. Supervisory personnel shall monitor employees that were recently involved in a traumatic event or critical incident for signs of posttraumatic stress.
1. Supervisors will notify the appropriate commander or section manager of any employee(s) exhibiting symptoms of PTSD.
2. The employee’s supervisor will meet with the employee and may require that the employee seek additional services.

22.7.3 POSTTRAUMATIC STRESS DISORDER
A. Although some people recover from trauma with the help of family, friends or clergy, many people need professional treatment to recover from the psychological damage that can result from experiencing, witnessing, or participating in a traumatic event or critical incident.

B. PTSD usually appears within three months of the event, but may appear later. PTSD’s symptoms fall into the following three categories:
1. Intrusion: In people with PTSD, memories of the trauma reoccur unexpectedly, and episodes called “flashbacks” intrude into their current lives. This happens in sudden, vivid memories that are accompanied by painful emotions that take over the person’s attention.
2. Avoidance: These symptoms affect relationships with others. The person often avoids close emotional ties with family, colleagues, and friends. At first the person feels numb, has diminished emotions, and can complete only routine, mechanical activities. Later the individual may alternate between the flood of emotions caused by the flashbacks and the inability to feel or express emotions at all.
   a. Those with PTSD avoid situations or activities that are reminders of the original traumatic event because such exposure may cause the symptoms to worsen.
   b. The inability of people with PTSD to work out grief and anger during the traumatic event means the trauma can continue to affect their behavior without their being aware of it. Depression is a common product of this inability to resolve painful feelings. Some may feel guilty because they
survived and others did not or because they feel they did not do enough to save lives.

3. Hyperarousal: PTSD can cause people to act as if they are constantly being threatened by the trauma that caused their illness.

   a. They can become suddenly irritable or explosive, even when they are not provoked.

   b. They may have trouble concentrating or remembering current information and, because of their nightmares, may develop insomnia.

   c. Their constant fear of danger may cause them to have exaggerated reactions.

   d. Many people with PTSD also attempt to rid themselves of flashbacks, loneliness, and panic attacks by abusing alcohol or drugs as a means to blunt their feelings and forget the trauma.

   e. A person with PTSD may show poor control over their impulses and may be at risk for suicide.

C. Mental health professionals have successfully treated the effects of PTSD through a variety of treatment methods designed to help those employees work through the trauma and pain and enable them to return to their pre-trauma level of functioning.
I. WHAT IS A CRITICAL INCIDENT OR TRAUMA?

Any event outside the usual realm of human experience that is markedly distressing (e.g., evokes reactions of intense fear, helplessness, horror, etc.). Such traumatic incidents usually involve the perceived threat to one’s personal well-being or to the physical well being of someone in close proximity.

A. Examples of Critical Incidents or Traumas
1. Shootings
2. Suicides
3. Traumatic injury
4. Handling multiple fatalities
5. Handling child injuries or child fatalities
6. Severe auto accidents
7. Sudden or violent death of a fellow worker or family member
8. Armed robbery
9. Observing any of the examples listed above

II. WHAT IS POST TRAUMATIC STRESS (AFTERSHOCKS)?

A survival mechanism. This is a normal reaction by a normal person to an abnormal event. In fact it is quite normal for people to experience aftershock when they have passed through a horrible event. Sometimes the aftershocks (or stress reactions) appear a few hours or a few days later. In some cases, weeks or months may pass before the stress reactions appear. The signs and symptoms of a stress reaction may last a few days, a few weeks or a few months; and occasionally longer depending on the severity of the event. This does not imply craziness or weakness. It simply indicates the particular event was just too powerful for the person to manage by themselves.

A. Examples of common signs and signals

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<td>intrusive images</td>
<td>anxiety</td>
<td>change in social activity</td>
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<td>poor attention</td>
<td>irritability</td>
<td>loss of appetite</td>
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<tr>
<td>teeth grinding</td>
<td>poor problem solving</td>
<td>depression</td>
<td>increased alcohol consumption</td>
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III. WHAT IS PTSD (POST-TRAUMATIC STRESS DISORDER)?

The disease version of Post Traumatic Stress. It is the term applied as the official
diagnosis of Post-Traumatic Stress Syndrome which is characterized by symptoms of:

a. excessive excitability and ***arousal***,
b. numbing, withdrawal, and ***avoidance***, and
c. repetitive, ***intrusive*** memories or recollections of the trauma and/or event related
to the trauma,
d. duration of at least 1 month

IV. HOW TO COPE WITH POST TRAUMATIC STRESS/PREVENT POST TRAUMATIC STRESS DISORDER

**Critical Incident Stress De-briefings** – within hours of a critical incident
(see 22.7 General Order for procedure)

Other Helpful Hints:
- Get as much rest as possible
- Make use of your friends
- Maintain a normal schedule
- Physical activity as often as possible
- Express your feelings as they arise
- Monitor your intake of alcohol
- Find a counselor if the feelings become prolonged or too intense

V. WHAT IS CRITICAL INCIDENT STRESS DEBRIEFING (CISD)?

The CISD process is defined as a group meeting or discussion about a traumatic
event, or series of traumatic events. It is NOT counseling. The CISD process is
solidly based in crisis intervention theory and educational intervention theory. The
CISD process is designed to mitigate the psychological impact of a traumatic event,
prevent the subsequent development of a post-traumatic syndrome, and serve as an
early identification mechanism for individuals who will require professional mental
health follow-up to a traumatic event.

**NOTE:** CISD CAN BE IMPLEMENTED FOR FIRST-RESPONDERS (I.E. POLICE
PERSONNEL, PARAMEDICS AND OTHERS), AND FOR CIVILIAN
VICTIMS/WITNESSES AT THE SCENE OF A TRAUMATIC INCIDENT.
NAPERVILLE POLICE
GENERAL ORDER
ORDER NUMBER: 24.1
SUBJECT: COLLECTIVE BARGAINING
AND CONTRACT MANAGEMENT
EFFECTIVE DATE: 01/01/97
REVISED DATE: 10/09/06

INDEX AS:

24.1.1 DEPARTMENT ROLE IN COLLECTIVE BARGAINING
24.1.2 LABOR AGREEMENTS

PURPOSE:

The purpose of this order is to describe the Department role in collective bargaining, establish the make-up of the Collective Bargaining Management Team and Employee Team, and negotiation ground rules. This order also provides that all bargaining is done in "good faith" and ensures commitment to abide by the authorized labor agreement.

24.1.1 DEPARTMENT ROLE IN COLLECTIVE BARGAINING

A. Collective bargaining has become an accepted practice within many police departments. Consequently, the role of the Department is quite important and should be outlined.

1. Role of the Member - Employees of the Naperville Police Department, who are also members of a bargaining unit, shall not carry out collective bargaining tasks on duty, except when as an assigned duty or as specifically outlined in a Collective Bargaining Agreement.

2. Role of the Department - The role of the Department in collective bargaining negotiations shall be dictated by the City Manager. However, in no case will reprisals be sought against any employee who may be lawfully engaged in the collective bargaining process.

B. The Department shall furnish necessary information to facilitate settlement of labor disputes. Cooperation with employees who are labor negotiators is essential. It shall be the policy of the Department to cooperate fully during the collective bargaining process, which includes the following:

1. At the discretion of the City Manager, a Collective Bargaining Team representing management will be assembled for the purpose of engaging in negotiations. The Collective Bargaining Team will include an attorney appointed by the City Manager as its principal negotiator. The 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 Naperville City government.

2. Bargaining units that represent Department personnel include:
   a. The City of Naperville recognizes the Fraternal Order of Police, Naperville Lodge 42, as the representative bargaining unit for the sworn officers of the rank of police officer.
   b. The City of Naperville recognizes the Metropolitan Alliance of Police, Naperville Chapter 363, as the representative bargaining unit for sworn officers of the rank of sergeant.

24.1.2 LABOR AGREEMENTS

A. When a negotiated labor agreement is ratified by all parties, the Chief of Police, or a designee, will ensure the following:

1. All collective bargaining agreements shall be in written form and signed by both parties. The Chief of Police will obtain a written, signed copy of the labor agreement.

2. Those directives necessary to ensure compliance with the collective bargaining agreements will be reviewed and amended as required.

3. Supervisory and management personnel will be informed of the terms of agreements affecting personnel under their supervision, including modifications of existing agreements.
INDEX AS:
25.1.1 GRIEVANCE PROCEDURE
25.1.2 GRIEVANCE PROCEDURE COORDINATION AND RECORD MAINTENANCE
25.1.3 GRIEVANCE ANALYSIS

PURPOSE:

The purpose of this order is to define the policy of the City of Naperville to ensure that all personnel actions are fair and that there is an open line of communication with all employees. Employees are encouraged to promptly discuss with their supervisor any work-related problem. Once identified, most problems can be resolved in a direct and open manner.

DEFINITIONS:

Bargaining Unit Employee: Those employees represented by a collective bargaining agreement with the City.

Non-Bargaining Unit Employee: Those employees not represented by a collective bargaining agreement.

ORDER:

25.1.1 GRIEVANCE PROCEDURE

A. It is the policy of the Department to resolve grievances informally and both supervisors and employees are expected to resolve problems as they arise. It is recognized, however, that there will be grievances which will be resolved only after a formal review and appeal. The grievance procedure consists of the following:

1. Complaint by employee.
   a. Any complaint by an employee of an action taken by the Department, the City, and/or an employee thereof which may affect the employee’s status, pay, or conditions of employment may be grieved.
   b. A dispute or difference of opinion raised by an employee represented by a bargaining unit against the City of Naperville involving an alleged violation of an express provision of the agreement between the City and the bargaining unit may be grieved.

2. Bargaining unit employees.
   A grievance filed by or on behalf of any bargaining unit employee or by the bargaining unit itself shall be governed by the existing labor agreement between the City and the bargaining unit.

3. Non-bargaining unit employees.
   A grievance filed by a non-bargaining unit employee, and representation of the employee, shall be governed by the current City of Naperville Employee Policy Manual.

4. Grievance requirements.
   Grievances shall be initiated utilizing the appropriate City or bargaining unit grievance form. The following information shall be included in any formal grievance:
   a. A written statement of the grievance and the facts upon which it is based.
   b. A written allegation of the specific wrongful act and of the harm done.
   c. A written statement of the remedy or adjustment sought.

5. Grievance responses.
   The following shall be included in any formal grievance response:
   a. A written statement acknowledging receipt of the grievance which must contain the date and time the grievance was received and must be signed by the person receiving said grievance.
   b. A written statement analyzing the facts or allegations of the grievance.
   c. A written statement which shall affirm or deny the allegations in the grievance.
   d. A written statement which shall identify the remedy or adjustment, if any, to be made.
   e. In the case of a grievance filed by a member of a recognized bargaining unit or by the bargaining unit itself, the time for response shall be governed by the existing labor agreement between the City and the applicable bargaining unit.
   f. In the case of a grievance filed by a non-bargaining unit employee of the Naperville Police Department, the time for the response shall be governed by the current City of Naperville Employee Policy Manual.

   A grievance which is denied at its initial level may be appealed as follows:
   a. Bargaining unit employees.
      In the case of a grievance filed by a bargaining unit employee or the bargaining unit itself, the time and method for filing an appeal shall be governed by the existing labor agreement between the City and the bargaining unit.
   b. Non-bargaining unit employees.
      In the case of a grievance filed by a non-bargaining unit employee, the time and method for filing an appeal shall be governed by the current City of Naperville Employee Policy Manual.

7. Levels in the Department and/or City to which grievances may be filed and/or appealed, time limitations for filing and appealing the grievance to the next level, and procedural steps and time limitations at each level in responding to grievances or appeals are governed by labor agreements for bargaining unit employees and by the City Employee Policy Manual for non-bargaining unit employees.

25.1.2 GRIEVANCE PROCEDURE COORDINATION AND RECORD MAINTENANCE

A. The Office of the Chief of Police is responsible for the coordination of grievance procedures.
B. Department records concerning grievances shall be maintained under the direction and control of the Internal Affairs Unit.

1. Grievance records are confidential and shall not be released without the approval of the Chief of Police.

2. Supervisors shall have access to review employee grievance records involving employees under their supervision.

3. Employees shall have access to copies of their own grievance records.

25.1.3 GRIEVANCE ANALYSIS

A. The grievance procedure is a valuable method for management to discover problems. Therefore, on an annual basis, a review shall be undertaken of all grievances filed during the previous calendar year. The purpose of this review is to identify trends and to take steps to minimize the causes of such grievances in the future.
INDEX AS:

26.1.1 CODE OF CONDUCT AND APPEARANCE
(SEE GEN. ORD. 26.3 CODE OF APPEARANCE)
(SEE GEN. ORD. 26.4 PROFESSIONAL STANDARDS OF CONDUCT)
26.1.2 RECOGNIZING AND REWARDING PERFORMANCE
26.1.3 SEXUAL HARASSMENT AND OTHER FORMS OF UNLAWFUL HARASSMENT
26.1.4 DISCIPLINARY SYSTEM
26.1.5 ROLE OF SUPERVISORS
26.1.6 APPEAL PROCEDURES
26.1.7 DISMISSAL NOTIFICATION
26.1.8 DISCIPLINARY RECORDS

PURPOSE:

The purpose of this order is to define a positive disciplinary system which includes procedures for counseling employees when corrective measures become necessary, and for taking punitive actions when required.

DEFINITIONS:

Misconduct: Wrongful actions by an employee which result (intentionally or unintentionally) from improper judgment or a disregard for established policies or procedures.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when: 1) submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's employment, or, 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or, 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

ORDER:

26.1.1 CODE OF CONDUCT AND APPEARANCE

A. The following General Orders are bases of reference of the overall disciplinary procedures system:

B. Each employee shall be provided with a copy of the General Orders upon entry and the General Orders are accessible by any employee electronically at any police computer workstation.

26.1.2 RECOGNIZING AND REWARDING PERFORMANCE

The specific requirements of this general order are delineated in General Order 26.2, Department Recognition Programs.

26.1.3 SEXUAL HARASSMENT AND OTHER FORMS OF UNLAWFUL HARASSMENT

A. Employees of the Naperville Police Department are prohibited from engaging in any form of sexual harassment or other unlawful harassment as specified in Title VII of the Civil Rights Act, the Illinois Human Rights Act, and Chapter 1.4 of the City of Naperville Employee Policy Manual. This includes harassment based upon a person’s protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, or other protected group status. Reporting of harassment will follow the procedure in Section 1.4.2.1 of the City of Naperville Employee Policy Manual.

26.1.4 DISCIPLINARY SYSTEM

A. The disciplinary system shall include the following functions:
   1. Training.
   2. Counseling.
   3. Punitive action.

B. The use of training as a function of discipline.

   1. Training, as a component of the Department's disciplinary system, may be employed by itself or in conjunction with one or more of the other components of the disciplinary system. Training as a function of discipline strengthens an employee's performance by improving employee productivity and effectiveness using positive and constructive methods.

      a. Employees are required to diligently maintain an acceptable level of competence in the performance of their duties. Employees' acts which are committed because they either misunderstood procedures or were never made aware of the correct action are indicators of training needs. These needs may be corrected by remedial training programs.

         1) Remedial training is personalized training designed to correct a specific deficiency.

         2) An employee may be assigned to remedial training if his supervisor recommends the process as a means of correcting a noted deficiency.

      b. Supervisors are required to identify any shortcomings, deficiencies or lack of sufficient knowledge in their employee's job performance. When appropriate, training recommendations will be made based on those areas identified.

   C. The use of counseling as a function of discipline.

      1. The purpose of counseling is to allow the supervisor the opportunity to bring to the employee's attention the need to improve his performance, work habits, behavior or attitude, and to serve as a warning against further unsatisfactory conduct. The supervisor should use the occasion to identify and define the area needing improvement and inform the employee as to how much improvement can be realistically achieved.

         a. If counseling by a supervisor does not remedy the perceived problem, the employee may be referred to an outside counseling service pursuant to the provisions set forth in the City of Naperville Employee Policy Manual or applicable collective bargaining agreement.

         b. The supervisor involved shall record all instances of employee counseling in the employee's Weekly Employee Appraisal Log.
D. Punitive action as a component of the Department's disciplinary system may be employed in conjunction with the training components of the disciplinary system. In all cases where punitive action is employed, the counseling component shall also be employed.

1. Punitive discipline generally shall be imposed in a progressive manner from minimum to maximum, but, when appropriate, may be imposed to the maximum. In all punitive disciplinary actions, the following criteria shall 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 disciplinary records.

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.

g. The length of the employee's employment.

2. All instances involving the use of punitive action shall be recorded in the employee's Weekly Employee Appraisal Log.

3. The following categories of punitive action may be imposed when appropriate:

a. **Written Reprimand**: A written warning by a supervisor that some action, lack of action, or performance is unacceptable and will, if repeated, result in further disciplinary action.

   1) Written reprimands will be maintained/purged in the employee’s permanent personnel file following the provisions contained in the labor agreement between the City of Naperville and the appropriate bargaining unit.

b. **Suspension**: A serious disciplinary action in which the employee is suspended from duty and may forfeit his salary for a period of one to 30 days for misconduct considered to be serious or part of a continuing pattern of behavior involving repeated instances of misconduct.

   1) Notices of suspension will be maintained/purged in the employee’s permanent personnel file following the provisions contained in the labor agreement between the City of Naperville and the bargaining unit.

c. **Demotion**: The reduction of the class or rank of employment and corresponding permanent reduction in wages. Records of all demotions will remain in the employee's permanent personnel file and are not subject to being removed. (Also see City of Naperville Employee Policy Manual and Rules and Regulations of the Board of Fire and Police Commissioners.)

d. **Dismissal**: This is the act of discharge from employment and the permanent loss of all privileges of employment. Records of all dismissals will remain in the employee's permanent personnel file and are not subject to being removed. (Also see City of Naperville Employee Policy Manual and Rules and Regulations of the Board of Fire and Police Commissioners.)

4. The use of punitive action as a component of the disciplinary process is subject to provisions of the following documents and/or statutes:

a. Any collective bargaining agreement negotiated between an employee bargaining unit and the City of Naperville.

b. Rules and regulations of the Board of Fire and Police Commissioners of the City of Naperville.

c. Uniform Peace Officers' Disciplinary Act, Illinois Compiled Statutes 50 ILCS 725/1, et seq.

d. City of Naperville Employee Policy Manual.

5. Emergency situations. If a situation arises which, in the opinion of a supervisor, necessitates immediate disciplinary action for safety and protection of persons or property, the supervisor has the authority to order the offending employee to leave the job site immediately.

a. Employees ordered to leave the job site shall complete their shift of duty at their homes, shall be subject to call, and shall be paid at their regular rate of pay.

b. An employee ordered to leave the job site will be governed by the provisions of General Order 52.1, Internal Affairs, Section 7, Releasing an Employee from Duty.

26.1.5 ROLE OF SUPERVISORS

A. Role of supervisors.

1. Supervisors at all levels are responsible for maintaining an appropriate level of discipline pursuant to the provisions of the Department's directives.

2. The primary responsibility for the proper completion of the investigation of all allegations of misconduct cases, lies with the Internal Affairs Unit under the direction of the Chief of Police. (See General Order 52.1, Internal Affairs.)

B. Supervisory authority.

1. Supervisors who substantiate employee conduct which may be subject to the provisions of the disciplinary process have the authority and the responsibility to take action in such instances.

2. First line supervisors have the following authority:

   a. To issue verbal or written reprimands and verbal or written commendations to employees under their supervision.

   b. To order an employee to leave the job site under the provisions listed in Section 4 of this general order.

   1) To order an employee suspected of being under the influence of alcohol and/or drugs while on duty, to submit to alcohol and/or drug testing. Such order will be made only after reasonable suspicion is established. Such testing will be in accordance with any applicable collective bargaining agreement.

   c. To issue letters of appreciation to employees under their supervision.

   d. To make recommendations involving any and all aspects of the disciplinary process.

3. Section Commanders-Managers and Division Commanders have the authority granted to first line supervisors.
4. The Chief of Police has the authority granted to all other supervisors and in addition thereto has the authority to suspend an officer for a period not to exceed five days subject to the provisions of Section 4 of this General Order.

26.1.6 APPEAL PROCEDURES

A. Employees who are members of a collective bargaining unit may use the grievance procedure established by the agreement between their bargaining unit and the City of Naperville. (Also see General Order 25.1, Grievance Procedures.)

B. All sworn employees may appeal applicable disciplinary action to the Board of Fire and Police Commissioners, pursuant to the Rules and Regulations of the Board of Fire and Police Commissioners.

C. Employees who are not members of a collective bargaining unit may appeal the issuance of a written reprimand or suspension, or file a grievance, pursuant to the procedures outlined in the Employee Policy Manual.

26.1.7 DISMISSAL NOTIFICATION

A. If an investigation of employee misconduct results in dismissal, the employee shall receive notification which shall include the following:

1. A written statement citing the reason for dismissal.
2. The effective date of the dismissal.
3. A statement of the status of fringe and retirement benefits after dismissal.

B. This section does not apply to entry level probationary employees.

26.1.8 DISCIPLINARY RECORDS

A. Records of all actions taken under disciplinary procedures shall be in writing and shall be maintained as follows:

1. All disciplinary actions taken shall be noted in the employee's Weekly Employee Appraisal Log. The WEAL will be purged annually.
2. Records of all actions taken, for which an Internal Affairs Unit file has been opened, shall be maintained/purged by the Internal Affairs Unit pursuant to General Order 52.1, Internal Affairs.
3. Records of all written reprimands, suspensions, demotions and dismissals shall be maintained/purged in the Internal Affairs Unit files pursuant to General Order 52.1, Internal Affairs, and shall also be maintained/purged in the employee's permanent personnel file as set forth in Section 4 of this directive.

B. All references to disciplinary action for all personnel, sworn or civilian, will be maintained/purged following the provisions contained in any labor agreement between the City of Naperville and the appropriate bargaining unit.
SUBJECT: DEPARTMENT RECOGNITION PROGRAMS

PURPOSE:

The Department shall acknowledge individual acts or work performance worthy of recognition. Management may use commendations and/or the presentation of awards in recognition of commendable acts.

DEFINITIONS:

Above and Beyond the Call of Duty: An act performed which is not required by the nature of the employee's position.

Combat: Physically fighting with a suspect(s), with weapons or without.

Extreme Risk: A condition that is highly likely to produce imminent death (e.g., a person has armed himself, threatened to murder a police officer, and then pointed a pistol at a police officer).

Highly Professional Conduct or Performance: An act or series of acts which are indicative of great expertise (technical competence) or sustained performance of an outstanding quality (e.g., an officer contacts a person suspected of a serious crime and through skillful investigation develops leads that are not readily apparent, resulting in successful prosecution).

Operational Risk: A condition that involves personal danger to an employee but is unlikely to produce death (e.g., an officer jumps into a swimming pool and rescues a two-year-old child).

Saving of Life: An action that if not performed would, beyond a reasonable doubt, have resulted in the death of a person(s).

Significant Risk: A condition that may produce death, but such death would be an accompanying factor in the condition rather than a specifically intended result (e.g., an officer frees a person trapped in a burning automobile at an accident scene).

ORDER:

26.2.1 SERVICE AWARDS

A. The following awards are established for recognition of exceptional service by Department employees:

1. Medal of Valor - Blue Ribbon.
   To be awarded for an act which involves extreme risk to the life of an employee and which is performed above and beyond the call of duty. Generally, the Medal of Valor will be conferred as a result of combat.

   To be awarded for an act which involves significant risk to the life of an employee, but which is performed under conditions described as less hazardous than those constituting valorous action. The distinction between valorous and distinguished service is made in the "beyond the call of duty" circumstance and in the degree of risk involved to the employee.

3. Medal for Meritorious Service - Orange Ribbon.
   A meritorious service award may be awarded for an act involving operational risk to an employee, or may be awarded to an employee for an act which results in the saving of a life or attempted saving of a life, in which extraordinary efforts were used and personal risk to the employee was involved. It may also be awarded for an act or condition performed by an employee that exemplifies significant achievement. This award is designed to recognize those individuals who have served the Department well for a number of years or have played a prominent role in furthering the goals of the Department.

4. Meritorious Unit Award - Orange and White Ribbon.
   A meritorious unit award may be awarded to any subdivision of the Department for acts which, if performed by an individual, would merit the award of the Medal for Meritorious Service or greater. Special consideration should be given to the cooperation and teamwork displayed in the accomplishment of the cited event, and this award should not be used in place of individual medals if the performance of one or more individuals in the unit merit such award on its own. The meritorious unit award would normally be awarded to subdivisions, either permanent or temporary in nature, of a size smaller than a division.

   A medal for honorable military service will be awarded to any active employee that serves the United States in an active duty, non-training, military capacity for 90 days or longer upon his/her return to active service with the Naperville Police Department or upon his/her release from active military duty.

   A Life Saving Award may be given to an employee(s) for an act performed during a time of crisis or emergency which results in the saving of a life in which no personal risk is involved.

7. Chief's Commendation.
   A Chief's Commendation may be awarded for an act of selfless conduct by an employee(s) during a time of crisis or emergency, but which is less than a valorous, distinguished or meritorious act in nature, or an act evidencing highly professional conduct or performance.

   A commendation issued to any employee or any subdivision of the Department by a supervisor to acknowledge exceptional performance or the receipt of praise from a citizen. Also see General Order 52.1, Internal Affairs Administration.

   To be awarded in recognition of an act or series of acts which assisted an outside law enforcement agency in accomplishing a significant objective. Depending on the nature of the assistance, the award may be in the form of a letter, plaque, or medal.

26.2.2 AWARDS REVIEW BOARD

A. Awards Review Board.
The Awards Review Board will consist of the Chief of Police and the Command Staff.

B. Awards Review Board responsibility.

The Awards Review Board will review all nominations for employee, citizen, or law enforcement personnel from outside agencies that are submitted for its attention, and may also recommend awards pursuant to the guidelines and criteria set forth in this order.

1. The Board shall review and discuss all facts and determine the category of award.

2. The Board shall confirm or deny the presentation of each award by a majority vote.

3. The names of those selected to receive awards and the category of the award to be received shall be made known to employees of the Department in the form of a Personnel Order.

26.2.3 NOMINATION PROCEDURE

A. Any employee of the Department who observes or is otherwise made aware of any act which may merit an award may formally nominate an employee, citizen, or law enforcement personnel from another agency.

B. The nomination shall be in the form of a memorandum documenting the employee's, citizen's, or law enforcement personnel from another agency's conduct which is forwarded to the Awards Review Board by the concerned division commander with a recommendation.

C. The awards recommendation memorandum will contain the following:

1. Synopsis of the incident.

2. Facts pertinent to the recommendation.

3. Recommendation.

4. Chief's comment block.

5. Chief of Police approval/disapproval.

D. Nominations and other appropriate documentation shall be routed through the chain of command to the Chief of Police.

26.2.4 PRESENTATION AND RECORDING

A. All awards shall be accompanied by written documentation which details the action resulting in the award. The original of such documentation shall be given to the recipient along with any awards that are presented and a copy of the documentation shall permanently be filed in the employee's personnel file and Internal Affairs Unit file if applicable.

B. A Chief's Commendation and Letters of Commendation shall be personally presented to recipients by the employee's section commander/manager.

C. Presentation of all other awards will be made by the Chief of Police.

D. A corresponding colored ribbon will be issued to each recipient to be worn on the uniform if applicable.

1. The ribbon will be worn on the uniform shirt or dress blouse 1/4” above and centered on the name tag. Additional ribbons are worn directly above the first in descending order from top to bottom: Medal of Valor, Medal of Distinguished Service, Medal for Meritorious Service, Community Service Medal (CAP award), Meritorious Unit Award.

2. When a recipient receives a second medal of the same type, a ribbon with an oak leaf cluster will be issued and worn on the uniform.

3. Additionally, non-uniformed employees will be issued miniature ribbons to wear on the lapel and displayed in a manner consistent with Section 4.D.1.

26.2.5 CITIZEN RECOGNITION

A. Any Department employee may nominate a citizen for Department recognition to the Chief of Police via the chain of command. Citizen awards include the following:

1. Citizen Citation for Valor.

   A plaque is awarded to a private citizen for assistance rendered to the police which involves the extreme risk of life to the citizen.

2. Citizen Citation for Distinguished Service.

   A plaque is awarded to a private citizen for an act which involves significant risk to the life of the citizen and may involve the saving of a life or significant assistance to the Department in carrying out its mission.

3. Citizen Citation for Meritorious Service.

   A certificate is awarded to a private citizen for an act which involves uncommon risk to the citizen when providing assistance to the Department or for an act which results in the saving of a life or attempted saving of a life in which extraordinary efforts were used and uncommon risk to the citizen was involved. This award may also be given to a citizen or volunteer for highly professional conduct, performance or significant achievement in support of the Department.

4. Citizen Commendation.

   A letter of commendation is awarded to a private citizen for significant assistance rendered to the Department in achieving its mission, but which is less than a distinguished or meritorious act in nature. This award may also be given for a notable effort which results in the saving of a life in which no personal risk is involved.

B. The nominating procedure for citizen awards shall follow the same process as that for employee nomination (Section 3).

C. A citizen recognition award shall be presented personally by the Chief of Police at an appropriate time and place. The nominator or his supervisor may attend the award ceremony.

26.2.6 LAW ENFORCEMENT PERSONNEL FROM OTHER AGENCIES

A. Enterprise Policing Award – Violet Ribbon.

   To be awarded to law enforcement personnel of outside agencies in recognition of an act or series of acts which assisted the Department in accomplishing a significant objective. Depending on the nature of the assistance, the award may be in the form of a letter, plaque, or medal.

B. The nominating procedure for this award shall follow the same process as that for employee nomination (Section 3).

C. This award shall be presented personally by the Chief of Police at an appropriate time and place. The nominator or his supervisor may attend the award ceremony.
PURPOSE:
The purpose of this order is to provide a guideline on appearance for Department employees while on duty and in the performance of their responsibilities.

ORDER:

26.3.1 CODE OF APPEARANCE
A. All employees are expected to present a professional appearance while on duty.
B. All employees are expected to adhere to accepted standards of good personal hygiene and grooming while on duty.
C. All supervisors are expected to ensure that on-duty employees under their command present a neat appearance and keep hair styles within Department guidelines.
D. In select situations, employees assigned to special non-patrol functions may deviate from these standards at the discretion of their Division Commander.
E. All department employees, sworn and non-sworn, uniformed and non-uniformed, are prohibited from displaying any visible body piercing jewelry, real or imitation, on duty except as allowed in Section 1.D. and Section 3.B.2.c.
F. Tattoos which are visible while wearing the approved uniform or other work clothing are discouraged. Any tattoo which exhibits any racial, sexual or hate-related theme, promotes or glorifies drugs, alcohol, gangs, illegal acts, or intolerance of others, or is in conflict with basic principles of the Law Enforcement Code of Ethics is prohibited.

26.3.2 DRESS STANDARDS
A. Sworn officers allowed to wear plainclothes will wear clothing of a type generally accepted as business attire, which is properly tailored, pressed, and consistent with the following guidelines. Unless otherwise authorized by a Division Commander:
   1. Male personnel will wear:
      a. A dress shirt and tie with a business suit.
      b. Clean, neatly pressed slacks, and a clean, neatly pressed dress shirt with a tie, a turtleneck, or a shirt with a banded collar. A sport coat or blazer must be available at the workplace and may be worn in place of a suit.
      c. When weather dictates, a jacket, sweater, or overcoat may be worn in addition to, or in place of, the sport coat, blazer or suit jacket.
         1) Jackets, outerwear, and headgear, if worn, will not display any sports or company logo, union logo, or team or company name, or be of a combination of colors that resemble a sports team or company name or trademark.
      d. Footwear shall be in good repair and of the kind normally worn with the above described attire. Gym shoes, athletic shoes and the shoes approved by the Department for uniform use will not be worn with the above described attire.
   2. Female personnel will wear:
      a. A clean, neatly pressed blouse with a business suit or blazer, or a blouse and dress pants, skirt or dress shorts, or a business dress.
      b. A vest or suitable sweater may be worn under, or instead of, the blazer.
      c. When weather dictates, a jacket or overcoat may be worn in addition to, or in place of, the blazer.
         1) Jackets, outerwear, and headgear, if worn, will not display any sports or company logo, union logo, or team or company name, or be of a combination of colors that resemble a sports team or company name or trademark.
      d. Footwear shall be in good repair and of the kind normally worn with the above described attire. Gym shoes, athletic shoes and the shoes approved by the Department for uniform use will not be worn with the above described attire.
   3. Denim jeans, regardless of color, are not considered business attire.
B. Non-uniformed civilian employees will wear clothing of a type generally accepted as business attire.
C. Uniformed employees shall adhere to the uniform and equipment regulations in General Order 22.5, Police Uniform.
D. When appearing in court, either the formal uniform or clothing of a type generally accepted as business attire shall be worn.
E. Regardless of assignment, an employee may be attired in a manner appropriate to a particular situation as approved by the Division Commander. For example, casual clothing as required for assignment (Special Enforcement Unit, etc.), tactical surveillance, training functions.
   1. Casual clothing, which includes Department-approved polo shirts, will be clean and in good repair. It shall be free of holes, tears, excessive wear, and any other condition that is disruptive to routine business or detracts from a professional image to the general public.

26.3.3 GROOMING STANDARDS
A. Non-uniformed employees.
   1. Hair will be kept in a clean and neat manner. Hair will not exceed a length generally considered acceptable among other professional groups in the community.
2. Mustaches, sideburns and beards, when worn, will be neatly trimmed.

3. Male police officers are prohibited from wearing earrings or any other visible body piercing jewelry on duty, except as allowed in Section 1.D.

B. Uniformed employees.

1. Male.
   
   a. Hair will be neatly groomed and will not hang over the shirt collar.
   
   b. Sideburns will not extend below the lowest part of the ear, will be of even width (not flared) and will end with a clean-shaven horizontal line.
   
   c. Mustaches, if worn, will be neatly trimmed and will not extend more than ¼-inch beyond the corners of the mouth.
   
   d. Beards and goatees are prohibited. The face will be clean-shaven except for sideburns and mustache, if worn.
   
   e. Male employees in uniform are prohibited from wearing earrings or any other visible body piercing jewelry.

2. Female.
   
   a. Hair will be neatly groomed and styled so it does not extend below the bottom edge of the back of the shirt collar.
   
   b. No ribbons or ornaments will be worn in the hair except for neat and inconspicuous bobby pins and barrettes.
   
   c. Earrings will be small, with a post or clip-on back. Hoop or dangling earrings and any other visible body piercing jewelry are prohibited. Only two earrings may be worn on each ear.
   
   d. If worn, cosmetics and nail polish will be conservative and natural looking.

3. Male and female.
   
   a. The length, bulk or appearance of the hair will not be excessive, unkempt, cut or styled in a manner which would discredit or embarrass the Department.
   
   b. Hair in front will be groomed so that it does not fall below the band of properly worn headgear.
   
   c. Hairstyles must allow for proper wear of the uniform hat.
   
   d. Hairpieces or wigs worn on duty must conform to the same standards stipulated for natural hair.
   
   e. Hair coloring, if used, must look natural.
   
   f. Fingernails will be clean and neatly trimmed.
The purpose of professional standards of conduct is to provide a concise set of rules and regulations which serve as 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 our goals and objectives.

A. Obedience to professional standards of conduct.
Employees, regardless of rank, shall be governed by the following standards of conduct. Violation of any of these standards of conduct by any employee of the Department shall be considered sufficient cause for dismissal, demotion, suspension, or other disciplinary action.

1. Obedience to laws.
Employees shall comply with all federal and state laws, as well as the ordinances of the City of Naperville.

2. Adherence to Department directives.
Employees shall comply with provisions of the City of Naperville Employee Policy Manual and the directives of the Naperville Police Department.

3. Insubordination.
Employees shall promptly obey all lawful orders and directions given by supervisors. The failure or deliberate refusal of an employee to obey such orders shall be deemed insubordination and is prohibited. Ridiculing the authority of a superior officer (supervisor) by displaying obvious disrespect or by disputing his orders shall likewise be deemed insubordination.

4. Issuance of unlawful or improper orders.
No commanding or supervisory officers, or civilian supervisors, shall knowingly or willfully issue an order that violates a federal or state law, or City ordinance.

5. Obedience to unlawful orders.
No employee will be required to obey an order that is unlawful or requires that an unlawful act be committed. If an employee receives an unlawful order, he shall report in writing the full facts of the incident and his action to the Chief of Police through the chain of command.

6. Obedience to unjust or improper orders.
If an employee receives an order he believes to be unjust or contrary to a Department general order or code of conduct, he must first obey the order to the best of his ability and then may appeal the order to the Chief of Police through the chain of command.

7. Conflicting orders.
If an employee receives a conflicting order or directive, the employee shall respectfully call the conflict to the attention of the supervisor giving the last order. Should the latter not change the order, it shall be obeyed and the employee thereafter shall not be responsible for disobedience of the first order.

26.4.2 ATTENTION TO DUTY

A. Performance of duty.
Employees shall be properly equipped and attentive to their duties at all times and shall perform all duties assigned to them.

B. Duty of supervisors.
Supervisors will enforce the general orders and special orders of the Department. They will not permit, or otherwise fail to prevent, violations of the laws or Department general or special orders. They will report violations of Department directives to their immediate supervisor without delay. Where possible, they will actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.

C. Conduct and behavior.
Employees, whether on duty or off duty, shall follow ordinary and reasonable rules of good conduct and behavior and shall not commit any act in an official or private capacity tending to bring reproach, discredit, or embarrassment to their profession or the Department. Conduct unbecoming also includes any conduct which brings the public respect and confidence in the Department, or any employee. Conduct unbecoming includes any conduct which has a tendency to adversely affect, lower, or destroy public respect and confidence in the Department, or any employee.

D. Responsibility to serve the public.
Employees shall promptly serve the public by providing direction, counsel, and other assistance that does not interfere with the discharge of their police responsibilities. They shall make every attempt to respond immediately to any inquiry or request for assistance.

E. Responsibility to respect the rights of others.
Employees shall be courteous to the public and to other employees. Employees shall be tactful in the performance of their duties, control their emotions, exercise the utmost patience and discretion, and shall not engage in argumentative discussion even in the face of extreme provocation. In the performance of their duties, employees shall not use coarse, violent, profane or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle, or similar personal characteristic.

F. Truthfulness.
Employees shall not make false or untrue statements during the course of their duties or as may reflect on the Department. This shall not prohibit the use of false or untrue statements as may be required during undercover assignments or as necessary while conducting an interview or interrogation.

G. Officers always subject to duty.
Officers shall, at all times, respond to the lawful orders of supervisors and to the call of citizens in need of police assistance. The fact that they may be technically off duty shall not relieve them from the responsibility of taking prompt and proper police action.

H. Reporting for duty.
Employees shall promptly report for duty properly prepared at the time and place required by assignments, subpoenas, or orders.

I. Responsibility to know laws and procedures.
Officers shall know the laws and ordinances they are charged with enforcing. All employees shall know Department directives which cover the duties and procedures governing their specific assignments.

J. Assisting criminals.
Employees shall not communicate in any manner, directly or indirectly, any information that may delay an arrest or enable persons guilty of criminal acts to escape arrest or punishment, dispose of property or goods obtained illegally, or destroy evidence of unlawful activity.

K. Reporting collisions and injuries.
Officers shall immediately report the following:

1. All on-duty traffic collisions in which they are involved.
2. All personal injuries received in the line of duty.
3. All personal injuries not received in the line of duty but which are likely to interfere with the performance of police duties.
4. All property damage or injuries to other persons which resulted from the performance of police duties.

L. Reporting address and telephone number.
Employees shall have telephones in their residences and shall immediately report any changes of telephone numbers or residence addresses to the Office of the Chief of Police via the chain of command.

M. Personnel Emergency Information
Employees shall, on an annual basis, complete a Personnel Emergency Information form (Attachment A) and forward same to the Internal Affairs Unit for return.

N. Department directives.
Employees shall read and know Department directives which are available electronically on any Department computer. Employees may print the directives in part or in whole for their use.

O. Department reports.
Employees shall submit all necessary reports on time and in accordance with established Department procedures. Reports submitted by employees shall be truthful and complete, and no employee shall knowingly enter, or cause to be entered, any inaccurate, false, or improper information.

P. Dissemination of information.
Employees shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established Department procedures. Employees shall not divulge the identity of persons giving confidential information, except as authorized by proper authority.

26.4.3 COOPERATION WITH FELLOW EMPLOYEES AND AGENCIES

A. Respect for fellow employees.
Employees shall treat other employees of the Department with respect. They shall be courteous, civil, and respectful.

B. Supporting fellow employees.
Employees shall cooperate, support, and assist each other whenever necessary.

C. Interfering with cases or operations.
Employees shall not interfere with cases assigned to others. Employees shall not interfere with the work or operations of any unit in the Department or the work or operations of other government agencies. Employees against whom a complaint has been made shall not attempt directly or indirectly, by threat, appeal, persuasion, payment of money, or other consideration, to cause the abandonment or withdrawal of the complaint, charges, or allegations.

D. Cooperation with other agencies.
Employees shall cooperate with all governmental agencies by providing whatever aid or information such agencies are entitled to receive.

26.4.4 RESTRICTIONS ON BEHAVIOR

A. Soliciting and accepting gifts and gratuities.
Employees shall not solicit any gift, gratuity, bribe, or reward, or in any manner convey an expectation of receiving any such advantage. Gifts, rewards, or gratuities given to the Department, or any employee of the Department, shall be returned to the provider with an explanation of the Department's code of ethics. Any gifts, rewards, or gratuities which cannot be immediately returned will be forwarded to the Internal Affairs Unit for return.

1. Police discounts, special purchasing privileges, or other benefits shall not be knowingly accepted by an employee of the Department when such benefit is granted, either fully or partially, as a result of his employment with the City.

2. No employee of the Department, while representing himself, officially or unofficially, as an employee of this Department, or as a function of his employment, shall offer or give gifts, gratuities, or special privileges to any other person or agency in expectation of special benefit to himself or the Department.

3. No employee of this Department shall solicit any form of benefit for himself, the Department, the City, group, or firm, when the benefit is to be received as a result of his employment by the Department.

4. Firearms and other equipment used by police officers, which are offered to all police officers at discount prices by retailers or wholesalers, are not considered to be gratuities if they are not solicited.

5. Discounts, special rates, free merchandise, or services offered by merchants or other businesses to various groups as promotional advertisements or incentives are not considered to be gratuities.
6. Any employee who is offered merchandise, or opportunities at a special rate discount or free of charge, and who is unsure of the propriety of such offer, shall immediately contact his supervisor for clarification of the Department's policy before accepting such offer.

B. Giving testimonials and seeking publicity.
Employees shall not give testimonials or permit their names or photographs to be used for commercial advertising purposes. Employees also shall not seek personal publicity either directly or indirectly in the course of their employment.

C. Drinking on duty.
Employees shall not drink any alcoholic beverage while on duty or in uniform. This shall not prohibit minimal consumption of alcohol if it is a necessary part of an ongoing undercover operation.

D. Intoxication.
Employees shall not be under the influence of any alcohol or drugs during their tour of duty and are expected to be free of the effects of drugs or alcohol immediately prior to their tour of duty.

E. Liquor on official premises.
Employees shall not store, or bring into any police facility or vehicle, alcoholic beverages, controlled substances, narcotics, or hallucinogens, except alcoholic beverages, controlled substances, narcotics, or hallucinogens which are held as evidence, contraband, or confiscated property, or as ordered by the Chief of Police. This shall not prohibit the possession of prescription medication which the employee is currently prescribed.

F. Smoking while on duty.
Employees shall not smoke or use tobacco products on duty while in direct contact with the public or when in uniform and in public view. However, smoking in public view is permitted at meal times. Employees shall not smoke or use tobacco products within the police facility or within police vehicles.

G. Sleeping on duty.
Department employees shall remain awake at all times while on duty. If unable to do so, they shall report to their supervisor who shall determine the proper course of action.

H. Impartial conduct.
All employees must remain completely impartial toward all persons coming to the attention of the Department. Exhibiting partiality for or against a person because of race, gender, creed, age, sexual preference, or influential position is prohibited. Derogatory symbols or statements, including racial slurs, racist or sexist humor, or any form of sexual harassment, are prohibited and conduct unbecoming a public officer or employee of this Department.

I. Criticism of the Department.
Employees shall neither publicly nor at internal official meetings criticize or ridicule the Department or its policies, City officials, or other employees by speech, in 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.

J. Use of force.
Employees shall only use that amount of force necessary to accomplish their police mission. The use of excessive force is strictly forbidden.

K. Notices.
Employees shall not mark, alter, or deface any posted notice of the Department. Notices or announcements shall not be posted on bulletin boards (except for locker rooms, the lunch room, and union bulletin boards) without permission of a commanding officer. No notices of a derogatory or insubordinate nature will be posted at any time. Supervisors shall remove any nonconforming notices immediately.

L. Telephones.
Department telephone equipment may not be used indiscriminately for the transmission of private messages. Long distance calls and calls from cellular phones may only be made in accordance with City procedures and for City business.

M. Driver’s License.
Employees with duties that include operation of a motor vehicle shall at all times have in their immediate possession a valid driver’s license with the proper classification for the vehicle they operate.

1. Employees with duties that include operation of a motor vehicle who become aware that their driver’s license is invalid for any reason shall immediately notify the Chief of Police in writing through the chain of command.

2. On an annual basis, the Support Services Division Commander will cause an inquiry to be run on the driver’s license of every employee with duties that include operation of a motor vehicle to verify validity.

26.4.5 IDENTIFICATION AND RECOGNITION

A. Giving name and badge number.
Employees shall give their names, identification numbers, and other pertinent information to any person requesting such facts, in a clear and understandable manner (e.g., presentation of a business card).

1. Employee identification is not required if doing so would jeopardize the successful completion of a police assignment.

B. Display of badges prohibited.
Non-sworn employees and auxiliaries who have been issued badges shall wear their badges only while on duty and in uniform. These employees are prohibited from using their badges for identification purposes which are not specifically related to their work duties with the Department.

26.4.6 MAINTENANCE OF PROPERTY

A. Use of City property or service.
Employees shall not use or provide any City equipment or service other than for official City business.

B. Responsibility for City property.
Each employee is responsible for protecting Department property and equipment against loss, damage, destruction or defacement. Employees shall not deface, damage or alter City property.

C. Reporting needed repairs.
Employees shall promptly report to their supervisor the need to repair any City-owned property.

D. Responsibility for private property.
Employees are responsible for protecting private property or equipment that has come into their possession by reason of their office against loss, damage, or destruction.

E. Care of quarters.
Employees shall keep their offices, lockers, city vehicles, and desks neat, clean, and orderly.

F. Property and evidence.
Employees shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence held in connection with an investigation or other official action, except in accordance with established procedures.

26.4.7 RELATIONS WITH COURTS AND ATTORNEYS

A. Attendance in court.
Officers shall arrive on time for all required court appearances and be prepared to testify.

B. Recommending attorneys.
Employees shall not suggest, recommend, advise or counsel the retention of a specific attorney to any person (except relatives) coming to their attention as a result of police business.

C. Testifying for a defendant.
Any officer or employee subpoenaed or requested to testify against the City of Naperville, or against the interests of the Department in any hearing or trial, shall immediately notify the Chief of Police through the chain of command.

D. Notice of lawsuits against employees.
Employees who have had a suit filed against them because of an act performed in the line of duty shall immediately notify the Chief of Police in writing through the chain of command and furnish a copy of the complaint, as well as a full and accurate account of the circumstances in question.

E. Notice of arrest.
Employees who have become the subject of an arrest action shall immediately notify the Chief of Police in writing through the chain of command.

F. Notification of investigation.
When an employee becomes aware that he is the subject of an investigation by a government agency other than the Department, he will notify his immediate supervisor without delay and inform him of the circumstances surrounding the incident being investigated, the agency conducting said investigation, and what action he has taken to resolve the matter.

G. Off-Duty criminal investigation.
1. Allegations of criminal conduct committed by off-duty employees will generally require a response by a supervisor of a rank higher than the involved employee. Exceptions may be made in consultation with the Chief of Police based on geographical or other unusual factors that may be present. The supervisor shall determine if the employee is accountable.
2. If the employee is determined to be accountable, the supervisor shall handle the initial report and investigation and arrange for any immediate enforcement action that may be necessary.
3. Any follow-up investigation that may be necessary shall be conducted by the Internal Affairs Unit and/or an investigator as may be determined by the Division Commander of the involved employee.
4. If the employee is the victim of the offense, the investigation will be conducted in the normal manner. The immediate supervisor of the involved employee shall be notified of the incident in cases where the employee is the victim of a serious offense.

H. Orders of Protection.
When an employee becomes aware that he is the respondent in an Order of Protection, he will notify his immediate supervisor without delay and provide him with a copy of the order as soon as possible and prior to the employee’s next scheduled tour of duty.

26.4.8 PUBLIC ACTIVITY

A. Endorsements and referrals.
Department employees on duty shall not endorse political candidates or recommend in any manner the employment or procurement of a particular product, professional service or commercial service (such as an attorney, ambulance service, towing service, 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 requests assistance, officers shall proceed in accordance with established Department procedures. While off duty, employees are prohibited from using their position as a police employee to make any endorsements or referrals.
NAPERVILLE POLICE DEPARTMENT
PERSONNEL EMERGENCY INFORMATION

In the event of an emergency and to avoid delay in contacting a family member or friend, the Chief of Police is requesting that this form be filled out completely by each employee and returned to the Office of the Chief of Police. This information will be kept confidential and will be maintained by the Chief’s office. Authorized access to this information will be limited to supervisory staff at the police department.

Employee Name: ____________________________  Employee No.: ________________

Street Address: ____________________________  Home Phone No.: ________________

EMERGENCY CONTACTS:

1) Name: ____________________________  Relationship: ________________
   Home Phone No:__________________________  Pager No.: ________________
   Employer:__________________________  Business Phone No.: ________________
   Street Address: ____________________________  Cellular Phone No.: ________________

2) Name: ____________________________  Relationship: ________________
   Home Phone No:__________________________  Pager No.: ________________
   Employer:__________________________  Business Phone No.: ________________
   Street Address: ____________________________  Cellular Phone No.: ________________
The following information is optional:

Physician: ___________________________     Phone No.: __________________

Street Address: ___________________________

Preferred Hospital: ___________________________     City: __________________

Blood Type: ___________________________

Any special medical conditions (allergies, epilepsy, diabetes, etc.): ___________________________

______________________________

______________________________

______________________________

______________________________
PRACTICES AND PROCEDURES

INDEX AS:
31.1.1 RECRUITMENT PROGRAM
31.1.2 RECRUITMENT TEAM TRAINING
31.1.3 OUTSIDE RECRUITMENT
31.1.4 PRE-APPLICATION CONTACT CARD

PURPOSE:
The purpose of this order is to identify within the Naperville Police Department a formal recruitment process. The goal of the Department recruitment process is to actively recruit and employ the best candidates available, not merely eliminate the least qualified.

ORDER:
31.1.1 RECRUITMENT PROGRAM
A. The Department's recruitment program is established with the primary objective of equitable competition with other law enforcement agencies to recruit the highest caliber personnel available. Recruitment shall be conducted in cooperation with the City of Naperville Board of Fire and Police Commissioners and City Human Resources Department, and will be for the purpose of establishing an eligibility list for filling sworn positions as they become available.

B. The Department recruitment team is responsible for working in conjunction with the City Human Resources Department and Board of Fire and Police Commissioners to perform the following activities:
1. Notifying local media, Chicagoland area press, and other city departments of current vacancies.
2. Conducting personal interviews with and providing information to potential candidates.
3. Notifying civic organizations such as the Jaycees, Rotary, League of Women Voters, etc.
4. Participating in job fairs and career days.
5. Maintaining liaison with faculty of state universities and colleges which are involved in criminal justice education.
6. Making presentations to local schools and organizations which express an interest in the criminal justice field.

B. In all presentations, job fairs, and career day participation, a concerted effort will be made to utilize officers from the Department's recruitment team and, where appropriate, to utilize minority officers representative of the ethnic background of the contact group.

D. The Planning, Training and Research Section Commander, with the assistance of the Training Coordinator, shall be responsible for the overall administration of the Department's recruitment team.
1. The Planning, Training and Research Section Commander is responsible for:
   a. Developing and maintaining an effective working relationship between the City Human Resources Department and Board of Fire and Police Commissioners with regard to recruitment of sworn police personnel.

31.1.2 RECRUITMENT TEAM TRAINING
A. Personnel assigned to the recruitment team will be trained in the following areas:
1. The Department's goals and objectives in relation to the recruitment of qualified applicants.
2. The Department's career opportunities, salary structure, benefits, working conditions, and required qualifications and medical requirements for the position.
3. City of Naperville benefits programs.
4. The federal and state equal employment opportunity compliance guidelines.
5. Cultural awareness which will include an understanding of different ethnic groups or subcultures.
6. The Illinois Law Enforcement Physical Fitness Standards Program.
7. The community of Naperville, which includes demographic data, community organizations, educational institutions, and community service organizations.
8. The selection process utilized.
9. Characteristics which disqualify candidates.

31.1.3 OUTSIDE RECRUITMENT
A. The Department's Recruitment Team conducts on-site recruitment visits at educational institutions, career/job fairs, and community organizations in which the likelihood of attracting qualified minority group members is greatest.

B. In the effort to meet this objective, the Recruitment Team will conduct recruitment activities not limited to the jurisdictional boundaries of the City of Naperville. It shall be normal practice to recruit in the Chicagoland metropolitan area as well as the midwest portion of the country. Nationwide recruitment may be activated if necessary.
1. The Naperville Police Department's printed recruitment material, which consists of brochures, photographs, and informational pamphlets, shall include Naperville police officers who are representative of various minority groups and women.

31.1.4 PRE-APPLICATION CONTACT CARD

A. The Department's Pre-application Contact Card requests only the following information from the candidate:

1. Name.
2. Home address and phone.
3. Business address and phone.
4. Date of birth.
5. Position desired.

B. The Planning, Training and Research Section Commander will receive the completed cards and forward them to the Board of Fire and Police Commissioners. The Board will then make notification to the candidates when the police officer hiring process begins.
NAPERVILLE POLICE
GENERAL ORDER

SUBJECT: RECRUITMENT AND EQUAL EMPLOYMENT OPPORTUNITY

ORDER NUMBER: 31.2
EFFECTIVE DATE: 01/01/97
REVISED DATE: 04/24/07

INDEX AS:
31.2.1 RECRUITMENT
31.2.2 RECRUITMENT PLAN
31.2.3 EQUAL EMPLOYMENT OPPORTUNITY PLAN

PURPOSE:
The purpose of this order is to assert the Department's commitment to equal employment opportunity.

DEFINITIONS:
Equal Employment Opportunity: The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, gender, religion, national origin, or physical impairment.

ORDER:

31.2.1 RECRUITMENT
A. The policy of the Naperville Police Department is to have a sworn work force which is representative of the available work force in the Department’s service community relative to its ethnic and gender composition. The policy of the Naperville Police Department shall be to prohibit discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, specialized assignment, or any other matter of personnel management for reasons of political choice, religious choice, religious affiliation, race, color, national origin, or gender.

B. Statistics on the make-up of the City of Naperville are available through the Department of Community Development. These statistics shall be obtained and maintained by the Planning, Training and Research Section Commander and shall be based on the most recent census report.

C. The current ethnic and gender composition of sworn employees shall be disseminated to the management staff in addition to the Recruitment Team, with the goal of approximating within the sworn ranks the demographic composition of the City of Naperville.

D. Community organizations, colleges and universities which have a large representation of Departmentally underrepresented ethnic and gender group members will be targeted by the Recruitment Team.

31.2.2 RECRUITMENT PLAN
A. The Planning, Training and Research Section Commander shall be responsible for the development and administration of the Department's Recruitment Plan. The Recruitment Plan (see Attachment C) shall include the following elements:


2. A plan of action indicating specific action steps to be taken, designed to achieve the objectives in Section (1).

3. Procedures to evaluate the progress toward objectives every three years.

4. Revise and reissue the plan as needed.

B. All Department employees are expected to support the Recruitment Plan and work together to further the principles of equal employment opportunity.

C. Copies of the Recruitment Plan are available in the following locations:

1. Department library.

2. Support Services Division Commander's office.

3. Planning, Training and Research Section Commander's office.

31.2.3 EQUAL EMPLOYMENT OPPORTUNITY PLAN
A. The Planning, Training and Research Section Commander shall be responsible for the formulation of an equal employment opportunity plan. (See Attachments A and B.) Complaints regarding equal employment opportunity shall be handled by the Board of Fire and Police Commissioners and the City Human Resources Department. Recruitment materials and advertisements shall indicate that the City is an equal opportunity employer. Applications shall be easily accessible, available via Internet and/or multiple physical locations.

B. See General Order 26.1.3 Sexual Harassment and other unlawful forms of harassment, regarding post-hiring equal opportunity.

C. See Recruitment Plan (Attachment C) regarding analysis and procedures regarding recruitment and ensuring equal opportunity for underrepresented groups.
STATEMENT OF POLICY

It shall be the policy of the Naperville Police Department to recruit well-qualified individuals for employment in the department. Consistent with the provisions in the law, it is the policy of the Naperville Police Department to treat each person with the respect, dignity and integrity due him or her as an individual and to prohibit discrimination in all phases of the employer-employee relationship. As Chief of Police, I am in full support of furthering this principle.

The Naperville Police Department will prohibit discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration for reasons of political or religious opinions or affiliations or because of race, gender, color, national origin, physical impairment or age (except where specific age, gender or physical requirements constitute a bona fide occupational qualification necessary to properly and efficiently function on the job) or any other non-merit factor. Furthermore, the department will monitor regularly the composition of its work force and its service community to determine if there exists a disparity between the representation of minorities or women in the work force in relationship to their representation in the service community. Where an analysis indicates such a disparity, the department will take voluntary action to eliminate barriers to equal employment opportunity.

David E. Dial
Chief of Police
STATEMENT OF POLICY

It is the policy of the City of Naperville to provide equal employment opportunities without regard to race, color, religion, sex, age, handicap or national origin. The City's policy applies to every aspect of employment, including, but not restricted to, recruitment, selection, promotion, placement, demotion, transfer, training, compensation, benefits, reduction in force and terminations. All standards used in the selection process such as physical requirements, educational levels and previous experience, will be realistically related to job requirements and not set higher than needed to perform the duties and responsibilities of the position.

The City is committed to equal employment opportunity. Employees are encouraged to use their abilities and skills to their greatest extent without artificial constraint, to accomplish our primary goal, to serve the needs of the residents of the City of Naperville.

- excerpted from the Employee Policy Manual

Conditions of Employment:

Discrimination: No person in the competitive service, or seeking admission thereto, shall be employed, promoted or discharged, or in any way favored or discriminated against because of political opinions or affiliations or because of race, color, religious beliefs, sex, national origin, age or handicap.

- City Ordinance 1-7-8:1
Naperville Police Department

Recruitment Plan

2007-2008

General Order 31.2
Analysis of Service Population and Department Composition

Table A provides an analysis of the community population make-up by the variable of race based on a 2000 special census. The predominant racial group represented in Naperville is white, accounting for approximately 85.2 percent of the population.

**Table A**

<table>
<thead>
<tr>
<th>Race</th>
<th>1997 Special Census</th>
<th>% of Population</th>
<th>2000 Special Census</th>
<th>% of Population</th>
<th>2003 Special Census**</th>
<th>% of Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>White*</td>
<td>103,386</td>
<td>87</td>
<td>109,346</td>
<td>85.2</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
<tr>
<td>Black</td>
<td>4,278</td>
<td>3.6</td>
<td>3,887</td>
<td>3.0</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
<tr>
<td>Asian</td>
<td>10,695</td>
<td>9.0</td>
<td>12,380</td>
<td>9.6</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
<tr>
<td>Other</td>
<td>476</td>
<td>0.4</td>
<td>2,745</td>
<td>2.1</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
<tr>
<td>TOTAL</td>
<td>118,835</td>
<td>100</td>
<td>128,358</td>
<td>100</td>
<td>136,380</td>
<td>100</td>
</tr>
</tbody>
</table>

* Pursuant to United States census rules, Hispanic as an ethnic origin is not calculated separately. These numbers are contained within the white population.

Information also extracted from the 2000 Census reflects the gender population trend for the City of Naperville. This profile may be found in Table B.

**Table B**

<table>
<thead>
<tr>
<th>Gender</th>
<th>1997 Census</th>
<th>% of Population</th>
<th>2000 Census</th>
<th>% of Population</th>
<th>2003 Special Census**</th>
<th>% of Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>57,873</td>
<td>48.7</td>
<td>62,831</td>
<td>48.9</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
<tr>
<td>Female</td>
<td>60,962</td>
<td>51.3</td>
<td>65,527</td>
<td>51.1</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
<tr>
<td>TOTAL</td>
<td>118,835</td>
<td>100</td>
<td>128,358</td>
<td>100</td>
<td>136,380</td>
<td>100</td>
</tr>
</tbody>
</table>

**A Special Census count for specific blocks was conducted in 2003, which indicated the population increased from 5,003 to 13,025 in the measured areas. While changes for the entire community population in 2003 were not measured, data collected in the 2003 Special Census does suggest that overall the white population may be decreasing while the black, Asian, and other populations are increasing. The data also suggests that the gender ratio has not significantly changed.**
To conduct an accurate Recruitment Plan self-analysis, it is necessary to compare the ratio of minority employees of the Naperville Police Department to the ratio in the service population. Table C represents the composition of the Naperville Police Department’s full-time employees by the variables of race as of December 31, 2006.

*Table C*

<table>
<thead>
<tr>
<th>Race</th>
<th>Number of Employees</th>
<th>% of Total Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>272</td>
<td>94.1</td>
</tr>
<tr>
<td>Black</td>
<td>11</td>
<td>3.8</td>
</tr>
<tr>
<td>Asian</td>
<td>4</td>
<td>1.4</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
<td>.7</td>
</tr>
<tr>
<td>TOTAL</td>
<td>289</td>
<td>100</td>
</tr>
</tbody>
</table>

Table D shows a further breakdown of personnel into sworn and non-sworn categories.

*Table D*

<table>
<thead>
<tr>
<th>Race</th>
<th>Sworn Personnel</th>
<th>% of Sworn Employees</th>
<th>Non-Sworn Personnel</th>
<th>% of Non-Sworn Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>179</td>
<td>95.2</td>
<td>93</td>
<td>92.1</td>
</tr>
<tr>
<td>Black</td>
<td>6</td>
<td>3.2</td>
<td>5</td>
<td>4.9</td>
</tr>
<tr>
<td>Asian</td>
<td>2</td>
<td>1.1</td>
<td>2</td>
<td>2.0</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>.5</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>188</td>
<td>100</td>
<td>101</td>
<td>100</td>
</tr>
</tbody>
</table>
Table E reflects the breakdown of full-time employees in the Naperville Police Department by gender.

*Table E*

**NAPERVILLE POLICE DEPARTMENT**
**PROFILE BY GENDER**

<table>
<thead>
<tr>
<th>Gender</th>
<th>Number of Employees</th>
<th>% of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>194</td>
<td>67.1</td>
</tr>
<tr>
<td>Female</td>
<td>95</td>
<td>32.9</td>
</tr>
<tr>
<td>TOTAL</td>
<td>289</td>
<td>100</td>
</tr>
</tbody>
</table>

Table F shows a further breakdown of personnel into sworn and non-sworn categories.

*Table F*

**NAPERVILLE POLICE DEPARTMENT**
**PERSONNEL BY EMPLOYMENT CATEGORIES**

<table>
<thead>
<tr>
<th>Gender</th>
<th>Sworn Personnel</th>
<th>% of Total Employees</th>
<th>Non-Sworn Personnel</th>
<th>% of Total Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>169</td>
<td>89.9</td>
<td>25</td>
<td>24.8</td>
</tr>
<tr>
<td>Female</td>
<td>19</td>
<td>10.1</td>
<td>76</td>
<td>75.2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>188</td>
<td>100</td>
<td>101</td>
<td>100</td>
</tr>
</tbody>
</table>
Table G analyzes the composition of full-time employees in the Naperville Police Department by race and gender in both sworn and non-sworn categories. For the purposes of this table, the categories are as follows: Executive (department head), Command/Management (division, section or watch commanders and managers), Supervisory (first-line supervisors) and front-line professional.

Table G

<table>
<thead>
<tr>
<th>Sworn Personnel</th>
<th>MALE</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>FEMALE</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White</td>
<td>Black</td>
<td>Hispanic</td>
<td>Asian</td>
<td>AI*</td>
<td>White</td>
<td>Black</td>
<td>Hispanic</td>
<td>Asian</td>
<td>AI*</td>
</tr>
<tr>
<td>Front-Line/Professional</td>
<td>126</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>14</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Supervisory Level</td>
<td>20</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Command/Mgmt.</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Executive Level</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>158</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>18</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% of Total</td>
<td>84.0</td>
<td>2.70</td>
<td>1.60</td>
<td>1.10</td>
<td>0.50</td>
<td>9.6</td>
<td>0.50</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Sworn Personnel</th>
<th>MALE</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>FEMALE</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White</td>
<td>Black</td>
<td>Hispanic</td>
<td>Asian</td>
<td>AI*</td>
<td>White</td>
<td>Black</td>
<td>Hispanic</td>
<td>Asian</td>
<td>AI*</td>
</tr>
<tr>
<td>Front-Line Professional</td>
<td>16</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>58</td>
<td>3</td>
<td>5</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Supervisory Level</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Command/Mgmt.</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Executive Level</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>21</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>66</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>% of Total</td>
<td>20.80</td>
<td>1</td>
<td>1</td>
<td>1.0</td>
<td>1.0</td>
<td>65.30</td>
<td>4</td>
<td>4.9</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

| TOTAL | 179 | 6 | 4 | 3 | 2 | 84 | 5 | 5 | 1 | 0 |
| % OF TOTAL | 61.9 | 2.1 | 1.400 | 1.000 | 0.70 | 29.0 | 1.70 | 1.70 | 0.30 | 0 |

* American Indian/Alaskan Native  
(12/31/06)
Based on the information given in the preceding tables about the Naperville Police Department and the service population of the City, the following conclusions may be drawn:

1. Females are underrepresented in the sworn ranks at 10.1 percent.

2. Males are underrepresented in the non-sworn positions, especially in the Front-Line Professional category.

3. Blacks are appropriately represented in both sworn and non-sworn positions.

4. Asian/Pacific Islanders are the largest minority group in Naperville and are significantly underrepresented in both the sworn ranks and non-sworn positions despite ongoing efforts.

**AUTHORIZED AND ACTUAL STRENGTH**

As of December 31, 2006, the Department had zero sworn vacancies. The *authorized* strength of the Naperville Police Department’s sworn personnel is 188. The *actual* strength of the Naperville Police Department’s sworn personnel is 188.
NAPERVILLE POLICE DEPARTMENT
RECRUITMENT PLAN
2007-2008
OBJECTIVES AND PLAN OF ACTION

OBJECTIVES

1. Continually strive to employ personnel in the sworn and non-sworn ranks who reflect the service population’s demographics.

2. Expand recruitment efforts to target minority applicants for sworn and non-sworn positions in order to achieve a similar demographic representation as exists in the service population.

3. Attract qualified applicants in such a number that will satisfy actual or anticipated vacancies opened by either attrition or growth.

4. Increase the percentage of Asian-origin candidates who take the Police Officer written exam from 1.0 percent in 2006 to 3.0 percent in 2008.

5. Increase the percentage of female candidates who take the Police Officer written exam from 19.0 percent in 2006 to 25.0 percent in 2008.

PLAN OF ACTION

1. Provide all employees of the Department with a copy of the Department EEO/Recruitment Plan on line for their review.

2. Communicate with community leaders, organizations and educational institutions for recruitment assistance and referrals for the next sworn application period beginning in the spring of 2008.

3. Increase advertising for all positions in publications targeting minority populations, including those outside Naperville’s immediate service area.

4. Increase sworn recruitment activities outside of Naperville’s service area, targeting colleges and universities offering bachelors degrees and having significant minority populations.

5. Utilize minority personnel, including those fluent in non-English languages represented in the community, in recruitment activities.

6. Depict women and minorities in law enforcement roles in recruitment literature, and depict men and minorities in non-sworn positions in civilian recruitment literature.
7. During the 2008 sworn application process, conduct a career or information night or open house targeted for women and/or other underrepresented groups.
The following tables illustrate the comparison of the Naperville Police Department and the City of Naperville in the categories of both race and gender. The additional table in each category displays the breakdown as it applies to sworn and non-sworn positions.

**Race Distribution**

<table>
<thead>
<tr>
<th>Race</th>
<th>City of Naperville*</th>
<th>Naperville Police Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>85.2%</td>
<td>94.1%</td>
</tr>
<tr>
<td>Black</td>
<td>3.0%</td>
<td>3.8%</td>
</tr>
<tr>
<td>Asian</td>
<td>9.6%</td>
<td>1.4%</td>
</tr>
<tr>
<td>Other</td>
<td>2.1%</td>
<td>.7%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race</th>
<th>Sworn Personnel</th>
<th>% of Total Employees</th>
<th>Non-Sworn Personnel</th>
<th>% of Total Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>179</td>
<td>95.2</td>
<td>93</td>
<td>92.0</td>
</tr>
<tr>
<td>Black</td>
<td>6</td>
<td>3.2</td>
<td>5</td>
<td>5.0</td>
</tr>
<tr>
<td>Asian</td>
<td>2</td>
<td>1.1</td>
<td>2</td>
<td>2.0</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>.5</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>188</td>
<td>100</td>
<td>101</td>
<td>100</td>
</tr>
</tbody>
</table>

**Gender Distribution**

<table>
<thead>
<tr>
<th>Gender</th>
<th>City of Naperville</th>
<th>Naperville Police Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>48.9</td>
<td>67.1</td>
</tr>
<tr>
<td>Female</td>
<td>51.1</td>
<td>32.9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Sworn Personnel</th>
<th>% of Total Employees</th>
<th>Non-Sworn Personnel</th>
<th>% of Total Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>169</td>
<td>89.9</td>
<td>25</td>
<td>24.8</td>
</tr>
<tr>
<td>Female</td>
<td>19</td>
<td>10.1</td>
<td>76</td>
<td>75.2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>188</td>
<td>100</td>
<td>101</td>
<td>100</td>
</tr>
</tbody>
</table>

* Based upon 2003 Special Census, Naperville population is 136,380; however, demographic data shown is the last available full census in 2000.
**RECRUITMENT TIMETABLE**

**SWORN**

The Naperville Police Department’s Sworn Personnel Recruitment Plan is an ongoing process and will be coordinated with the Board of Fire and Police Commissioners.

November 5, 2008 is the expiration date of the current police officer eligibility register. As this date approaches, the Department’s recruitment efforts will be increased. The Department will primarily focus on educational institutions, adhering to the guidelines of Naperville City Ordinance #98-17, which dictates that a police officer possess a bachelor’s degree from an accredited college or university.

Numerical statistics from the 2006 Police Officer written test are as follows:

<table>
<thead>
<tr>
<th>Statistic Measured</th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
<th>White</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attended Orientation</td>
<td>105</td>
<td>85</td>
<td>20</td>
<td>89</td>
<td>6</td>
<td>6</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Attended Written Test</td>
<td>105</td>
<td>85</td>
<td>20</td>
<td>89</td>
<td>6</td>
<td>6</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Passed Written Test</td>
<td>97</td>
<td>78</td>
<td>19</td>
<td>84</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Attended Physical Aptitude Test</td>
<td>96</td>
<td>77</td>
<td>19</td>
<td>83</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Passed Physical Aptitude Test</td>
<td>89</td>
<td>76</td>
<td>13</td>
<td>76</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

At the appropriate time, the Planning, Training & Research Section Commander will issue a department e-mail to all personnel stating that the department will be entering into a proactive phase of recruitment efforts in anticipation of establishing a new eligibility register for police officers. This e-mail will further specify the objectives of the department’s recruitment efforts.

The department’s effort will focus on the recruitment of qualified minority officer candidates by forwarding literature and scheduling speaking engagements with the appropriate community organizations.

**RECRUITMENT BUDGET**

The Support Services Division budget has a line item that includes the costs associated with recruitment efforts for sworn personnel. This line item encompasses on-site visits, recruitment literature, materials, and training.
PLAN REVISION/RE-ISSUE

At the conclusion of each police officer testing process, which normally occurs at least once every two years, this plan will be reviewed by the Planning, Training and Research Section Commander and Recruitment Team members to evaluate the need for changes. The review will normally take place during regularly scheduled Recruitment Team meetings.

Following the review, the Recruitment Plan will be revised as needed, and disseminated to all department personnel as an update to General Order 31.2.

COMMUNICATIONS

Naperville Police Department’s Public Safety Answering Point (PSAP) Recruitment is an ongoing process and is coordinated with the City’s Human Resources Department. A recruitment team consisting of front-line personnel and overseen by an Emergency Communications Supervisor is appointed by the Communications Manager. This team works in cooperation with the sworn Recruitment Team when possible, and also attends job fairs and recruitment events that are directed toward non-degree related job seekers when pursuing candidates for front-line positions.

Due to the rate of turnover in Telecommunicators, applications are accepted almost continually for these positions and recruitment efforts will occur as needed. Recruitment efforts for Emergency Communications Supervisor positions may occur when a vacancy exists. The recruitment team may attend:

1. College of DuPage, Joliet Junior College, Waubonsee and/or other college job fairs.
2. DuPage County and/or other government related job fairs.
3. City-sponsored and community events.
4. Other events as deemed practicable by the Communications Manager.

Under-representation of males in the Public Safety Answering Point ranks shall be addressed by those attending recruitment events. Team members should appeal to male attendees by pointing out the competitive compensation and benefits packages. Efforts will be made to attend events directed at former military, government, law enforcement or firefighting personnel.

All Telecommunicators are encouraged to recruit qualified candidates at any time. Any employee who successfully recruits a Telecommunicator should utilize the recruiting referral card to be eligible to receive an informal bonus.

RECRUITMENT BUDGET

The Communications Section budget has a line item that includes the cost of recruitment efforts for PSAP personnel. This line item encompasses on-site costs, materials and training.
PLAN REVIEW

The PSAP Recruitment plan will be reviewed annually in conjunction with the annual demographics report to the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Emergency Communications Supervisor tasked with recruitment and the Communications Manager shall review the demographics and evaluate the need for changes.
INDEX AS:

31.3.1 JOB ANNOUNCEMENTS
31.3.2 JOB ANNOUNCEMENTS - COMMUNITY ORGANIZATIONS
31.3.3 CONTACT WITH APPLICANTS
31.3.4 APPLICATION REJECTION

PURPOSE:

The purpose of this order is to detail the contents of job announcements, provide for job advertisement and recruitment literature, and ensure equal employment opportunity.

ORDER:

31.3.1 JOB ANNOUNCEMENTS

A. All printed recruitment material and job announcements shall contain the following information:

1. A description of the duties, responsibilities, requisite skills, educational level and other minimum qualifications or requirements.

2. Advertisements for entry level vacancies shall be placed in electronic, print, or other media. These may include the following mass media forums:
   a. Naperville Community Television.
   b. Chicagoland area newspapers.
   c. Law enforcement professional journals.
   d. International City Managers' Association publications.
   e. Internet (City of Naperville site and/or other sites).

3. Recruitment advertisements and materials and job announcements and applications shall state that the City of Naperville is an equal opportunity employer.

4. The official deadlines for filing applications will be advertised.
   a. The deadline for filing applications for the position of Naperville police officer set by the Board of Fire and Police Commissioners shall be boldly displayed on job announcements and recruitment advertisements. The deadline for police officer applications will only appear on announcements and advertisements during periods in which the Board of Fire and Police Commissioners has initiated the testing process based upon the expiration of a current police officer eligibility list.
   b. Advertised application deadlines for civilian positions may list a date or indicate that the position is open until filled.

31.3.2 JOB ANNOUNCEMENTS - COMMUNITY ORGANIZATIONS

A. During periods of active police officer recruitment, the Planning, Training and Research Section Commander is responsible for ensuring that job announcements are disseminated to local community groups which include, but are not limited to, the following:
   1. Naperville Chamber of Commerce.
   2. Naperville Community Television.

B. For all other full-time positions, the Police Department’s Human Resources Specialist shall, at least annually, contact local community groups and advise them of the Department’s on-going posting of available full-time positions on the City’s website and how to access these postings.

31.3.3 CONTACT WITH APPLICANTS

A. Contact will be maintained with applicants for all positions from initial application to final employment disposition. Contact with applicants for all non-sworn full-time positions will be the responsibility of the City's Human Resources Department.

B. The secretary to the Board of Fire and Police Commissioners has the responsibility of contacting all applicants who apply for the position of Naperville police officer from the initial application phase to the final employment disposition.

C. Letters are sent advising the applicants of the status of their application. Copies of these letters are retained on file by the secretary to the Board of Fire and Police Commissioners.

31.3.4 APPLICATION REJECTION

A. Applications for all positions will not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process. This shall not prohibit the use of a pattern of deficiencies as a basis for rejection.

B. The Board of Fire and Police Commissioners will not reject a candidate's job application if the application contains an error or omission which can be corrected prior to the beginning of the mandatory orientation session which signifies the start of the testing process.
ORDER NUMBER: 32.1

SUBJECT: SELECTION - PROFESSIONAL AND LEGAL REQUIREMENTS

ORDER NUMBER: 32.1

SUBJECT: SELECTION - PROFESSIONAL AND LEGAL REQUIREMENTS

INDEX AS:

32.1.1 ELEMENTS OF THE SELECTION PROCESS
32.1.2 SELECTION PROCESS SWORN PERSONNEL - JOB RELATEDNESS
32.1.3 UNIFORM ADMINISTRATION
32.1.4 APPLICANTS INFORMED OF SELECTION PROCESS
32.1.5 NOTIFICATION OF INELIGIBILITY
32.1.6 DISPOSITION OF RECORDS - INELIGIBLE APPLICANTS
32.1.7 SELECTION MATERIAL - SECURITY AND DISPOSITION

PURPOSE:

The purpose of this order is to describe the administration of the selection process. That process evaluates applicants and ensures the selection of those applicants who meet entrance requirements. These directives list the procedures for applicant selection processing, and denial, where appropriate. Re-application for employment and maintenance of records are also outlined.

DEFINITIONS:

Job related: A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

Selection criteria: Rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.

Selection materials: All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.

Selection procedure: Any established method or combination of methods used in any way as the basis for an employment decision.

Selection process: The combined effect of components and procedures leading to the final employment decision, including minimum qualifications, e.g., education, experience, physical attributes, citizenship, residency, written tests, performance tests, interviews, background investigations, medical exams, polygraph tests, personality inventories, psychological evaluations, veteran's preference, cut-off scores, and ranking procedures.

Utility/Usefulness: An assessment of the practical value of a component of the selection process based upon considerations of validity, selection/appointment ratio, the number of candidates to be selected, and the nature of the job.

Validity: Proof through statistical data that a given component of the selection process is job related, either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

ORDER:

32.1.1 ELEMENTS OF THE SELECTION PROCESS

A. SWORN PERSONNEL

The Board of Fire and Police Commissioners maintains a manual on file which describes all components of the police officer selection process. A copy of this manual will also be available in the Office of the Chief of Police. The elements and activities of the selection process are determined by the Board of Fire and Police Commissioners and are subject to change independent of Department policy.

1. The Board of Fire and Police Commissioners of the City of Naperville has the responsibility of administering and coordinating the police officer application process. It is responsible for the following activities:

a. The announcement of job vacancies.

b. Coordinating the acceptance and review of all applicants.

c. Administering physical fitness examinations.

d. Administering written examinations.

e. Administering the oral interview.

f. Establishing eligibility lists for positions in the Police Department.

B. OTHER FULL-TIME POSITIONS

1. The City Human Resources Department administers and coordinates the recruitment and selection process. This process may include, but not be limited to:

a. Job posting and advertising.

b. Review and screening of applicants.

c. Pre-employment testing.

d. Background and reference checks.

e. Polygraph examination.

f. Pre-employment physical and drug screen.

g. Psychological assessment, where required.

32.1.2 SELECTION PROCESS SWORN PERSONNEL - JOB RELATEDNESS

A. To document that the elements of the selection process use only those rating criteria or minimum qualifications that are job related, the Board of Fire and Police Commissioners ensures that:

1. The selection process incorporates only those components that have been documented as having validity, utility, and a minimum adverse impact.

2. The selection process has a criteria-related validity.

3. Adverse impact, if any, in the selection process is measured by comparing the selection rates for each race, gender, and ethnic group with the group having the highest selection rate.

4. Adverse impact is minimized in the selection process.

5. Records and data used to measure adverse impact are maintained on file.

6. Any written selection tests are documented as having validity, utility, and a minimum adverse impact.

7. Materials obtained from or administered by a private sector organization or vendor meet the requirements of validity, utility and minimum adverse impact, or they will not be utilized.
32.1.3 UNIFORM ADMINISTRATION

A. SWORN PERSONNEL
   All elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner by the Board of Fire and Police Commissioners of the City of Naperville.

B. ALL OTHER POSITIONS
   All elements of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner within the classification.

32.1.4 APPLICANTS INFORMED OF SELECTION PROCESS

A. SWORN PERSONNEL
   The Board of Fire and Police Commissioners notifies applicants, in writing, of:
   1. All elements of the selection process.
   2. The scope and expected duration of the selection process.
   3. Unsuccessful applicants’ eligibility for retesting at the beginning of the next testing period. Applicants for retesting must follow the complete application process.

B. ALL OTHER POSITIONS
   At the time of their formal application, applicants are informed, in writing, of:
   1. All elements of the selection process.
   2. The expected duration of the selection process.
   3. The City’s policy on reapplication.

   This information is part of all non-sworn police job postings on the City of Naperville website. All other job advertisements or postings refer applicants to the posting on the City website.

32.1.5 NOTIFICATION OF INELIGIBILITY

A. SWORN PERSONNEL
   Candidates determined to be ineligible for appointment are informed by the Board of Fire and Police Commissioners, in writing, of the basis for their disqualification (e.g., background investigation, test scores, medical examination) within 30 calendar days of such decision.

B. ALL OTHER POSITIONS
   Candidates not selected for civilian positions are informed in writing of such determination. Due to the number of position vacancies and the large volume of applicants, simply submitting an application does not make one a “candidate” for a position. To be considered a candidate one must submit application, meet the minimum requirements for the position, and either be interviewed for the position or be contacted by Human Resources for follow-up after application.

32.1.6 DISPOSITION OF RECORDS - INELIGIBLE APPLICANTS

A. SWORN PERSONNEL
   The Board of Fire and Police Commissioners ensures that records of candidates not appointed to probationary status are filed, retained, and disposed of in accordance with federal, state and local requirements for privacy, security, and freedom of information. Background investigation records are maintained on file for at least five years.

B. ALL OTHER POSITIONS
   The records of all candidates not selected for appointment shall be retained and disposed of in accordance with federal, state and local requirements regarding the privacy, security, and freedom of information of such records.

32.1.7 SELECTION MATERIAL - SECURITY AND DISPOSITION

A. SWORN PERSONNEL
   Selection and testing materials are stored in a secure area when not being used. Only those persons authorized by the Board of Fire and Police Commissioners have access to the materials. Whenever selection material is to be disposed of, this destruction is performed in a manner which prevents disclosure of the information therein and occurs under the supervision of a delegated representative of the Board of Fire and Police Commissioners.

B. OTHER POSITIONS
   Selection materials are stored in secure areas (physically or electronically) when not being used. Only those persons authorized by the City of Naperville have access to the materials. When selection material is disposed of, this destruction is performed in a manner which prevents disclosure of the information therein.
INDEX AS:

32.2.1 BACKGROUND INVESTIGATION
32.2.2 PERSONNEL CONDUCTING BACKGROUND
32.2.3 BACKGROUND INVESTIGATION RECORDS
32.2.4 POLYGRAPH QUESTIONS
32.2.5 POLYGRAPH EXAMINERS
32.2.6 POLYGRAPH SIGNIFICANCE
32.2.7 MEDICAL EXAMINATIONS
32.2.8 EMOTIONAL STABILITY AND PSYCHOLOGICAL EXAMINATION
32.2.9 RECORDS RETENTION
32.2.10 PROBATIONARY PERIOD

PURPOSE:

The purpose of this order is to establish responsibility for the administration of the personnel selection process. That process evaluates applicants and ensures the selection of those applicants who meet entrance requirements. These directives list the procedures for applicant selection, denial, processing, and identify the responsibilities of those involved in the employment process.

DEFINITIONS:

Candidate: A person seeking employment who has completed a formal application and based upon this representation meets the minimum requirements for the position.

Emotional Stability/Psychological Fitness Examination: Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either deleterious or advantageous to successful job performance.

Polygraph examination: An examination using an apparatus designed for the detection of deception by measuring and recording changes in a person's physiological responses, which may include respiration, heart rate, blood pressure, and galvanic skin response.

Probationary period/status: A phase of the selection process represented by some form of conditional employment.

ORDER:

32.2.1 BACKGROUND INVESTIGATION

A. SWORN PERSONNEL

A background investigation of each candidate is conducted prior to appointment to probationary status, and includes the following:

1. Verification of qualifying credentials.
   a. Background investigators utilizing the personal history statement portion of the application will verify a candidate's qualifying credentials in the following areas:
      1) Residence checks.
      2) Employment references/history.
      3) Educational history.

2. Review of criminal record.
   a. The name, other identifiers and fingerprints of all candidates progressing to the background investigation are searched through the records of the Illinois State Police and the Federal Bureau of Investigation. Candidates names and identifiers are additionally searched through the records of the Naperville Police Department and in other cities, including appropriate county and state agencies in which the candidate may have resided or worked.

3. Verification of at least three personal references.
   a. The City's application form requires that the candidates list three personal references, none of whom are former employers or relatives.
   b. If the background investigation reveals or substantiates one of more of the rejection criteria, the Chief of Police or a designee shall review the entire investigation report and forward it to the Investigations Division Commander for further investigation or rejection.
   c. If six months or more have expired since the background investigation was completed prior to hiring, an updated background investigation will be conducted and the candidate must successfully pass it.

B. ALL OTHER POSITIONS

A background investigation of each candidate shall be conducted prior to appointment to probationary status and includes:

1. Verification of qualifying credentials.
3. Verification of at least three personal references.

32.2.2 PERSONNEL CONDUCTING BACKGROUND

A. The background investigation will be conducted by personnel trained in collecting required information.

32.2.3 BACKGROUND INVESTIGATION RECORDS

A. SWORN PERSONNEL

A record of each candidate's background investigation is maintained on file for five years by the Board of Fire and Police Commissioners.

B. OTHER POSITIONS

Each candidate’s background information shall be retained for two years.

32.2.4 POLYGRAPH QUESTIONS

A. SWORN PERSONNEL

As a part of the testing process, applicants for the position of police officer undergo a polygraph examination.

1. At the time of the applicant's formal application, a list of areas from which polygraph questions will be drawn is provided.

B. OTHER POSITIONS

Candidates are provided a list of areas from which polygraph questions will be drawn prior to such examination.

32.2.5 POLYGRAPH EXAMINERS

A. All polygraph examinations shall be administered by a person who has been trained in all aspects of the operation of the polygraph and has been licensed by the State of Illinois.

32.2.6 POLYGRAPH SIGNIFICANCE
A. The results of the polygraph are not sufficient by themselves to disqualify an applicant.

32.2.7 SWORN PERSONNEL MEDICAL EXAMINATIONS

A. Appointment to probationary status is made contingent upon a police officer candidate successfully completing a comprehensive medical examination which employs testing procedures that are valid, useful and nondiscriminatory.

B. The examination to certify the general health of police officer candidates is conducted by a licensed physician associated with a certified organization and designated by the City of Naperville.

32.2.8 SWORN PERSONNEL EMOTIONAL STABILITY AND PSYCHOLOGICAL EXAMINATION

A. Appointment to probationary status is made contingent upon a police officer candidate successfully passing an emotional stability and psychological fitness examination. The evaluation is conducted by a licensed psychological testing service. The testing service uses procedures that are valid, useful and nondiscriminatory.

B. The psychological fitness examination for police officer candidates is administered by qualified professionals from a psychological testing service. Only qualified professionals from the licensed testing service, such as psychologists or psychiatrists, have access to the test results.

C. Additional selection criteria are contained within the rules of the Board of Fire and Police Commissioners.

32.2.9 SWORN PERSONNEL RECORDS RETENTION

A. The Board of Fire and Police Commissioners maintains a report of each medical examination and emotional stability and psychological fitness examination to ensure proper procedures are followed and to provide data for research and legal defense. All such records are secured and maintained in accordance with federal, state and local requirements for privacy, security and Freedom of Information Act access.

32.2.10 SWORN PERSONNEL PROBATIONARY PERIOD

A. Permanent status as a police officer requires completion of a probationary period of 18 months, during which time performance will be evaluated. Permanent status is granted only if work performance has been judged to be satisfactory.

1. The term of probation shall commence on the date of the appointee's original appointment to the Department and shall continue for the period of 18 months.

2. Exceptions to the required 18 month probationary period are rare, but in special situations the Board of Fire and Police Commissioners, with the recommendation of the Chief of Police, may extend the established probationary period. Exceptions may be due to special assignments, injury or illness during entry level training.

3. During the probationary period, all evaluations of probationary officers will be accomplished using valid, useful and nondiscriminatory procedures.

4. Procedures for contesting performance reports during the probationary period are contained in the Field Training Program Instructional Manual.
INDEX AS:

33.1.1 NOT APPLICABLE
33.1.2 TRAINING PROGRAM ATTENDANCE
33.1.3 TRAINING PROGRAM REIMBURSEMENT
33.1.4 TRAINING COURSE LESSON PLANS
33.1.5 REMEDIAL TRAINING
33.1.6 TRAINING RECORDS - EMPLOYEE
33.1.7 TRAINING RECORDS - TRAINING CLASSES
33.1.8 RELEASE OF TRAINING RECORDS
33.1.9 REQUESTS TO ATTEND TRAINING

PURPOSE:
The purpose of this order is to establish the specific goals of training within the Department in order to ensure continuous improvement in the professional and personal qualities of its employees and to prepare them for future assignments and advancement.

It is expected that through participation in various training programs, employees will continue to maintain awareness of changing law enforcement problems and practices.

ORDER:

33.1.1 NOT APPLICABLE

33.1.2 TRAINING PROGRAM ATTENDANCE
A. Personnel are responsible for attending and participating in Departmental, City, advanced officers' training, on-the-job, or other training as directed.

1. Attendance at certain designated training functions may be mandatory. Employees will complete instructor-provided rosters and registration forms. Attendance exceptions may be granted, with supervisory approval, in cases of conflict with court, pre-scheduled vacation, or an explanation deemed reasonable by the affected employee's supervisor.

2. Any mandatory training missed due to an excused or unexcused absence may be rescheduled or, at the discretion of the course instructor, a short absence may be waived based upon course content missed and the length of the absence.

3. Any unexcused absence will be investigated by the employee's supervisor. Requirements for punctual attendance at training functions are the same as for reporting for duty. It will be considered an unexcused absence if an employee fails to report for a training function without first notifying his/her supervisor.

4. Copies of any training certificates will be forwarded to the Training Unit with the employee retaining the original.

33.1.3 TRAINING PROGRAM REIMBURSEMENT
A. Transportation.

1. Employees should use a City of Naperville vehicle whenever possible. If a city vehicle is not available, prior approval for use of a personal vehicle must be obtained from their section commander/manager.

2. Refer to the City of Naperville Travel Policy Guide for the current mileage reimbursement rate and procedures for all forms of transportation.

3. If a rental car is required, a justification for the auto rental must be attached to the training request form.

B. Meals, Lodging, Phone Calls, Receipts, Advances, Processing.

1. The City of Naperville Travel Policy Guide shall govern reimbursement amounts and procedures for advances and reimbursement.

33.1.4 TRAINING COURSE LESSON PLANS
A. In order to ensure that topics presented by the Training Unit accomplish stated goals and objectives, all in-house training courses shall require the submission of a lesson plan prior to the course presentation. Guidelines for lesson plan format and content will be determined by the Training Unit. Lesson plans will include:

1. A statement of performance and job-related objectives.

2. The content of the training and specifications of the appropriate instructional techniques.

3. All lesson plans for in-house training programs will be reviewed, approved, and maintained by the Training Unit.

a. Lesson plans are to be consistent with:

1) Department directives and policies.

2) Existing federal, state and local requirements.

4. Identification of any tests used in the training process.

B. Lesson plans are required for training courses conducted by nonresident instructors. These lesson plans will be maintained by the Training Unit.

33.1.5 REMEDIAL TRAINING
A. Remedial training is defined as personalized training used to correct a specific deficiency which may have been identified through:

1. Testing.

2. Evaluation by a supervisor or FTO during training.


5. An internal or external complaint, see General Order 26.1.

B. Remedial training may be provided:

1. Through Department in-service training.

2. By assignment or re-assignment to the Field Training Program.

3. By enrollment in a course of instruction given by another agency, school, or university as deemed necessary.

C. When, based on documented evidence, supervisors determine that an employee under their supervision requires remedial training, they shall, as soon as possible, forward a written report to the Training Unit, stating:

1. The deficiency in the employee's performance.

2. A recommendation for training to correct the deficiency.

3. Any other corrective action that may have been taken.

D. The Training Unit may recommend that training be given by assigning the employee to an FTO, recommending a course of instruction given by an outside agency, or requesting the
assignment of the employee to other agency training upon approval of the Section Commander.

E. It is the goal of remedial training to correct employees deficiencies in basic skills, knowledge, and ability required to perform their job assignments. Upon completion of remedial training, the employee shall be evaluated by the supervisor to determine the effectiveness of such training. Results of this evaluation will be in written form and forwarded to the employee's Section Commander to determine if further action is required.

1. Unsatisfactory completion or non-participation may be cause for disciplinary action.

33.1.6 TRAINING RECORDS - EMPLOYEE

A. The Training Unit will maintain a current record of all training received by Department employees. The Training Unit shall update the appropriate training records following the participation of an employee in a training program. These records will include:

1. The date of the training.
2. Types of training/subject matter.
3. Test scores, if any.
4. Certificates received, if any.

33.1.7 TRAINING RECORDS - TRAINING CLASSES

A. The Training Unit will maintain records of training classes provided by the department, to include, at a minimum:

1. Course content (lesson plans).
2. Names of agency attendees.
3. Performance of individual attendees as measured by a test, if administered.

33.1.8 RELEASE OF TRAINING RECORDS

A. Training records are confidential in nature and shall not be released, except in the following specific instances:

1. In compliance with the Illinois Open Records Act permitting employees to review their own personnel records (Illinois Compiled Statutes 820 ILCS 40/1).
2. In compliance with the Illinois Freedom of Information Act (Illinois Compiled Statutes 5 ILCS 140/1, et seq.).
3. In compliance with valid subpoena or court order.

33.1.9 REQUESTS TO ATTEND TRAINING

A. Employees may be enrolled in specialized and/or in-service training upon recommendation of their supervisor and concurrence of the Division Commander. This recommendation is to be forwarded through the chain of command utilizing the “Request for Training” form #515A/B, which can be obtained in the Report Writing area, from division secretaries, and/or from the Training Unit clerical assistant.
The purpose of this order is to define the relationship with the training academy and establish a guide for training provided to each new police officer.

ORDER:

33.2.1 NOT APPLICABLE BY FUNCTION

33.2.2 NOT APPLICABLE BY FUNCTION

33.2.3 RELATIONSHIP WITH TRAINING ACADEMY

A. Statutory Training Requirements.
   In accordance with the Illinois Compiled Statutes 50 ILCS 705/8.1, no person shall receive a permanent appointment as a law enforcement officer unless that person has been awarded, within six months of his or her initial full-time employment, a certificate attesting to successful completion of the Minimum Standards Basic Law Enforcement Training Course as prescribed by the Illinois Law Enforcement Training and Standards Board.

B. Academy Enrollment.
   The Naperville Police Department uses the services of the Suburban Law Enforcement Academy and the Illinois Department of State Police Academy primarily. If a circumstance makes it necessary for the Department to use another academy for basic recruit training, the requisite proofs of compliance to meet the accreditation standards will be obtained prior to the enrollment of new personnel.

C. Providing Input/Liaison.
   The Training Unit shall maintain a close liaison with the staff of the Suburban Law Enforcement Academy and the Illinois Department of State Police Academy, keeping channels of communication open in order to monitor the progress of recruits and provide input to the academy training program.

D. Providing Resources.
   The Department shall make available to the training academy its facilities, staff, instructors and resources when the Training Unit determines that to do so would enhance the training efforts of all concerned and the request will not lessen the training efforts of the Department.

E. Financial Obligations.
   The Department's financial obligation to the academy is limited to the payment of tuition and, if applicable, room and board charges.

F. Liability.
   Liability for any training related physical injury of any Department member at the recruit academy shall be borne by the Department. The academy shall be responsible for the administration of the prescribed training programs and provide for the fair and non-discriminatory testing of each student. Liability for said administration shall be borne by the academy.

33.2.4 DEPARTMENT SPECIFIC TRAINING

A. The Department provides a formal orientation program for recruit officers in addition to the instruction provided at the training academy. The orientation program is completed prior to the start of field training. The program includes, but is not limited to:

   1. Management Staff introduction.
   2. Employee benefits review including police pension fund.
   3. Review of written directives.
   4. Accreditation familiarization.
   5. Introduction to community policing concepts.
   7. Organizational structure.
   8. Facility orientation including use of fitness room.
   9. Issuance of equipment, manuals, maps, and uniforms.
   10. Firearms orientation.
   11. Review of selected City ordinances.

B. Additional training on Department policies, procedures, rules and regulations takes place upon the completion of the academy and throughout the field training process.
INDEX AS:

33.4.1 BASIC POLICE TRAINING REQUIREMENT
33.4.2 RECRUIT TRAINING PROGRAM
33.4.3 FIELD TRAINING PROGRAM

PURPOSE:
The purpose of this order is to list basic police training requirements and responsibilities along with providing information on the training academy.

DEFINITIONS:
Recruit Officer: Refers to an individual who has been selected to attend the Suburban Law Enforcement Academy, Illinois Department of State Police Academy, or other approved basic training academy and has been sworn in.

Probationary Officer: Refers to an individual who is ILETSB-certified as a police officer, has been sworn in, and has not completed their probationary period (18 months).

ILETSB Certification: Certification by the Illinois Law Enforcement Training and Standards Board means that a person has met the minimum selection and training requirements and is eligible to continue employment as a police officer.

ORDER:

33.4.1 BASIC POLICE TRAINING REQUIREMENT
A. Academy instruction prior to assignment.

1. Pursuant to the Police Training Act, Illinois Compiled Statutes 50 ILCS 705/8.1, all recruit officers who are not ILETSB-certified at the time they are hired are required to attend and successfully complete the Minimum Standards Basic Law Enforcement Officers Course at an approved police training academy. Included in this category are those recruit officers with previous police experience, but who have not attended a Minimum Standards Basic Law Enforcement Officers Course in the State of Illinois.

2. Those recruit officers who have successfully completed the Minimum Standards Basic Law Enforcement Officers Course at an approved police training academy in the State of Illinois, but who have a gap in their police employment of more than three years just prior to beginning employment with the Department, will be required to attend and successfully complete the Minimum Standards Basic Law Enforcement Officers course at an approved police training academy.

B. Recruit officer authority and responsibility.

1. Recruit officers faced with situations involving criminal conduct are usually neither equipped nor prepared to handle the situation in the same manner as if they were fully trained. Observation and reporting of criminal conduct are encouraged.

   a. A recruit officer confronted with a situation involving criminal conduct shall give first consideration to causing the responsible law enforcement agency to take appropriate action.

   b. In limited serious or hazardous cases, the exigency of a given situation may call for immediate action. In those situations, action should only be taken after considering the tactical situation with regard to personal safety and to possible liability to the Department.

2. Recruit officers are not permitted to carry firearms on their person except for authorized training purposes.

3. Recruit officers will not be assigned or permitted to perform regular police duties prior to successful completion of formal academy training.

4. Recruit officers may be assigned to areas within the police department that do not require the carrying of a weapon, enforcing the law or making an arrest.

33.4.2 RECRUIT TRAINING PROGRAM
A. The Minimum Standards Basic Law Enforcement Officers Course was developed by the ILETSB. This training program will include:

1. A curriculum based on tasks of the most frequent assignment associated duties of officers who complete recruit training.

2. Use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities.

33.4.3 FIELD TRAINING PROGRAM
A. The organization, administration, and training requirements of the Field Training Program are delineated in General Order 33.9, Field Training Program.
The purpose of this order is to establish guidelines for the development and implementation of in-service, roll call, and advanced training.

DEFINITIONS:

In-Service Training: The presentation of material that enhances the officer's basic training. The use of in-service training may be a component of other specialized, career development, promotional, or advanced training.

Roll Call Training: Material that is presented in a short period of time, generally at the beginning of an officer's watch or work assignment.

Advanced Training: Training designed for specialized, managerial, and supervisory skills.

Annual Retraining: Training that is required of all sworn officers. It is intended to keep officers' skills proficient.

ORDER:

33.5.1 ANNUAL RETRAINING

A. All sworn officers will be required to attend retraining sessions on an annual basis. The purpose of these retraining sessions is to enhance basic training and provide supplemental training on advances, changes, and improvements in the criminal justice community and the Department. Training may be in-person, via video, or Department-approved on-line training. Topics suited to in-service retraining sessions may include, but are not limited to:

1. Department policy, procedures, rules, and regulations with emphasis on changes.
2. Statutory or case law affecting law enforcement operations with emphasis on changes.
3. Functions of the Department in the local criminal justice system.
4. Community policing theories and practices.
5. Use of force including use of deadly force.
6. Proper use of discretion and alternatives to arrest.
7. Emergency fire suppression techniques.
10. Interview and interrogation techniques.
12. Innovative investigative and/or technological methods.
15. Victim/witness rights, policies, and procedures.
16. Special operations and unusual occurrence contingency plans.
17. Hazardous materials incident response.
18. Performance evaluation system (for supervisors).
19. Records system procedures and requirements.
20. Leadership.
21. Ethics and integrity.

33.5.2 ROLL CALL TRAINING

A. The purpose of roll call may include providing training sessions of short duration.

B. Planning for roll call training/role of supervisors.

1. Watch Commanders and Field Supervisors shall be primarily responsible for identifying areas of training need or interest for their subordinates adaptable to roll call training and will conduct such training on a timely basis.
2. The Patrol Division Commander may occasionally assign specific roll call training topics.
3. The Training Unit may plan and provide resources for roll call training periodically.

C. Techniques or instructional methods used in roll call training.

Persons who conduct roll call training shall utilize teaching techniques that best meet the needs of the personnel taught and may include:

1. Conference. A small group discussion of a problem or issue with the instructor as the discussion leader.
2. Demonstration. Tasks or job functions shown in the actual work environment.
3. Case study. An analysis of realistic cases involving problems or issues. The case study is used mainly to develop problem-solving and decision-making skills.
4. Critique. A formalized, structured criticism of actual performance, usually held after a practical exercise or other event.
5. Lecture. A technique that depends almost exclusively on a one-way flow of communication from teacher to students.
6. Peer teaching.  
A student who has successfully completed a portion of training instructs other students who are still learning that portion of training.

7. Role playing.  
Carried out with students as observers of a simulated event or with students acting as participants or role players.

D. Relationship with the basic recruit training academy.  
Although the basic recruit training academies are not directly involved in roll call training, they may be used as a resource for:

1. Instructional materials and bulletins.
2. Films and videotapes.
3. Lesson plans and programs.

E. Roll call instructors/role of officers.  
Personnel who develop and present roll call training should be those who are familiar with, and knowledgeable of, the current issues and/or topics addressed.

F. Evaluation of roll call training.  
Officers should be encouraged to give written or verbal evaluations of the training material immediately following the training. Memos and comments should be forwarded, via the chain of command, to the Training Unit.

G. Scheduling of training.  
See General Order 41.1.

33.5.3 ACCREDITATION FAMILIARIZATION  
A. To ensure that all employees are familiar with the accreditation process (as set forth by the Commission on Accreditation for Law Enforcement Agencies, CALEA) and what it entails, training will be conducted which will emphasize the importance of accreditation to the organization. This familiarization training will address the following topics:

1. The history and background of law enforcement accreditation efforts and the Department's involvement in the process.
2. The accreditation process.
3. The goals and objectives of accreditation.
4. The advantages of accreditation and its impact on the Department.

B. Familiarization with the accreditation process will be provided as follows:

1. To all newly hired personnel within 30 days after their employment begins or within 30 days after completing the recruit academy.
2. To all personnel prior to an on-site assessment.

C. Familiarization may be achieved by:

1. Classroom instruction.
2. Newsletters.
3. Memoranda.
4. Periodic attendance by command staff at CALEA meetings.

33.5.4 ACCREDITATION MANAGER TRAINING  
A. Employees assigned to the position of Accreditation Manager shall receive specialized Accreditation Manager training within one year of being appointed. The Accreditation Manager shall attend at least one CALEA conference each year.

33.5.5 ADVANCED TRAINING  
A. Advanced training is designed to improve the professional competence of officers who have been promoted or have demonstrated leadership capabilities. Advanced training may include, but is not limited to:

1. Northwestern University Traffic Institute's School of Police Staff and Command.
2. Southern Police Institute's Administrative Officer's Course.
3. FBI National Academy.
5. Any equivalent training.

B. Sworn personnel promoted or appointed to supervisory positions will attend advanced training prior to or within one year of assuming the rank of sergeant and lieutenant.
INDEX AS:

33.6.1 SPECIALIZED TRAINING REQUIRED
33.6.2 SPECIAL RESPONSE TEAM TRAINING

PURPOSE:

The purpose of this order is to give direction to employees of the Department who are responsible for developing and implementing specialized training.

DEFINITION:

Specialized Training: Training that is given to a person who is newly assigned to a permanent, temporary, or specialized position.

ORDER:

33.6.1 SPECIALIZED TRAINING REQUIRED

A. The purpose of specialized training is to provide skills, knowledge, and ability in addition to those taught in either basic or other in-service programs. Specialized training may also address supervisory, management and/or executive development training. Specialized training provided to Department personnel will incorporate the following performance objectives:

1. Development and/or enhancement of the skills, knowledge, and relevant abilities for the particular position or assignment.
2. Identification of the management, administration, supervision, personnel policy and/or support services associated with the position or assignment.
4. Knowledge of the Department policies, procedures, rules and regulations that specifically impact on the position or assignment.
5. Performance standards of the function or component.

B. Certain specialty assignments require certification training by law. Other specialty assignments require additional training according to the dictates of sound management practices. The Department recognizes this fact and endeavors to meet all specialized training requirements. Consequently, specialized training will be provided for, but not limited to, the following positions:

1. Arson Investigator.
2. Bicycle Patrol Officer. See General Order 41.9.5 for required training.
3. Breath Analyzer Operator. Training and licensure by the Illinois State Police with re-training and licensure every 3 years.
4. Canine Handler. See General Order 41.4.6 for required training and General Order 41.4.7 for refresher training.
5. Intelligence Investigator.
6. Crime Prevention Officer.
7. Too Good For Drugs Instructor.
8. Defensive Tactics Instructor.
9. Underwater Recovery Team Officer. See General Order 46.6.6 for required training and re-training.
10. Field Training Officer. Training as indicated in the Naperville Police Department Field Training Manual.
11. Firearms Instructor. Training through Police Training Institute in curriculum certified by the Illinois Local Governmental Law Enforcement Officers Training Board.
12. Forensic Specialist/Evidence Technician/Crime Scene Unit. See section C below.
15. Physical Fitness Specialist. See General Order 22.3.
16. Radar Instructor.
17. Special Enforcement Unit Officer.
18. Special Response Team Officer. See section 2, Special Response Team Training, below.
19. Traffic Officer/Accident Investigator.
20. Training Coordinator.
22. GREAT Officer.
23. VEGA Officer. Training conducted by the Illinois State Police.
24. Accreditation Manager. See General Order 33.5.4.
25. Liquor Liaison.
27. GREAT Officer.
28. VEGA Officer. Training conducted by the Illinois State Police.
29. Accreditation Manager. See General Order 33.5.4.
30. Liquor Liaison.
31. School Resource Officer.

C. The Department shall utilize local, regional, and in-house resources to provide forensic specialists, evidence technicians and crime scene unit personnel with training in the following areas:

1. Recovery of latent prints.
2. Recovery of foot, tool, and tire impressions.
3. Photographing crime or accident scenes.
4. Preparing crime or accident scene sketches.
5. Collecting, preserving, and transmitting physical evidence, including biological materials.

33.6.2 SPECIAL RESPONSE TEAM TRAINING

A. The purpose of requiring all Special Response Team members to engage in training and readiness exercises is to ensure that the Special Response Team members have ample opportunity to practice their special skills and develop their abilities to function effectively as a team.

B. Training for the Special Response Team includes, but is not limited to, the following areas:

1. Specialized tactics and strategies.
   a. Trauma injury management.
   b. Team deployment.
   c. Close quarters combat.

2. Specialized team building exercises.

3. Physical fitness training/assessment.

4. Qualification and practice with duty pistol.

5. Qualification and practice with specialized firearms.
   a. Sub-machine gun.
   b. Gas gun.
   c. Bolt-action rifle.
   d. Shotgun.
   e. Semi-automatic rifle.

6. The use of distraction devices.

7. The use of chemical munitions.

8. Hostage rescue tactics.

6. Barricaded subject tactics.

7. High risk warrant service tactics.

C. The Special Response Team will train a minimum of 96 hours annually.

D. The Special Response Team, periodically, will train with the Hostage Negotiation Team utilizing operational scenarios and simulations.

E. All training by the Special Response Team will be documented and the training records will be maintained by the Training Unit pursuant to General Order 33.1.6.
INDEX AS:

33.7.1 NEWLY APPOINTED CIVILIANS
33.7.2 PRE-SERVICE AND IN-SERVICE TRAINING REQUIREMENTS

PURPOSE:

The purpose of this order is to establish a system to ensure that civilian employees receive the necessary training for their job assignments.

ORDER:

33.7.1 NEWLY APPOINTED CIVILIANS

A. The Department provides a formal orientation program for all newly appointed civilian employees. The orientation program consists of, but is not limited to the following:

1. Orientation to the role, purpose, goals, policies and procedures of the Department.
2. Review of employee benefits, working conditions and related regulations, as explained in the Employee Handbook.
3. Responsibilities and rights of employees.
4. Access to and use of the Written Directives and other directives, as may be appropriate.
5. Accreditation familiarization.
6. Introduction to community policing concepts.
7. Facility orientation including use of the fitness room.
8. Review of the Police Department and city government organizational structures.

B. The employee’s section commander/manager is responsible for scheduling and assigning accountability for the orientation program.

33.7.2 PRE-SERVICE AND IN-SERVICE TRAINING REQUIREMENTS

A. Training for civilian positions, in addition to orientation, will be accomplished prior to the assumption of job responsibilities for the following positions:

1. Community Service Officer.
2. School Crossing Guard.
3. Animal Control Officer.
4. Records Technician.
5. Telecommunicator.
6. Detention Officer.
7. Vehicle Reclamation Officer.
9. Civilian Forensic Specialist or Crime Scene Unit.
10. Forensic Technician.
11. Criminal Intelligence Analyst.

B. Civilian training will normally be conducted in the following manner:

1. In-service.
2. On-the-job or field training program.
3. Other agencies.

C. Periodic refresher training will be scheduled for all civilian employees of the Department to:

1. Update skills.
2. Review new legislation.
3. Enhance job knowledge for new responsibilities.
4. Review procedural and/or technological changes that affect their work.
5. Review Department directives as may be appropriate.
6. Increase interpersonal communication skills.
7. Review job safety regulations.
INDEX AS:
33.8.1 TRAINING REQUIREMENTS
33.8.2 JOB TRAINING AT PROMOTION
33.8.3 CAREER DEVELOPMENT PROGRAM

DEFINITIONS:
Career Counseling: The relationship (process) between a trained counselor and an employee which is designed to facilitate an employee's career choices, understanding of career goals, and achievement of career goals through meaningful, well-informed choices.

Career Development Activities: An organized and supervised set of duties or functions designed to stimulate learning (e.g., counseling, training, job rotations).

PURPOSE:
The purpose of this order is to establish a career development program which will assist employees in selecting a career path. Participation in career development activities by line personnel shall be voluntary.

ORDER:

33.8.1 TRAINING REQUIREMENTS
A. One of the most important elements of the Career Development Program is counseling. Counselors must be able to review with employees all of the pertinent information, including the concept of career development, to ensure that they have a good understanding of the program. This will be accomplished by providing counselors with the necessary training and information to be effective. Career development counseling will normally coincide with the Employee Performance Appraisal process.

B. All supervisory personnel will undergo a period of orientation which will provide increased knowledge and skills to enable them to counsel subordinates on career development. The training may include:
   1. General counseling techniques.
   2. Techniques for assessing skills, knowledge and abilities.
   3. Salary, benefits and training opportunities of the Department.
   4. Educational opportunities and incentive programs.
   5. Awareness of the cultural background of ethnic groups in the program.
   6. Record keeping techniques.
   7. Career development programs of other jurisdictions.
   8. Availability of outside resources.

33.8.2 JOB TRAINING AT PROMOTION
A. The Department shall provide job related training for all newly promoted personnel. This training should take place either prior to promotion or within the first year following promotion.

B. Management and supervisory training are an important element of the Career Development Program and a factor in enhancing an employee’s overall potential for upward mobility. Newly promoted personnel will receive specialized training which may include:
   1. The expression and communication of objectives.
   2. Planning.
   3. Decision making.
   4. Problem identification, prevention, and solution.
   6. Fiscal management.
   7. Organizational behavior.

33.8.3 CAREER DEVELOPMENT PROGRAM
A. Career Development Counseling
   1. Career development counseling should take place, for each employee, during their annual performance evaluation meeting conducted by their supervisor. Some career development opportunities, as well as steps taken to prepare for career opportunities, may be utilized as SMART goals on the employee’s performance evaluation.
   2. Additional counseling may be done informally by: other than immediate supervisors, mentors, members of Departmental specialized units, etc.
   3. Counseling should include inquiry regarding the employee’s plans and preferences, review of the employee’s areas of knowledge, skills and abilities and discussion of relevant training available and other relevant career development opportunities. Counseling may include instruction in or discussion of preparations that the employee should take to prepare for those career development opportunities. This may include resume writing, interviewing, study and/or alterations in their focus or performance in their current assignment.

B. Career Development Opportunities
   1. Promotional opportunities.
   2. Training.
   3. Formal education.
   4. Specialized positions.
   5. Collateral assignments.
   6. Alternative positions within the Department and/or within the City.
   7. Increased challenge/responsibility within the employee’s current assignment.

C. Training Requests
   Opportunities for Departmentally sanctioned training will be available to employees, either by placement of written materials in multiple accessible locations or electronically, or some combination. Employees are encouraged to investigate other available training and submit training requests, as appropriate.
1. Supervisors may submit written training requests for their employees at any time.

2. Employees may submit written training requests, via the chain of command.
The Naperville Police Department's Field Training Program is for all newly sworn officers with a curriculum based on tasks of the most frequent assignments with provisions for the following:

1. Minimum field training of 56 working days in duration.
2. Field Training Officer selection process.
3. Supervision of Field Training Officers.
4. Liaison with academy staff, as applicable.
5. Training and in-service training of Field Training Officers.
6. Rotation of probationary officer field assignments.
7. Guidelines for the evaluation of probationary officers by Field Training Officers.
8. Reporting responsibilities of Field Training Officers.

The goal of the field training process is to improve the overall effectiveness and efficiency of police service delivered to the citizens of Naperville by:

1. Improving the overall applicant screening process. The Field Training Program is one stage of the Department's overall applicant screening process designed to facilitate on-the-job observations and performance assessment.
2. Establishing a probationary police officer appraisal system. The program is designed to provide a job-related, post-academy evaluation of probationary police officer performance. The process utilizes a standardized and systematic approach to documenting probationary police officer performance.
3. Establishing a program review procedure. The program provides an appraisal system to measure the effectiveness of the Department's selection and training processes by allowing feedback regarding probationary police officer strengths and weaknesses.
4. Improving the probationary police officer training process. Field Training Officers serve as role models for probationary officers in the development of the skills, knowledge, and abilities needed to perform patrol functions and the application
of police academy training materials received during basic academy training.

5. Field Training Officers provide training and coaching to experienced probationary officers to model and teach Departmental procedures and expectations.

6. Establishing career opportunities within the Department. The Field Training Program is one of several career paths within the Department. It provides incentive for demonstrating proficiency in the skills, knowledge, and abilities needed to perform patrol functions. While performing the duties of the Field Training Officer, the officer gains experience and knowledge that increases leadership, training, and evaluation skills which may enhance career opportunities.

7. Establishing an improved in-service retraining program. The program provides a system for retraining and orientation to sworn officers returning to patrol from extended absences or assignments outside of patrol duties.

33.9.2 FIELD TRAINING PROGRAM ORGANIZATION

A. Field Training Program Instructional Manual.

1. The Field Training Program Instructional Manual has been developed for the purpose of providing a standard and comprehensive study plan for the Field Training Program. The Field Training Program Instructional Manual contains guidelines for the evaluation of probationary officers by Field Training Officers. The manual also provides a mechanism for evaluating and monitoring the probationary officer's progress in the program.

2. The Field Training Program Instructional Manual will be the primary guide in the probationary officer's progressive training and development. While in the Field Training Program, the manual must be utilized. The probationary officer will be responsible for having the Field Training manual immediately accessible at all times while involved in the Field Training Program.

3. Probationary officers are expected to become thoroughly familiar with the contents of the Field Training Program Instructional Manual.

4. The requirements outlined in the Field Training Program Instructional Manual shall be met in a timely manner. The FTO and Field Training Sergeant are charged with the responsibility of ensuring compliance with this manual.

B. Field Training Commander.

1. Whenever possible, the Field Training Commander should attend monthly Field Training Meetings to exchange firsthand information concerning probationary officer performance and to evaluate the instructional techniques of the Field Training Officers.

2. The Field Training Commander shall coordinate the preparation of statements of probationary officer development and submit them to the Chief of Police with a recommendation to retain or remove probationary officers from the program. All other field training personnel and patrol supervisors will be offered the opportunity to provide input in this evaluation.

C. Field Training Coordinator and Training Coordinator.

1. The duties and responsibilities of the Field Training Coordinator and Training Coordinator are interchangeable and include:

   a. Preparing, explaining and ensuring written acknowledgment of the pre-employment letter.

   b. Maintaining liaison with the academy staff. Formally requesting basic academy information pertaining to the officer's training performance and disseminating such information as necessary.

   c. Monitoring and evaluating the overall development of all probationary officers during their probationary period for purposes of ascertaining any deficiencies and resolving them through the training and retraining process.

   d. Maintaining a complete training file and monitoring the probationary officer's progress throughout the program.

   e. In concert with the Commander, being responsible for planning, scheduling, directing, and evaluating field training assignments and any changes.

   f. Working closely with the field supervisors of probationary officers during and after the completion of Field Training Program assignments to determine and correct any training deficiencies. The Field Training Coordinator may recommend a recycling of a probationary officer for retraining.

   g. Facilitating the dissemination of information relating to a probationary officer's progress to the appropriate command officers. Ensuring that the training and evaluation processes are completed on a timely basis.

   h. Assisting the Field Training Review Board in conducting a comprehensive evaluation of each probationary officer during the last month of the probationary period by reviewing the probationary officer's development and making a recommendation to retain, dismiss, or extend the probationary period of the officer. Other field training personnel will be offered the opportunity to provide input to the final probationary period evaluation.

   i. Presiding over the monthly Field Training meetings to exchange firsthand information concerning the probationary officer's performance and to allow the opportunity to observe the problem-solving techniques of the Field Training Officers.

D. Field Training Sergeant/Supervision of Field Training Officers.

1. The Field Training Sergeant shall ensure that the training process is properly administered. Various sources of information should be utilized to achieve these goals including, but not limited to:

   a. Daily observation reports.

   b. Verbal communications with the FTOs.

   c. Personal observations of the probationary officer's performance.

2. The Field Training Sergeant is responsible for the weekly review of the probationary officer's Field Training Program Instructional Manual to determine if it is up to date and properly completed. If it is not current, the Field Training Sergeant should ascertain the reason and give special attention to the possible need for remedial training.

3. Reports written by the probationary officer will serve to identify deficiencies, especially in spelling, grammar, neatness, attention to detail, and the general organization of thought. The Field Training Officer and, whenever possible, the Field Training Sergeant, are responsible for the review of these reports.

4. The Field Training Sergeant shall make certain that the Supervisor's Weekly Evaluation Report is completed and turned in to the Training Unit.
5. The Field Training Sergeant shall monitor the overall training of probationary officers assigned to the watch to ensure that Field Training Program standards are being met.

E. Field Training Officer.

1. The Field Training Officer is responsible for the training and evaluation of the probationary officer and will report to the Field Training Sergeant concerning any field training matters.
   a. All Field Training Officers shall receive specialized FTO training consistent with this program as defined in General Order 33.6, Specialized Training.
   b. To maintain and increase their overall job knowledge, Field Training Officers shall receive in-service training during Cadre meetings, through NEMRT, other outside vendors, and/or during NPD annual retraining sessions.

2. The Field Training Officer serves three primary roles:
   a. Police officer having full patrol responsibility.
   b. Trainer, coach and evaluator of probationary officers.
   c. Role model for probationary officers and others.

3. The Field Training Officer may be released from field training and evaluation duties as follows:
   a. At the request of the individual FTO.
   b. By change of assignment from patrol duties.
   c. At the direction of the Field Training Review Board.

33.9.3 ASSIGNMENT OF PROBATIONARY POLICE OFFICERS

A. Assignments.

1. Probationary police officers shall be assigned to the Patrol Division. Each probationary officer shall be placed in the Field Training Program under the supervision of a Field Training Sergeant and Field Training Officer.
   a. The field training assignment shall be predetermined and will be varied only when a probationary officer needs retraining.
   b. Probationary officers will be rotated through various watches, field assignments and FTOs in order to expose them to a variety of police functions.
   c. The Field Training Review Board may continue the field training assignment of a probationary officer beyond the predetermined time if the need for further training is apparent.

B. Orientation.

1. Probationary officers are to receive a minimum of five days of in-house orientation and training before assignment to the Field Training Program.
2. See General Order 33.2, Training Academy Instruction, Section 4, Supplemental Training Academy Instruction.

C. Field training.

1. The Field Training Program for probationary officers that have no prior experience as certified full-time police officers shall consist primarily of on-the-job training and shall be 76 working days in duration. This is in addition to required academy training and in-house orientation and training.

2. At the discretion of the Field Training Review Board, probationary officers in the field training program who have prior experience as certified full-time police officers may be identified for the “Fast Track Program,” which shall be no less than 56 working days in duration. This is in addition to required in-house orientation and training. The criteria for selection into the Fast Track Program includes, but is not limited to:
   a. Progress in completing Training tasks.
   b. Consistently acceptable performance in all categories.
   c. Ability and willingness to serve as the primary contact officer.
   d. Geographic knowledge of the City and orienting abilities.
   e. Significant Self-Initiated Field Activity (SIFA).

3. The Field Training Program is separated into two phases:
   a. Phase I is 76 working days in duration for probationary officers who have no prior experience as full-time officers and is divided into four cycles.
      1) The probationary officer shall be assigned to a different Field Training Officer during cycles one, two, and three.
   b. Phase II is a minimum of 56 working days in duration for probationary officers who have been identified for the Fast Track program. This program will be divided into three cycles.
      1) The probationary officer shall be assigned to a different Field Training Officer during cycles one, two, and three.
   c. Phase II is the balance of the probationary officer's probation period.
      1) The probationary officer shall be assigned to Patrol operations for a minimum of 80 percent of this time.
      2) Probationary officers in Phase II will have a monthly evaluation report completed by a Field Training Sergeant.

33.9.4 FIELD TRAINING EVALUATION PROCESS


1. DORs will be completed by the Field Training Officer.


1. Shall be completed by the assigned Field Training Sergeant for each training and evaluation period (Monday through Sunday).


1. Shall be completed by the assigned Field Training Sergeant with assistance, as necessary, from other supervisors or the Field Training Coordinator.
   a. The Monthly Evaluation Reports will be reviewed by the Field Training Coordinator and Commander and are made available to the Field Training Review Board for review and discussion.

33.9.5 FIELD TRAINING REVIEW BOARD
A. The responsibility of the Field Training Review Board is to oversee the Field Training Program and to ensure that all facets of the Field Training Program are in compliance. The Board is charged with the following:

1. Advancing probationary officers from the training stage to solo patrol (Phase I to Phase II) when appropriate.
2. Making recommendations for probationary officers to pass probation or extensions of probation.
3. Making recommendations to the Chief of Police for removing probationary officers from the training program for failure to meet the minimum standards of the program.
4. Responsibility for the selection and removal of Field Training Officers and Field Training Sergeants.

B. The Field Training Review Board shall forward its recommendations to the Chief of Police. The Board shall meet on a regular basis as probationary officers progress in the program.

33.9.6 SELECTION PROCESS OF FIELD TRAINING OFFICERS

A. The Field Training Coordinator shall post notices of Field Training Officer openings.

1. See General Order 16.2, Specialized Assignments.

B. Written application shall be made to the Field Training Review Board.

C. Field Training Officer minimum qualifications:

1. Three years' employment as a sworn officer with the Naperville Police Department, of which the last six months prior to the FTO application date were served in uniform patrol service.
   a. Non-probationary police officers with less than three years as a sworn officer with the Naperville Police Department may be considered for assignment as an FTO if they are determined to have significant experience with another law enforcement agency prior to employment with the Naperville Police Department. Significant prior experience can consist of such things as FTO assignment, supervisory experience, etc.


3. Recommendations from the applicant's field supervisor and watch commander.

4. Commitment to the program for a minimum of two-years while assigned to the Patrol Division as an officer.

D. During the Field Training Officer selection process, input concerning the candidate's qualifications will be sought from the Field Training Coordinator, Training Unit, and current Field Training Officers.

E. After the candidate's successful assessment by the Field Training Review Board, qualified applicants shall be selected by the Board.

33.9.7 EMPLOYMENT STATUS PROCESS

A. If, at any time during the probationary period, a probationary officer is not performing at a satisfactory level, a recommendation for removal from the Field Training Program may be initiated.

1. The Field Training Coordinator shall gather all relevant memoranda and ensure that all supporting data are attached.

2. The Field Training Coordinator will prepare a detailed report and forward it to the Field Training Review Board.

3. The Field Training Review Board will prepare a detailed report and forward it to the Chief of Police.

B. The Chief of Police will make an administrative decision pursuant to the provisions of the Field Training Program, city of Naperville, and the Board of Fire and Police Commissioners.

33.9.8 DISPOSITION OF FIELD TRAINING EVALUATIONS

A. Upon completion of the probationary officer's training, the officer's field training reports will be maintained as follows:

1. The Training Coordinator shall maintain all field training files.

2. Field training files are confidential and are to be released only in compliance with General Order 33.1, Training Administration, Section 8.

33.9.9 PATROL RETRAINING PERIOD

A. An officer returning to uniformed field duties after an absence of 12 months or more shall undergo an in-service retraining process.

1. The in-service retraining process will consist of assignment to a Field Training Officer for the purpose of retraining the returning officer to solo patrol duties.

2. The period of retraining will be a minimum of seven work days or 80 hours in duration. The Field Training Program Instructional Manual will be utilized as a training guide; however, the DORs will not be utilized.

3. During the retraining period, the patrol unit will be functioning as a two-officer unit.
PURPOSE:
The purpose of this order is to set forth regulations for use of the Department’s firing range.

ORDER:

33.10.1 RANGE PERSONNEL
A. All organized Department firearms training sessions will be supervised by the Range Master or designated firearms instructor(s), who will maintain training records, qualification results, and other records that pertain to firearms and ammunition inventory.
B. The Range Master or firearms instructor will be in charge of all personnel while participating in the training sessions, regardless of rank or position.
C. All safety rules established by this Order, the Range Master or firearms instructor will be adhered to.
D. All organized Department training sessions are during on-duty status, and all Department rules and regulations will be followed.
E. The Range Master and firearms instructors will have full use of the range equipment for firearms training.

33.10.2 RANGE RULES AND REGULATIONS
A. Persons authorized to use the range:
1. Sworn police officers of the Naperville Police Department.
2. Sworn police officers of other police departments participating in department-sanctioned shooting activities.
3. Spouses and family members of police officers while participating in departmentally-approved safety and orientation clinics.
4. Other persons authorized by the Chief of Police.
B. All persons who are not employed by the City of Naperville and covered under Workman’s Compensation at the time of an activity on the range will complete a liability waiver. (See Attachment A.) Liability waivers will be maintained by the Range Master.
C. General rules.
1. Officers will not use the range unless there are two officers present and one of the officers is non-probationary.
2. There will be no smoking on the range or in outer rooms.
3. There will be no consumption of food or drink on the range or in the control booth.
4. Firearms will be cleaned only in the designated cleaning area.
5. Officers using the range will clean up after themselves, including the replacement of cleaning supplies and collection of spent cartridge cases.

D. Range safety rules.
1. All firearms will be considered loaded and charged until the person who is in possession of the firearm determines otherwise.
2. While present in the police facility, pistols will be charged and cleared into a barrel/cleaning device provided in the locker room.
3. Upon arrival at the range, no loaded pistols will be removed from holsters or cases except when in the shooting area of the range. Pistols will be cleared of all ammunition while facing downrange and placed in the holster with the slide locked back. Long guns will have the action open and exposed for visual inspection.
4. Pistols will be pointed down range or in a safe direction at all times when out of the holster. Other firearms will be pointed down range or in a safe direction at all times.
5. During training, ammunition will be loaded in magazines on the range. Charging of the weapons will be done on command and under the supervision of a firearms instructor.
6. At the conclusion of training, clearing of weapons will be done on command and in the range. Both the officer and the firearms instructor will make a visual inspection of the weapon to ensure it is empty. Actions will be locked back and empty pistols will be holstered.
7. During cleaning and maintenance, all pistols requiring the actions to be decocked (Glock, Sigma, SA-XD, Kahr, etc), will first be inspected to determine they are unloaded. De-cocking the action, by pulling the trigger, will only be done after the muzzle is pointed into a suitable clearing device.
8. All post-assembly function checking will be done with the muzzle pointed into a suitable clearing device, or downrange.
9. Returning to duty, all weapons will be charged into a suitable cleaning device or downrange.
10. No person will fire from a point beyond the firing line except during supervised Department shoots as directed by the firearms instructor.
11. No persons who have any odor of an alcoholic beverage on their breath, regardless of degree of intoxication, will be allowed on the range.
12. No person who is being prescribed a medication which impairs motor skills will be allowed on the range.
13. Eye and ear protection will be used at all times while on the range.

33.10.3 PROCEDURE FOR USE OF RANGE BY OFFICERS
A. The Watch Commander or shift supervisor will be notified of an officer's desire to use the range. A member of the range staff will open the range and activate the console for individual lane operation.

1. The firearms instructors are the only personnel authorized to operate the range console.

2. The range staff will be responsible for completing the range log to document air handling time.

3. All officers will supply their own ammunition while practicing on the range, except when otherwise allotted by a firearms instructor.

4. Any damage or malfunctions of range equipment will be reported to the Watch Commander, supervisor on duty, or a firearms instructor. The Range Master will also be notified of any damage or unusual condition existing after use of the range. This notification will be in writing.

5. All officers will make certain the range is clean and equipment is secured before leaving.

B. Officers will notify the Watch Commander, shift supervisor or firearms instructor when they are finished using the range. The firearms instructor will turn off the controls and inspect the range for damage. A report will be forwarded to the Range Master by the firearms instructor should any damage be discovered or in the event of an unusual occurrence. Reports of damage or unusual occurrence will be made in writing.

C. All range regulations will be followed during off-duty use.

33.10.4 USE OF THE RANGE BY FAMILY MEMBERS

A. The Police Department, in the interest of safety, will conduct safety and firearm familiarization training for officers' family members.

B. The Range Master will see that a training program is developed, approved by the Chief of Police, and offered to officers' family members on a periodic basis.

1. Department personnel will be notified in advance of a training session.

2. A list of participants will be established and any parties desiring this training will be scheduled at the mutual convenience of the firearms instructors and interested family members.

3. The training session will focus on safety issues of firearms handling and storage. Operational aspects of the semi-automatic pistol will also be discussed, demonstrated and practiced.

4. Only department-owned or approved firearms and department-issued ammunition will be used by officers' family members.

5. Officers' family members, for the purpose of this section, will include any household member or person residing in the same dwelling as the officer.

6. The minimum age for participation in any live fire segments of this program will be 14. Younger family members may attend for the purpose of safety instruction and demonstration of the effects of the use of the pistol.

33.10.5 FIREARMS AND AMMUNITION LIMITATIONS

A. The following types of ammunition are restricted from use on the Department range:

1. Any center fire rifle cartridge.

   a. With the exception of ceramic frangible .223 caliber ammunition.
34.1.1 DEPARTMENT ROLE IN PROMOTION PROCESS

A. Attainment of ranks above officer is governed by two distinct systems:

1. One system governs the promotional process to the rank of sergeant. The rank of sergeant is an appointment by the Board of Fire and Police Commissioners pursuant to state law and City ordinance.

2. The other system governs the selection and appointment process for the exempt ranks of Chief of Police, Police Captain, and Police Lieutenant. Police Captains, who serve as Division Commanders, and Police Lieutenants are appointed by the Chief of Police with the advice and consent of the City Manager. The Chief of Police position is appointed exclusively by the City Manager.

B. Promotional examinations conducted by the Board of Fire and Police Commission are governed by Naperville City Ordinance, Title 2, Chapter 16, and Illinois Compiled Statutes 65 ILCS 5/10 Division 2.1, establishes the Board, which consists of five members whose terms are for three years. The members are appointed by the City Council and serve at the discretion of the Council. The Board has charge of all appointments of sworn personnel to the Department, except the Police Chief, Police Captains, and Police Lieutenants. The Board conducts and holds all entrance and promotional examinations in a manner required by law.

ORDER:

34.1.2 DEPARTMENT AUTHORITY AND RESPONSIBILITY

A. The authority and responsibility for administering the Department’s role in the promotion process are vested in the Chief of Police.

34.1.3 PROMOTION PROCEDURES

A. The Board of Fire and Police Commissioners maintains a manual which describes all components of the promotional process. A copy of this manual is available in the Office of the Chief of Police. The manual details procedures for:

1. Evaluating the promotional potential of candidates.
2. Administering written tests.
4. Conducting oral interviews prior to appointment to probationary status.
5. The right of sworn personnel to challenge any aspect of the promotional process is an integral part of the process itself. At a minimum, the following may be part of the appeal:
   a. The review of the answer key to written examinations.
   b. The review of written results of scored elements of the selection process.
   c. Contesting promotion-potential reports used in the selection decision. The individual involved shall submit in writing to the Chief of Police the specific facts of the appeal of the adverse decision within ten days of the posting of the initial promotional roster. The Chief of Police will forward this appeal to the Chairman of the Board of Fire and Police Commissioners who will review the appeal and reply to the employee.

1) The Chairman of the Board of Fire and Police Commissioners may consult with the contract testing company to the Board of Fire and Police Commissioners, the Chief of Police, and/or legal counsel in consideration of the appeal.

6. Security of promotional testing materials. Promotional testing materials are stored in a secure area when not being used. Only those persons authorized by the Board of Fire and Police Commissioners have access to the materials.

34.1.4 PROMOTIONS ARE JOB-RELATED AND NONDISCRIMINATORY

A. Promotions in the Department provide an equal opportunity for sworn personnel to be considered for promotion based upon testing components and procedures tailored to the needs of the Department and which are job-related and nondiscriminatory.

B. The promotional process conducted by the Board of Fire and Police Commissioners is job-related and non-discriminatory. Written tests are constructed based on police texts which are deemed clearly job-related for the sergeant position. Oral interviews are conducted to elicit information and responses which are job-related for the position of sergeant. Assessment centers are conducted based on job-related tasks for the position of sergeant. Any validation of testing elements will be conducted by the Board of Fire and Police Commissioners or their designated testing service.

34.1.5 PROMOTION TEST ANNOUNCEMENT

A. A written announcement of promotional testing under Board of Fire and Police Commission control is to be provided to all eligible
The following information is included on all notices prominently posted:

1. A description of the sergeant position/job classification for which an eligibility list will be established.

2. A schedule of dates, times, and locations of all elements of the process.

3. A description of the eligibility requirements for sergeant.

4. A description of the process to be used in testing and ranking of officers on the eligibility list.

34.1.6 PROMOTION ELIGIBILITY LISTS

A. Once all eligible personnel have successfully completed all phases of testing, the Board of Fire and Police Commissioners certifies a list of eligible candidates for promotion and furnishes it to the Chief of Police. Criteria and procedures for the development and use of eligibility lists include the following:

1. Numerical weights are assigned to each promotional testing component as established by the Board of Fire and Police Commissioners.

2. An eligibility list for the position of sergeant is prepared, certified, and posted after the promotional examination process has concluded. Candidates are ranked in the order of their relative excellence as determined by the testing process, including Department merit and efficiency considerations.

3. The Board of Fire and Police Commissioners' certified promotional eligibility list remains in effect for three years from the date of certification.

4. Upon notice from the City Manager that a promotional vacancy exists, the Board of Fire and Police Commissioners selects the candidate to be promoted from the top three names on the certified eligibility list.

5. Promotions are announced in a Department Personnel Order, stating an effective date for the promotion.

34.1.7 INITIAL REVIEW PERIOD REQUIRED

A. The Department shall establish a six-month initial review period for newly promoted sworn personnel with the following minimum provisions:

1. During this six month period, the newly promoted individual shall be closely supervised and alerted when job performance is in need of improvement.

2. Should a newly promoted individual fail to show improvement, all documentation shall be forwarded to the Chief of Police for further action.

3. Also see General Order 35.1, Performance Evaluation.

B. Performance reports will be subject to the following provisions:

1. Any performance report received during the initial review period may be contested by the newly promoted individual.

2. Individuals wishing to contest such performance report shall first meet with the supervisor issuing the rating and attempt to resolve the matter.

3. If the matter is not resolved, supervisors issuing the rating shall notify their immediate supervisor to schedule a meeting to attempt to resolve it.

4. If the matter still cannot be resolved, the individual contesting the performance rating may continue through the chain of command to the Chief of Police.
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35.1.2 ANNUAL PERFORMANCE EVALUATIONS REQUIRED
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35.1.7 EMPLOYEE COUNSELING
35.1.8 RATERS EVALUATED
35.1.9 PERSONNEL EARLY WARNING SYSTEM

PURPOSE:
The Naperville Police Department recognizes that effective job performance from all employees is essential to achieving its goals and objectives. In order to monitor and measure job performance, the Department will employ fair and reliable performance evaluation methods.

DEFINITIONS:

Counseling: The giving of advice; advising. As used in this directive, discussions between the rated employee and the rater concerning the employee's job performance.

Evaluation: Judging or determining the value and measure of an employee's work performance.

Performance: Actions taken or omitted with regard to specific tasks, assignments, or evaluation criteria.

Rater: The supervisor who evaluates the performance of a subordinate employee.

Reviewer: The person reviewing the evaluation report and responsible for its completeness, fairness, and objectivity. Normally, the rater's supervisor.

Sworn Officer: For the purpose of this directive, the term “sworn officer” refers to all ranks of police officers.

ORDER:

35.1.1 PERFORMANCE EVALUATION SYSTEM

A. The Department's performance evaluation system is coordinated by the Chief of Police. The employee's immediate supervisor will complete the appropriate evaluation form by the Departmental deadline. Each city of Naperville performance evaluation form is completed according to job function and city guidelines which include, at a minimum:

1. Measurement definitions.
2. Procedures for use of form.
3. Rater responsibilities.
4. Rater training provisions. The city conducts annual rater training for all supervisors.

B. A performance review form is used to evaluate all Department employees. The form will be completed utilizing behavioral measurement definitions described on the evaluation form and following the procedures specified on the form. Rater's responsibilities are also specified on the form.

C. The Department employs a performance evaluation system which serves many useful purposes for both the organization and its employees. Objectives of the performance evaluation system include:

1. Maintaining and improving individual job performance.
2. Identifying training needs.
3. Measuring individual strengths and weaknesses.
4. Providing an opportunity for personnel counseling and feedback to improve job performance.
5. Fostering fair and impartial personnel decisions.
6. Determining an employee's potential for future promotion.
7. Determining an employee's potential for specialized positions.

35.1.2 ANNUAL PERFORMANCE EVALUATIONS REQUIRED

A. Every employee of the Department shall undergo a documented performance evaluation at least once each year.

35.1.3 PERFORMANCE EVALUATION OF ENTRY LEVEL/ PROBATIONARY EMPLOYEES

A. Written performance evaluation reports for entry-level probationary employees shall be completed according to the following schedule:

1. Sworn Officer - Probationary.
   Weekly during field training; monthly evaluations during the remainder of the 18-month probationary period.

2. Non-Sworn Personnel - Probationary.
   Departmental bi-monthly evaluations during the probationary period, with city evaluations quarterly.

35.1.4 PERFORMANCE EVALUATION CRITERIA

A. The performance evaluation criteria used are specific to the position occupied by the employee during the rating period. The criteria, and importance of any individual criterion, are job/task-related and based on job descriptions specific to the position.

B. The performance evaluation report will reflect ratings only for job performance observed during the rating period.

35.1.5 PERFORMANCE EVALUATION PROCEDURES

A. The rating period for performance evaluation reports is one year running from February 1 to January 31.

B. Required Rating Explanation.
   Raters are to make explanatory comments when performance ratings are unsatisfactory or outstanding by providing comments on the narrative portion of the evaluation form.

C. Supervisor Review.
Each performance evaluation report must be reviewed and signed by the rater’s supervisor. The performance evaluation report shall be forwarded to and signed by the Chief of Police.

D. Employee Review and Comments.
Each employee will be given the opportunity to sign and make written comments to supplement the completed performance evaluation report. The signature will indicate only that the employee has read the report and does not imply agreement or disagreement with the contents. The supervisor will document an employee’s reluctance to sign the evaluation and indicate the reason(s) provided.

E. Copy of Performance Evaluation to Employee
A copy of the completed evaluation report shall be provided to each employee.

F. Performance Evaluation Appeal Process
If employees believe the ratings or comments reflected in a performance evaluation are not indicative of their overall performance during the rating period, the employees may appeal the rater’s decision. The appeal process shall follow the chain of command to the Chief, whose decision shall be final. This appeal process shall be completed in a timely manner and is intended to be less formal than the Department’s grievance procedure.

G. Retention of Performance Evaluations
All performance evaluation reports shall become a permanent record in the employee’s personnel file.

35.1.6 NOTICE OF UNSATISFACTORY PERFORMANCE
A. Although employees are counseled during the rating period regarding their strengths and weaknesses, supervisors are required to provide written notification to any non probationary subordinate whose job performance is deemed to be unsatisfactory. This written notification will be provided no less than 90 days prior to the conclusion of the employee's rating period. This procedure will provide the employee with knowledge of his/her deficiencies, define actions that should be taken to improve performance, and time to remedy them prior to the conclusion of the rating period.

35.1.7 EMPLOYEE COUNSELING
A. Each employee will be counseled at the conclusion of each rating period, to include the following areas:
   1. Results of the performance evaluation just completed.
   2. Level of performance expected, rating criteria, or goals for the new reporting period.
   3. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.

B. Employees shall be evaluated by their immediate supervisor. In cases where the employee rotates through different shifts, or otherwise performs regularly assigned duties for more than one supervisor during the rating period, the rating supervisor will confer with the employee's other supervisor(s) to ensure a fair and accurate evaluation.

C. Responsibilities of the rater.
The rater should prepare for and conduct the evaluation of his/her subordinate by:
   1. Reviewing the employee's goals for the current evaluation period from the previous evaluation.
   2. Reviewing the employee's Weekly Employee Appraisal Log, if applicable.
   3. Reviewing notes made during the rating period, attendance records, personnel file, training records, awards, etc.

4. Reviewing statistical data that reflect the employee's measurable productivity for the rating period.

5. Following the “Do’s” and avoiding the “Don'ts” of performance evaluations:
   a. Do:
      1) Make evaluations from a Departmental viewpoint rather than a personal one.
      2) Appreciate the benefits to be gained from an accurate and fair evaluation.
      3) Recognize the difference between ability and actual performance; i.e., what an employee could do and what he/she actually does.
      4) Use a process of objective reasoning, eliminating personal prejudice, bias, or favoritism.
   b. Don’t:
      1) Allow some single personality trait to outweigh other traits.
      2) Base ratings solely on incidents in the recent past or on some exceptional action.
      3) Translate potential growth or marginal skills into a higher evaluation than is warranted.
      4) Assume that excellence or deficiency in one factor implies excellence or deficiency in other factors ("Halo" or "Horns" effects).

6. Conducting the evaluation and counseling session according to the following guidelines:
   a. Meet in private and provide a comfortable setting in which to conduct the interview session.
   b. Structure the session, review, and counseling to reflect a perspective which is constructive and cooperative.
   c. Be open-minded to the opinions and facts presented by the employee. Avoid arguments.

35.1.8 RATERS EVALUATED
A. Raters will be evaluated by their supervisors regarding the quality of ratings given employees. The reviewing supervisor should evaluate raters regarding the fairness and impartiality of ratings given, their participation in counseling rated employees, and their ability to carry out the rater’s role in the performance evaluation system. The supervisor should ensure that all the raters apply ratings uniformly.

35.1.9 PERSONNEL EARLY WARNING SYSTEM
A. The Department shall maintain, as an on-going process, a Personnel Early Warning System to provide systematic reviews of specific significant events involving agency employees. The Personnel Early Warning System is time-sensitive and designed to effectively organize critical performance and evaluation data in a format conducive to promptly identify early indicators of certain performance and/or stress related problems and to facilitate any necessary or appropriate follow-up activities.

B. Supervisors will review the following information for their personnel on a periodic basis as criteria relevant to the Personnel Early Warning System:
   1. Sustained Internal Affairs complaints with their associated disciplinary actions.
   2. Preventable police vehicle traffic crashes.
3. Use of force incidents.

4. Performance below acceptable ratings (Sub-Standard Evaluations).

5. Excessive sick leave.

6. On-duty injuries.

C. From these periodic reviews, supervisors will identify employees who may need intervention and initiate a review based on current patterns of collected material.

D. The Support Services Division Commander or his designee will generate an annual report listing employee incidents consistent with those described, including the number and type of occurrences for each employee. This annual report is done in preparation for the annual performance evaluation process.

1. The report will include a cumulative summary and a documented evaluation of the Personnel Early Warning System.

2. From the report, the Division Commanders will identify employees who may require intervention that may have been overlooked. A review of an employee, based on current patterns of collected material, will be initiated when appropriate if not previously initiated by the supervisor.

E. When an employee has been identified as requiring intervention, the employee’s immediate supervisor shall develop an individual course of assistance (and evaluation if appropriate) which may include, but is not limited to:

1. Counseling.

2. A mandatory physical.

3. A psychological fitness for duty evaluation.

4. Participation in the Employee Assistance Program.

5. Remedial training.

6. Other remedial action.

7. Critical Incident Stress Debriefing, see General Order 22.7.

F. Supervisor responsibilities

1. Coordinate the logistics of the employee’s participation in the course of assistance.

2. Monitor and verify the employee’s participation and completion of the approved plan.

3. Prepare and forward a comprehensive report to the Division Commander documenting the employee’s participation and final status within 30 days of the employee’s completion of the assistance plan. If the plan will require more than 90 days to complete, a series of status reports shall be made prior to the completion of the plan.
INDEX AS:

41.1.1 SHIFT/BEAT ASSIGNMENT
41.1.2 ROLL CALL PROCEDURES
41.1.3 SPECIAL PURPOSE VEHICLES
41.1.4 DEPARTMENT ANIMALS

PURPOSE:

The purpose of this order is to establish and describe policies and procedures regarding patrol operations.

ORDER:

41.1.1 SHIFT/BEAT ASSIGNMENT

A. Continuous Police Coverage.

Police service requests of a non-emergency nature received within 20 minutes of the scheduled starting time of the next watch may be held at the direction of the duty supervisor for assignment to personnel of the next watch. Patrol officers may be held over beyond their normal duty hours at the direction of the Watch Commander to meet previously determined minimum staffing requirements or to meet unforeseen circumstances.

B. Assignment to Patrol Watches.

The Patrol Division Commander shall make personnel assignments to each patrol watch for each calendar year prior to December 1 of the preceding calendar year.

1. Criteria used for assignment will be based upon officer experience and specialty areas to include:
   a. Breath analyzer operator.
   b. Field training officer.
   c. Firearms instructor.
   d. Bicycle officer.
   e. E-Fit (or other composite system) operator.

C. Patrol watch assignment duration.

Patrol officers shall generally work a permanent shift for the entire year; however, changes may occur based on operational necessity or personnel issues.

D. Patrol watch administration.

To deploy patrol personnel in an equitable manner while maintaining effective and efficient patrol services, the following shall apply:

1. Each daily 24-hour period shall be divided into watches of equal duration with two starting times for each watch. There may be an additional power watch overlapping two of the watches. At least one time per year, the Patrol Division Commander will evaluate schedules, staffing levels, and shift start times to ensure efficiency and effectiveness of the patrol division service delivery. The Patrol Division Watch Guidelines shall be updated annually as needed.

2. Minimum scheduled patrol staffing for all watches shall consist of enough officers to assign to each of the beats or as determined by the Patrol Division Commander.

ORDER:

41.1.2 ROLL CALL PROCEDURES

A. Roll calls will be conducted for the first 15 minutes after each watch’s scheduled starting time. Attendance at roll call is mandatory for all patrol sergeants, patrol officers, and CSOs scheduled for field duty.

B. The activities of roll call may include, but not be limited to:

1. Inspections of uniforms, appearance, personal equipment, and overall readiness to assume patrol.
2. Dissemination of beat assignments, other assignments, details, and specialized duty assignments.

3. Review of recent incidents, bulletins, unusual situations, and changes in the status of wanted persons, stolen vehicles, and major investigations.

4. Review of new directives or changes in directives.

5. As needed, other Department personnel may provide special briefings at roll calls on administrative or operational plans, strategies, or techniques.

### 41.1.3 SPECIAL PURPOSE VEHICLES

#### A. The department owns and maintains vehicles which are designed for special use. Their designations and purposes follow:

1. **Traffic vehicles except motorcycles.**
   
   a. Traffic vehicles shall be used only by officers assigned to the Traffic Section unless authorized by the duty Watch Commander.
   
   b. Traffic vehicles except motorcycles are for daily use, traffic enforcement, and accident investigation. The qualifications and training required for operation of traffic vehicles except motorcycles includes assignment as sworn personnel to the traffic unit and a valid Illinois driver’s license of the correct classification.
   
   c. Responsibility for condition and maintenance, see General Order 41.1.3.B.
   
   d. The traffic vehicles except motorcycles will have the same equipment as general patrol vehicles. In addition, they will be equipped for the particular needs of the Traffic Section as directed by the traffic supervisor.

2. **Canine vehicles.**
   
   a. A canine vehicle will be used only by the canine officer to whom it is assigned. It may be used for general patrol by such canine officer.
   
   b. The qualifications and training required for operation of canine vehicles includes assignment as a canine officer and a valid Illinois driver’s license of the correct classification.
   
   c. Responsibility for condition and maintenance, see General Order 41.1.3.B.
   
   d. The canine vehicles will be equipped the same as general patrol vehicles. In addition, the canine vehicles will be equipped for the particular needs of a canine unit as directed by the canine supervisor.

3. **Prisoner transport van.**
   
   a. The prisoner transport van is a limited use vehicle. It is to be used only for actual or anticipated transport of prisoners by officers and shall not be used for general patrol.
   
   b. The qualifications and training required for operation of the prisoner transport van include position as a detention officer or sworn personnel and a valid Illinois driver’s license of the correct classification.
   
   c. Responsibility for condition and maintenance, see General Order 41.1.3.B.
   
   d. The prisoner transport van will be equipped with supplemental prisoner restraints such as “Foley” restraints, disposable cuffs, leg hobbles, and a prisoner transport belt.

4. **Animal Control vehicles.**
   
   a. The Animal Control vehicles are used only by Animal Control personnel in the performance of duties.
   
   b. The qualifications and training required for operation of the Animal Control vehicles include assignment as Animal Control personnel and a valid Illinois driver’s license of the correct classification.
   
   c. Responsibility for condition and maintenance, see General Order 41.1.3.B.
   
   d. The Animal Control vehicles will be distinctively marked and have the same accessories as general patrol vehicles. In addition, the animal control vehicles will be equipped for the particular needs of Animal Control personnel as directed by the supervisor of the Animal Control Unit.
   
   e. See General Order 41.7, Animal Control.

5. **Police motorcycles.**
   
   a. Motorcycles will only be used by specially trained officers assigned to the Traffic Section.
   

6. **Police bicycles.**
   
   a. Police bicycles will only be used by specially trained members of the Police Bicycle Program.
   
   b. See General Order 41.9, Bicycle Patrol Program - Organization and Operations.
   
   c. Responsibility for condition and maintenance. The Patrol Division Sergeant assigned to the bicycle team will be responsible for the condition and maintenance of Patrol Division bicycles. The Investigations Division Sergeant assigned to the bicycle team will be responsible for the condition and maintenance of Investigations Division bicycles.

7. **Unmarked patrol vehicle.**
   
   a. The unmarked patrol vehicle is available for specialized patrol use. The watch commanders have the authority to make the assignments for utilizing the vehicle.
   
   b. The qualifications and training required for operation of the unmarked patrol vehicle includes assignment by the Watch Commander and a valid Illinois driver’s license of the correct classification.
   
   c. Responsibility for condition and maintenance, see General Order 41.1.3.B.
   
   d. The unmarked patrol vehicle will have the same equipment as general patrol cars.

8. **Special Response Team (SRT) vehicles.**
   
   a. Use of these vehicles is limited to authorized SRT members for tactical purposes, training, or maintenance. Any other use must be authorized by the SRT Commander or the Chief of Police.
b. Personnel operating the vehicles will hold the correct driver’s license classification for operation of the vehicle. Training in operation of the vehicles will be the responsibility of the SRT Commander.

c. The SRT Commander will be responsible for the condition and maintenance of the passenger and storage areas of the vehicles. Responsibility for the mechanical condition and maintenance, see Section B below.

d. Equipment kept in or on the vehicles, see General Order 26.2.3.D and 46.2 Attachment B.

9. Underwater Recovery Team (URT) vehicle.

a. Use of this vehicle is limited to authorized URT members for operational purposes, training, or maintenance. Any other use must be authorized by the URT Commander or the Chief of Police.

b. Personnel operating the vehicle will hold the correct driver’s license classification for operation of the vehicle. Training in operation of the vehicle will be the responsibility of the URT Commander.

c. The URT Commander will be responsible for the condition and maintenance of the passenger and storage areas of the vehicles. Responsibility for the mechanical condition and maintenance, see Section B below.

d. Equipment kept in or on the vehicle will be at the discretion of the URT Commander.

10. Forensics/Crime Scene Unit vehicles.

a. Use of these vehicles is limited to authorized forensic and crime scene unit personnel for operational purposes, training, or maintenance. Any other use must be authorized by the Investigations Division Commander or the Chief of Police.

b. The qualifications and training required for operation of forensics/crime scene unit vehicles includes assignment to the forensics or crime scene unit and a valid Illinois driver’s license of the correct classification.

c. Responsibility for condition and maintenance, see General Order 41.1.3.B.

d. Equipment kept in or on the vehicle will be at the discretion of the Crime Scene Investigation Unit Supervisor and/or the Forensics Unit Supervisor.

11. Undercover vehicles.

a. Use of these vehicles is limited to authorized Investigations personnel for operational purposes, training, or maintenance. Any other use must be authorized by the Investigations Division Commander or the Chief of Police.

b. The qualifications and training required for operation of undercover vehicles includes assignment to Investigations Division and a valid Illinois driver’s license of the correct classification.

c. Responsibility for condition and maintenance, see General Order 41.1.3.B.

d. Equipment kept in or on the vehicles will be at the discretion of the Investigations Division Commander or his/her designee.

B. The Support Services Division Commander is responsible for the condition and maintenance of all vehicles described in this section.

C. The Watch Commander may authorize the use of any special vehicle as needed.

41.1.4 DEPARTMENT ANIMALS
The requirements of this directive are delineated in General Order 41.4, Canine Unit Organization and Operations.
 INDEX AS:

41.2.1 CALL RESPONSE PRIORITIES
41.2.2 MOTOR VEHICLE PURSUIT
41.2.3 ROADBLOCKS AND FORCIBLE STOPPING
41.2.4 EMERGENCY NOTIFICATIONS
41.2.5 ADULT MISSING PERSONS
41.2.6 MISSING CHILDREN
41.2.7 INTERACTIONS WITH THE MENTALLY ILL

PURPOSE:
The purpose of this order is to identify patrol operational practices and related activities.

DEFINITIONS:
Reasonable Suspicion: Reasonable suspicion is a less demanding standard than probable cause, not only in the sense that reasonable suspicion can be established with information that is different in quantity or content than that required to establish probable cause, but also in the sense that reasonable suspicion can arise from information that is less reliable than that required to show probable cause.

Police Units: All motorized vehicles.

ORDER:

41.2.1 CALL RESPONSE PRIORITIES

A. Call response classifications.

1. Routine incidents (Code 1) are calls for police services where a quick response is not essential for the preservation of life or property. Code 1 response is appropriate for crimes not in progress, where no one remains in any jeopardy as a result, and alarm activation where no criminal activity has been otherwise confirmed unless directed per General Order 81.2.13.B.4.

2. Priority incidents (Code 2) are calls for police service involving situations where personal injury to any person or a potential risk of property loss is likely to occur if the response is unnecessarily delayed, and prompt police response may avert further injury or loss, reduce the seriousness of the situation, or increase the likelihood that an offender will be apprehended. Code 2 response is appropriate for most crime-in-progress calls, fire calls, and ambulance assists.

3. Emergency incidents (Code 3) are calls for police service involving in-progress forcible felonies, injury accidents, and any other life-threatening situation. This classification includes officer in trouble or calling for help.

B. Responding to incidents.

1. Routine incidents (Code 1).

When responding to any calls of this nature, all police units will be operated in accordance with all traffic regulations. Emergency equipment will not be used unless the nature of the incident changes or the equipment is required for visibility at the scene.

2. Priority incidents (Code 2).

Emergency lighting will be activated during response. The siren and/or air horn may be used as necessary to alert other motorists/pedestrians to your presence. Speed limits may be exceeded as conditions such as traffic, weather, and time of day reasonably permit. A stop is required before disregarding a red traffic signal or stop sign. Emergency equipment may be deactivated a short distance prior to arrival on-scene, as may be required by tactical needs.

3. Urgent incidents (Code 3).

Emergency lighting, siren, and headlights will be activated during response. Speed limits may be exceeded as conditions such as traffic, weather, and time of day reasonably permit. Emergency equipment should not be deactivated until arrival at or near the scene.

a. Officers operating unmarked cars and police bicycles will use extra caution in view of the fact that such vehicles are more difficult than marked units for other drivers to identify.

C. Traffic regulations/safety.

1. Pursuant to the Illinois Vehicle Code, Illinois Compiled Statutes 625 ILCS 5/11-205, Public Officers and Employees to Obey Act - Exceptions, when responding to an emergency call, an officer may, if necessary:

a. Park or stand, irrespective of the provisions of Illinois statute.

b. Proceed past a red or stop signal or stop sign, but only after slowing down or stopping as may be required and necessary for safe operation.

c. Exceed the maximum speed limits so long as not to endanger life or property.

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

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

3. When responding to an urgent/emergency or priority incident, officers should remember that the use of emergency lights and siren does not guarantee the safe use of the right-of-way.

4. When responding to an assignment, officers shall drive at a speed and in a manner which will enable them to maintain full control of their vehicle at all times and under all conditions.

D. Supervisor Response

In addition to supervisor response mandated by any other directive:

1. A supervisor shall respond to any call for police service where off-duty police personnel from another agency are involved in a significant manner.

2. A supervisor shall respond to crime calls where the victim or suspect is a City of Naperville employee.

41.2.2 MOTOR VEHICLE PURSUIT
A. A written directive regarding pursuits is found in General Order 41.5, Motor Vehicle Pursuit.

41.2.3 ROADBLOCKS AND FORCIBLE STOPPING

A. A written directive regarding roadblocks and forcible stopping is found in General Order 41.5.6, Motor Vehicle Pursuit.

41.2.4 EMERGENCY NOTIFICATIONS

A. The department has obligations to make notification to other agencies in the event of certain emergencies. These notifications serve to meet statutory obligations, restore essential services, effect emergency repairs, and keep the public informed.

1. In all cases of deaths which do not occur under the direct supervision of medical authorities, the office of the coroner of the appropriate county will be notified without unnecessary delay.

2. Various occurrences may require the assistance of outside resources. These may include downed power or telephone lines, broken water mains, malfunctioning traffic control signals, and/or hazardous road conditions. On-scene officers will make determination of additional assistance needed to remedy or alleviate these situations and request the Communications Center to make notification to appropriate personnel including:
   a. Emergency Medical Services/Fire Department including Hazmat.
   b. Street/Highway Department.
   c. Public Utilities.
   d. If a field supervisor deems it necessary, traffic information will be relayed to the appropriate news media sources to inform the public of traffic delays, alternate routes, etc.

41.2.5 ADULT MISSING PERSONS

A. The specific requirements of this directive are delineated in General Order 41.10.

41.2.6 MISSING CHILDREN

A. The specific requirements of this directive are delineated in General Order 41.10.

41.2.7 INTERACTIONS WITH THE MENTALLY ILL

A. The specific requirements of this directive are delineated in General Order 41.14.
INDEX AS:

41.3.1 PATROL VEHICLES LIGHTS, SIREN
41.3.2 VEHICLE EQUIPMENT/REPLENISHING
41.3.3 OCCUPANT SAFETY RESTRAINING DEVICES
41.3.4 AUTHORIZED PERSONAL EQUIPMENT
41.3.5 PROTECTIVE VESTS
41.3.6 VESTS/PRE-PLANNED, HIGH RISK SITUATIONS
41.3.7 MOBILE DATA ACCESS
41.3.8 IN-CAR AUDIO/VIDEO

PURPOSE:

The purpose of this order is to identify patrol equipment and proper use.

ORDER:

41.3.1. PATROL VEHICLES LIGHTS, SIRENS

A. Vehicles used in routine or general patrol service, whether conspicuously marked or unmarked, will be equipped with operational emergency lights and a siren.

41.3.2 VEHICLE EQUIPMENT/REPLENISHING

A. In order to enable officers to respond adequately to accidents or other emergencies, every patrol motor vehicle will be furnished with the following equipment:

1. An emergency first aid kit.
2. Two blankets in a suitable container.
3. Fire extinguisher.
4. Adequate supply of flares.
5. Wrecking bar or other extrication device.
7. Vehicle lock-out tool.

B. At the beginning of their assigned tour of duty, officers shall inspect their vehicles to ensure that the equipment and accessories are functional and supplies are adequate.

1. Any damaged or missing equipment, defects, or malfunctions should be immediately reported to a supervisor.
2. Officers losing or damaging any police vehicle equipment shall report the matter to their immediate supervisor without unnecessary delay.

41.3.3 OCCUPANT SAFETY RESTRAINING DEVICES

A. While operating a city vehicle, all employees of the Naperville Police Department are expected to comply with Illinois Compiled Statutes 625 ILCS 5/12-603.1, which requires all front seat passengers of motor vehicles operated on streets in this state to wear a properly adjusted and fastened seat belt.

41.3.4 AUTHORIZED PERSONAL EQUIPMENT

A. See General Order 22.5, Uniforms and Equipment.

41.3.5 PROTECTIVE VESTS

A. All sworn personnel are issued body armor. All uniformed police officers and police supervisors assigned to field duty are required to wear the Department-issued soft body armor. Supervisors may allow the back panels of vests to be removed when the temperature exceeds 90 degrees Fahrenheit.

41.3.6 PROTECTIVE VESTS/PRE-PLANNED, HIGH RISK SITUATIONS

A. Body armor is required to be worn by all sworn personnel conducting raids or taking part in other pre-planned high risk situations as determined by the Investigations Division Commander. No panels may be removed from issued body armor, regardless of conditions.

41.3.7 MOBILE DATA ACCESS


41.3.8 IN-CAR AUDIO/VIDEO

A. See General Order 41.12, Mobile Video System Operation.
6. Completion and distribution of a canine on-call list. Copies of this list are to be distributed to all Watch/Section Commanders and the Communications Section.

7. Coordination of canine unit demonstrations.

8. Other duties as required.

41.4.2 OWNERSHIP OF CANINES

A. All dogs accepted for training and use by the Naperville Police Department are the property of the City of Naperville. Expenses incurred in the care and feeding of the canine are the responsibility of the Naperville Police Department. Proper care and maintenance of the canine are the responsibility of the handler.

B. Police dogs will be purchased through a reputable source as determined by the Canine Unit Supervisor. The designated handler and dog will be afforded a period of basic training in preparation for fulfilling the duties of a police canine team.

C. Police dogs will not be used for any purpose other than official duties. Prohibited uses include, but are not limited to:

1. Entry in any dog show or exhibition, or registration with any society or organization without authority of the Canine Unit Supervisor.

2. Using or permitting the use of police dogs for stud purposes.

D. The city shall transfer ownership of a police dog to the last handler when it becomes necessary to retire a police dog from active duty and the handler wishes to keep the animal at the handler's own expense. Upon transfer, the Department will assume no liability for any future actions or incidents involving the dog. The handler will agree to keep the animal as a pet. The handler will also agree not to give, rent, lease, or sell the animal to any person or agency as a condition of this agreement. Should the last handler decline the police dog, the Canine Unit Supervisor shall make arrangements for the disposition of the animal.

41.4.3 CARE OF CANINES

A. Veterinary service.

1. Handlers will have their police dogs examined or treated by a Department-approved service only.

2. All medical arrangements are to be made by the handler and veterinarian, with notification to the Canine Unit Supervisor.

3. In cases of extreme emergency, the closest emergency veterinary service may be used without prior approval and the Canine Unit Supervisor shall be notified as soon as possible.

4. Copies of medical bills will be forwarded to the Canine Unit Supervisor. Handlers will document the medical expenses in KATS.

B. Kennels.

1. Police dogs will be kept only in Department-approved kennels.

2. The handler will advise the Canine Unit Supervisor of intentions of boarding a canine.
3. The kennel will not be required or asked to release the police
dog to anyone except the handler, without the written
authorization of the Canine Unit Supervisor or Patrol Division
Commander.

C. Sick leave - handler or police dog.

1. If the handler is ill and neither the handler, nor another member
of the canine unit or member of the handler's family, can care
for the police dog, it will be kept in a Department-approved
kennel.

2. If the police dog is ill, the Department-approved veterinarian
will be consulted to determine if the police dog should work.
This determination should be made as soon as possible prior to
the start of a shift. The handler will notify the on-duty Watch
Commander any time a police dog cannot be used due to
illness. The canine handler will forward notification to the
Canine Unit Supervisor regarding the circumstances
surrounding the canine’s inability to work and an assessment of
when the canine can be expected to return to duty. The handler
will report for duty.

D. Vacation.

1. A police dog may accompany a handler on vacation with prior
approval of the Canine Unit Supervisor.

2. If a handler is on vacation or going out of town for a period
exceeding 24 hours, and no family member or other member of
the canine unit is available to properly care for the police dog, a
Department-approved kennel will be used.

3. Arrangements may be made between two canine handlers to
care for each other's dog during brief periods of absence.

4. No officer will work a Department police dog other than the
assigned handler.

4114.4 CANINE OPERATING BUDGET

A. The Canine Unit Supervisor will develop budget requests and submit
them to the budget committee. Budgetary items may include
acquisition of new dogs, training, equipment, medical needs, food,
veterinary costs, equipment, or any other items as determined by the
Canine Unit Supervisor.

B. Canine handlers will submit a request for budgetary expenditures
written justification to the Canine Unit Supervisor by August 1
of any given year. Items requested and approved can be expected to
be purchased after May 1 of the following calendar year.

4114.5 SELECTION OF CANINE HANDLERS

A. Selection of canine handlers will be in accordance with the following
criteria:

1. Meet selection criteria as outlined in G.O. 16.2.

2. Have consent of his spouse, if applicable, to become a canine
handler.

3. Live at a residence with adequate space for the placement of a
Department-provided kennel.

4. Reside within 30 minutes' traveling time of the Naperville city
limits to assure reasonable response time in case of call-out.

5. Make personal contact with all adjacent neighbors advising
them of the intent to board a canine. Written documentation of
compliance with this requirement, and any noted objections,
will be forwarded to the Canine Unit Supervisor upon
application to the unit.

6. Have off-street parking available at his residence for a canine
vehicle.

7. Pass a thorough medical examination by a licensed physician
confirming his ability to engage in strenuous physical exertion.
The applicant can utilize the physical examination provided by
the city or through a physician of his choice. Confirmation
from the physician will be submitted with the application to the
unit.

8. Successfully pass a physical fitness assessment test as
determined by the Chief of Police or his designee.

C. Handler assignments.

1. Officers selected for the canine unit will be assigned for the
working life of one dog.

2. Canine handlers may be removed from the unit at the discretion
of the Patrol Division Commander.

3. The canine assigned to a handler who is administratively
removed from the unit will be disposed of at the discretion of
the Canine Unit Supervisor.

4114.6 MANDATORY CANINE TRAINING

A. Initial training of the handler and dog will be conducted under the
supervision of a trainer skilled in the application of canines to law
enforcement. The length of training, times, and location will be
determined by the trainer and the Canine Unit Supervisor, with
approval by the Patrol Division Commander.

B. A canine team will not be used until such time as it has been certified
by a law enforcement oriented canine trainer or a law enforcement
training facility.

4114.7 IN-SERVICE CANINE REFRESHER TRAINING

A. In-service refresher training assignments will be made by the Canine
Unit Supervisor.

1. All training will be documented by using a training record in
KATS.

B. Formal in-service training.

1. It will be the responsibility of the handler to ensure that proper
training is done to keep the police dog proficient in all areas of
training. The handler will utilize the Naperville Police
Department Appraisal (see Attachment A) as a guide to assess
the level of proficiency of his dog. Deficiencies will result in
the development of a training plan which will be used by
handlers during in-service training.
2. Canine handlers shall, whenever possible, expend one regular work shift every other week training their police dogs to maintain proficiency in all areas of use.

3. Work assignments do not constitute training. Lack of controlled conditions prevent proper evaluation of the police dog.

4. Written training logs will be completed in KATS. These logs will include all activities of the day, action taken on training plans, any problems encountered and remedies to same. Should a problem persist, it will be noted and attention given to that area at the next training session.

C. Informal in-service refresher training.

1. Canine handlers shall utilize, whenever possible, at least 30 minutes of regular shift time each day to conduct additional training in the areas in which the canine team may be utilized.

2. It will be the responsibility of the handler to assure that proper training is done to keep the police dog proficient in all areas of training.


D. Recertification.

1. Canine teams will be tested at least every other year to assure they are performing within acceptable professional standards.

2. Certification standards will be determined by the Canine Unit Supervisor based on the canine team's initial training or pre-existing standards from a recognized agency or a national police dog association. Certification will be maintained in general patrol duties and narcotic detection.

3. Failure to meet certification requirements will result in remedial training to correct the deficient areas.

4. Police canine teams may be placed on restricted duty should the deficiencies center on control aspects.

5. The canine team will be re-evaluated and removed from any restricted duty when the elements previously deemed deficient are corrected.

6. In the event that deficiencies are not rectified, the canine team will be removed from service until such time as the requirements are met.

41.4.8 CANINE HANDLER ASSIGNMENTS AND DUTIES

A. Canine handlers will be assigned to the Patrol Division and will function operationally as patrol officers under their assigned Watch Commander.

B. When manpower permits, canine teams may serve as roving units to provide directed patrol and respond as back-up units as needed.

C. All rules, regulations, policies and procedures pertaining to patrol officers also apply to canine handlers.

D. Specific canine handler duties include, but are not limited to:

1. Successfully pass an annual physical fitness examination and assessment test.

2. Physical fitness and cleanliness of police dog.

3. Maintenance of canine equipment, including canine vehicle.

4. Maintenance and cleaning of Department-installed kennel at handler's residence.

5. Providing Canine Unit Supervisor with written requests for equipment, equipment repair, and canine supplies as directed.

6. Completion of a canine report of all requests for a canine team.

7. Completion of a report on training.


9. Keeping the police dog in the locked kennel or within the handler’s home whenever he is away from his residence.

10. Maintaining the dog’s condition to match the seasonal weather changes.

E. Hours of Assignment.

1. Canine teams will be assigned to a seven-hour working shift.

2. One hour of each day that the canine unit serves in this function will be used for maintenance of the dog, kennel, and vehicle assigned to the canine handler.

3. This provision will also be in effect when the canine handler is on sick leave or vacation and when individually responsible for the care of the canine.

4. Canine officers will receive one hour of compensatory time on their day off for care of the canine.

41.4.9 CANINE HANDLER UNIFORMS/EQUIPMENT

A. Uniforms.

1. Class A uniforms.

   a. Class A uniforms are those uniforms worn by members of the Patrol Division as outlined in General Order 22.5.

2. Class B uniform.

   a. The Class B uniform will be worn for regular duty assignments and training.

   b. Canine handlers may wear a Class B uniform when attending court or performing any function outside of the patrol duty assignment permitted it is clean and suitable in appearance.

   c. The Class B uniform can be worn in any season as appropriate.

   d. The Class B uniform will mirror the Class A uniform; however, it will be made of a more durable material and will have cloth-embroidered badge, name tag, and patches.

   e. A nylon duty belt, consisting of a secure pistol holster and accessories, may be worn by the handler when wearing the Class B uniform.

3. Handlers will be permitted to wear a baseball-type cap with appropriate identification while wearing the Class B uniform.

4. The Department will provide a black military-type boot for handlers for duty use.

B. Equipment.

1. Handlers will be issued the necessary equipment to perform their duties. Equipment will include, but not be limited to, food/water bowls, leads, metal training collars, leather collars, electronic collars, protective equipment, or any other training equipment as deemed necessary by the Canine Unit Supervisor.
41.4.10 CANINE VEHICLES

A. Each canine team will be assigned a marked patrol vehicle for its use.

B. The vehicle will be equipped to facilitate the most efficient use of the canine.
   1. The vehicles will be equipped with a release mechanism allowing the canine to be released from the unit by remote control. This device will either automatically lower the passenger side front window, or open a rear passenger door allowing immediate release of the dog.

C. Only canine unit dogs will be transported in canine vehicles. Transporting other animals in canine vehicles will increase the potential of the police dogs' contracting various diseases.

D. Leaving vehicles unattended.
   1. In all cases where it is necessary to leave the dog in the vehicle for any significant period of time, the handler will make periodic checks of the animal for the canine's welfare.
   2. Canine unit vehicles may be left idling only in extreme outside temperatures at the discretion of the handler. When the temperature exceeds 75°F Fahrenheit, the vehicle should be parked in the shade, with the rear windows down. When it is necessary to idle the vehicle in cold weather, the windows will be rolled down to allow the animal maximum ventilation and safeguard against carbon monoxide asphyxiation.
   3. In cases of temperature extremes, handlers will make every effort to relocate the animals to a more temperate environment.

41.4.11 REQUESTS FOR CANINE TEAMS

A. Request for canine team by Naperville Police Department personnel.
   1. Field supervisors will monitor officer requests for a K-9 unit to ensure the request is appropriate.
   2. If request is granted, a back-up officer should be assigned as determined by the canine handler.
   3. The canine handler will complete a usage report.
   4. A hard copy of the report will be submitted to Records via established procedures.

B. Request for a canine team from outside agency.
   1. Will be directed to the on-duty Watch Commander or in his absence, a field supervisor.
   2. Every effort should be made to accommodate reasonable requests from outside agencies. However, the decision will be at the discretion of the on-duty Watch Commander or field supervisor.
   3. If the request is granted, a back-up officer from the Department could be assigned, if available, or a back up will be provided from the outside agency.
   4. The canine handler assigned to assist the outside agency will complete a canine report regarding his activity as soon as practical after the assignment.
   5. The canine usage report will be forwarded to the Canine Unit Supervisor. A hard copy of the report will be submitted via established procedures.

C. Off-duty call-out for this Department or an outside agency.
   1. Must be approved by the on-duty Watch Commander or in his absence, a field supervisor.

D. Handler control.
   1. Handlers will keep their police dogs on lead or under voice control at all times.
   2. Handlers may release their police dog from lead while maintaining verbal control or electronic control via an electronic remote training/control device, when it is believed necessary to:
      a. Search a structure, enclosure, or area believed uninhabited by innocent parties for the purpose of locating a hidden offender.
      b. Protect a citizen or police officer from physical attack.
      c. Apprehend any person who commits an act or threatens an act of violence against a police officer or another or otherwise indicates they will endanger public safety unless arrested without delay.
      d. Prevent an arrest from being defeated by resistance.
      e. Guard and restrain an arrested person to prevent flight.
      f. Canine handlers will issue a verbal warning, where feasible, indicating the impending use of the dog where there is a risk of the suspect being bitten.
      g. To exercise the dog and/or give the dog a break.
   3. Handlers may release their police dog from lead at other times and locations when the canine handler reasonably believes that the use of the canine is, under the circumstances, known to the handler to be the safest and most effective tool available.
   4. Before any search, whenever practicable, the handler will attempt to notify all known police personnel in the area that a canine team is being deployed. This notification may be made by radio transmission, personal communication, or any other method determined appropriate under the circumstances.
5. Handlers will emphasize the canine's function as a working dog and discourage persons from playing with or otherwise coming in contact with the dog.

C. Assignment of back-up officers.

1. In incidents concerning the apprehension of persons wanted for criminal acts, the canine handler, whenever possible, shall utilize a back-up officer who will accompany the handler on the search or track. This back-up officer shall maintain a position and follow instructions as directed by the canine handler.

2. The field supervisor should make every effort to supply a back-up officer, and the canine handlers should make this request of other agencies when they are assisting them. If staffing permits, a field supervisor may allow an officer of this Department to accompany a canine team to assist another agency.

D. Building search.

1. The perimeter should be secured and no one allowed to enter.

2. Department personnel, as well as all other persons in the area, should remain clear of the suspected point of entry while awaiting the arrival of a canine team.

3. Attempts should be made to contact a key holder to determine if there are any authorized occupants, or any special conditions the canine handler should be advised of, such as chemicals, poisons, or other items potentially dangerous to the handler or police dog.

4. A back-up officer will be assigned.

5. The handler should make an announcement prior to releasing the police dog of the intent to use a trained police dog to search the building, and the possibility of the person being bitten by the police dog if he does not surrender.

6. This announcement will be repeated as needed when different areas of a large building are encountered or where the initial announcement may not have been heard.

7. The announcement will be made unless it is tactically inappropriate and the announcement may cause the handler and back-up officer to disclose their location and jeopardize their safety.

E. Field search.

1. The area should be secured to the extent possible and no one allowed to enter.

2. The handler will determine the method and direction of the search.

3. A back-up officer will be assigned.

4. At the time of the search, the handler will determine whether the search will be conducted on- or off-lead.

5. The handler will advise police personnel when the canine is being deployed.

6. The handler will encourage perimeter support units to remain in their vehicles with the ignitions off, if upwind from the search area.

F. Article search.

1. When searching an area for an article (lost/discard), the area should be secured to the extent possible and no one allowed to enter.

2. The search will be conducted as determined by the canine handler.

3. Any evidence located on the search will be recovered by the canine handler, or an Evidence Technician will be directed to the location of the evidence for the recovery.

G. Track.

1. Unless a suspect is in the sight of investigating officers and is being followed or pursued maintaining visual contact, officers should not attempt to follow a believed trail or search an area. Officers should particularly remain clear of the area where the suspect was last seen.

2. The area involved should be secured to the extent possible, a perimeter established, and no one allowed to enter.

3. Perimeter units positioned upwind of the search area shall shut their vehicles off to eliminate the exhaust fumes.

4. A back-up officer will be assigned.

5. The search will be conducted as determined by the canine handler.

H. Searches for controlled substances and cannabis.

1. Naperville Police canine teams have been trained to detect cannabis, heroin, cocaine, and methamphetamine.

2. Canine handlers will evaluate the request and determine if the use of the dog will comply with current constitutional conditions governing searches.

3. Generally, canine teams can search an area that an officer could search. The advantage is that the dog can detect hidden substances that might be overlooked by an officer.

I. Requests for school searches.

1. School searches is a term which applies to the action of the dog "sniffing" for controlled substances. It is understood that this action is not technically a search as defined under the Fourth Amendment.

2. Requests by local school districts for school searches for the purpose of searching for and seizing controlled substances shall only be authorized after the following criteria have been met:

   a. The request must be in writing, documenting the necessity of a drug eradication effort as a public health problem, and signed by the chief school administrator, addressed to the Chief of Police.

   b. The request must state that the search is directed toward maintaining a safe and secure school environment.

   c. The request shall list specific facts substantiating a drug problem, not merely suspicions.

   d. The request must state that the school officials will take either administrative or criminal action against those determined to be in possession of illegal drugs.

   e. Use of police dogs to detect drugs on school district property will comply with 105 ILCS 5/10-22.6(e).

J. Crowd control.

1. If conditions exist making use of a canine reasonable, the canine unit may be used to control small crowds. The
psychological impact of a canine team’s presence may assist in deterring acts of violence.

2. If a canine team is requested to control a large crowd at a predetermined location, then the canine team should be considered and ideally involved in the planning stage prior to deployment. All requests for the use of a canine unit will be authorized by the Patrol Division Commander or by a Watch Commander with notification to the Patrol Division Commander.

3. Crowd control use of a canine team by an outside agency will be permitted only with the express approval of the Patrol Division Commander.

K. Community relations and demonstrations.

1. Public demonstrations are encouraged as an avenue for community relations and community education.

2. Demonstrations must have prior approval of the Canine Unit Supervisor. These events will be coordinated by the Canine Unit Supervisor.

3. Canine unit appearances will not be permitted if publicized for the purpose of selling admission to an event.

4. Canine unit demonstrations will not be authorized at any event where alcoholic beverages are served.

5. Public demonstrations will be documented on a canine usage report, advising the name of the sponsor group.

L. Canine bite.

1. Prompt medical attention should be provided to the victim.

2. A written report of the incident will be completed by the handler of the police dog involved and copies forwarded to the Canine Unit Supervisor.

3. The Canine Unit Supervisor will review the situation and forward a report of the incident to the Patrol Division Commander and the Chief of Police.

4. The Canine Unit Supervisor will ensure that arrangements are made for the police dog to comply with local and state laws governing such occurrences.

5. The department veterinarian will be notified in the event of a dog bite. The canine handler will document the contact and follow the recommendations of the veterinarian concerning observation, quarantines, etc.

6. The canine officer will ensure that notification of the DuPage County or Will County Animal Control is made by the prescribed written notice.

M. Mistreatment of canines.

1. Department personnel are directed to refrain from teasing, harassing, or agitating any canine unless specifically directed to do so by the handler as part of a training exercise.

2. Observed mistreatment of Department canines by any employee of the Department will immediately be reported in writing to the Canine Unit Supervisor via the chain of command. The Canine Unit Supervisor will forward the report to the Internal Affairs Unit for investigation.

3. All applicable state laws and city ordinances concerning the treatment and/or mistreatment of "Police Work Dogs" shall be enforced.

41.4.13 CANINE HANDLER KILLED OR INJURED

A. In the event a handler is killed, injured, or otherwise unable to properly control the police dog, and it becomes necessary to remove a police dog from a scene, the Canine Unit Supervisor or another handler will be notified as soon as possible.

B. It will be the Canine Unit Supervisor's or other handler's responsibility to determine the method of removing the police dog.

C. In the event neither the Canine Unit Supervisor nor other handler can be contacted, an Animal Control Officer should be contacted to make arrangements for the animal's disposition. A Field Supervisor or Watch Commander shall assume responsibility and provide assistance to the Animal Control Officer.

D. Any attempt to remove a police dog which may result in the animal being harmed or destroyed should be considered only as a last resort.

E. The safety of the handler, other officers, and the public is of paramount concern regarding the method of removing a police dog.

F. In the event the animal is injured, medical attention should be sought by the Department-approved veterinarian or the emergency veterinary clinics located in Lisle or Oswego.

G. If the animal is not injured, the animal may be turned over to a member of the handler's family, housed at a Department-approved kennel, or transported for temporary holding at the Department's kennel at the police facility.

H. Notification to the Canine Unit Supervisor will be made by a Field Supervisor or the Watch Commander in any case concerning an unusual occurrence.
Naperville Police Department
Canine Unit
Canine Appraisal and Evaluation Report

Handler's Name: ____________________
Badge #:_______________

Canine's Name: __________ Age: ______
Years in Service: __________

Evaluator's Name:________________________

Agency/Position/Affiliation: 
__________________________________

INSTRUCTIONS: Complete areas indicated. Use comments field where appropriate. Mark areas not evaluated "N/A."

OBEDIENCE

HEELING

PASS: Canine heels on command, errors are corrected by means other than touching the dog such as verbal commands, hand signals to control the canine.

FAIL: The dog is unmanageable. The only control over the dog is through the handler actually touching the dog.

DISTANCE CONTROL

PASS: At a distance of greater than 50 feet, the handler is able to have the dog sit and lie down by both voice and hand signals.

FAIL: At the same distance, the canine either refuses or requires more than four commands to comply with the direction of the handler.

STAY COMMAND

PASS: The dog is commanded to stay in the sit or down position for a period of at least three minutes. The handler will be in sight of the dog but not less than twenty-five feet from the dog. The handler will move about and the dog is required to stay in one position.

FAIL: The dog breaks the command during the three-minute period or refuses to remain in the position commanded by the handler.

AGGRESSION TOWARD OTHER DOGS

PASS: The dog shows minimal interest in other dogs. No outward signs of aggression that can not be controlled by the handler.

FAIL: The dog displays signs of agitation toward other dogs, refuses to obey the handler, attempts to attack other dogs.

SOCIAL EXPOSURE

PASS: Dog remains alert to other people in the area; however, shows no aggressive behavior when approached

FAIL: The dog barks, growls, runs away from, or bites a non-aggressive human.

GENERAL COMMENTS REGARDING OBEDIENCE

__________________________________

AGILITY

HURDLES

PASS: The dog jumps hurdles on and off leash without the assistance of the handler. Verbal commands may be used to encourage the dog's behavior. The handler may move with the dog.

FAIL: The dog either refuses to jump or is not able to negotiate the obstacle.

DOG WALK

PASS: The canine climbs the ladder and displays confidence in negotiating this
obstacle. The handler may move along side of the animal and offer encourage-ment. The dog is off leash.

FAIL: The dog refuses to climb or is unable to climb the obstacle.

A-FRAME or WALL

PASS: The dog is able to climb or jump the obstacle. The dog is off leash and the handler may move with the dog.

FAIL: The dog refuses or is unable to climb the wall.

CRAWL

PASS: The dog crawls through or under the obstacle and returns to the handler.

FAIL: The canine refuses to crawl through the obstacle.

STAIRS

PASS: The dog will confidently climb stairs. The dog will obey the handler's voice command to sit or stay on top of the obstacle.

FAIL: The dog refuses to climb stairs or is noticeably uneasy on stairs.

GENERAL COMMENTS REGARDING AGILITY

______________________________________
______________________________________
______________________________________
______________________________________

AREA SEARCH

DEPLOYMENT AND TECHNIQUES

PASS: The handler deploys the canine in the proper area, uses the wind correctly, and conducts a systematic search of the area for the quarry.

FAIL: Handler ignores the wind direction and does not use proper techniques. Conducts a haphazard search.

 ALERT AND HANDLER'S ABILITY TO READ THE DOG

PASS: Handler is successful in reading the dog's alert. Handler is able to describe the dog's alert to the evaluator prior to the exercise. The dog will noticeably alert at a distance to the presence of the quarry.

FAIL: The handler is not able to read the dog's alert and the dog is not capable of following the scent cone to its origin.

FIND AND APPREHENSION

PASS: The K-9 team follows the scent cone to the source and properly alerts and/or apprehends the quarry.

FAIL: The dog team is unable to locate the quarry.

HANDLER CONTROL

PASS: The dog works at the direction of the handler.

FAIL: The dog is not under control of the handler.

GENERAL COMMENTS REGARDING AREA SEARCH

______________________________________
______________________________________
______________________________________
______________________________________

BUILDING SEARCH

SEARCH

PASS: The dog works continuously and shows motivation. Searches all areas of the building using senses of sight, sound, and scent. Canine is successful and locates the subject.

FAIL: The dog fails to search in all areas, demonstrates lack of interest in the exercise, fails to locate the subject.
ALERT

PASS: The dog shows a noticeable alert recognizable to the handler either by barking, clawing, or other change in behavior. Alert must be such that it is discernible to the handler when the dog locates the quarry.

FAIL: A weak alert not noticeable by the handler, or handler who can not establish that his dog has located someone.

HANDLER

PASS: Handler makes a proper announcement and uses proper safety techniques while searching the building.

FAIL: No announcement made by the handler, and poor officer safety skills used during the search.

HANDLER CONTROL

PASS: The dog searches with a minimum of commands. Dog is responsive to the handler.

FAIL: Handler demonstrates little or no control over the animal. The dog requires an excessive amount of encouragement.

GENERAL COMMENTS REGARDING BUILDING SEARCH

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

ARTICLE SEARCH

PASS: The dog will display the following characteristic or attributes:

  a. A willingness to search for evidence.
  b. Works with a minimum of handler direction.
  c. Will alert to a minimum of three items within the search area within a reasonable amount of time.
  d. Displays an ability to perform the exercise.

  e. The dog may be worked on or off lead.

FAIL: The dog demonstrates the following behaviors:

  a. Shows little or no willingness to search.
  b. The dog can not be directed to search.
  c. The dog shows no noticeable alert on the articles.
  d. The dog has no idea what is expected of it.

Describe the type of area:
________________________________________________________________________
Size of area:
________________________________________________________________________
Articles used:
________________________________________________________________________
Articles located:
________________________________________________________________________

HANDLER

PASS: The handler deploys the dog at the proper location and uses the wind to their advantage. Conducts a systematic search.

FAIL: Handler fails to use the wind properly, has little control over the dog, uses no systematic pattern.

GENERAL COMMENTS REGARDING ARTICLE SEARCH

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

TRACKING

The track will be laid by a person not the handler. No food will be left on the track. The track will be at least fifteen minutes old. The surfaces vary so that at least three different types of surface will be crossed. The dog may track on or off leash, but the handler will maintain pace with the dog.

CANINE

PASS: The dog follows the trail and works to a successful conclusion. Maintains interest in the track.
FAIL: The dog lacks interest, enthusiasm, or does not complete the track successfully.

HANDLER

PASS: Handler properly deploys the dog and is able to read the dog's behavior cues. Handler allows the dog to complete the track.

FAIL: Improper deployment of the dog. Is unable to read the dog's behavior or pulls dog off of the trail before completion.

GENERAL COMMENTS REGARDING TRACKING

CONTROLLED AGGRESSION

CRIMINAL APPREHENSION

PASS: The dog gives chase to a suspect when commanded by the handler. The dog bites, holds, and releases when told to do so.

FAIL: The dog will not chase when commanded, will not bite, or will not release when commanded by the handler.

RECALL

PASS: The dog will return to the handler, stop pursuing, or bark and guard a stationary, non-threatening quarry.

FAIL: The dog refuses to cease the chase, bites the quarry, or is not responsive to the handler's commands.

GUNFIRE

PASS: The dog is not hostile to gunfire. Works while guns are being discharged. Is under the obedient control of the handler.

FAIL: The dog shows either fright of gunfire, becomes excessively hostile to the source of the fire, or is not under the control of the handler.

HANDLER PROTECTION

PASS: The dog guards the suspect while being searched by the handler. The dog remains in a static position unless directed by the handler, or unless the handler comes under attack by the suspect.

FAIL: The dog refuses to come to the aid of the handler after attack. The dog breaks the guard position. The dog is not under the control of the handler. The dog will not bite to defend the handler.

GENERAL COMMENTS REGARDING CONTROLLED AGGRESSION
REFERENCE: CALEA 41.2.2

41.5.1 Evaluating the Circumstances
41.5.2 Initiating Officer’s Responsibilities
41.5.3 Secondary Unit’s Responsibilities
41.5.4 Communications’ Responsibilities
41.5.5 Supervisor’s Responsibilities
41.5.6 Forcible Stopping and Roadblocks
41.5.7 When to Terminate Pursuit
41.5.8 Inter- and Intra-Jurisdictional Pursuits
41.5.9 Critiquing the Pursuit

Purpose:

The purpose of this order is to:

- Reduce injury and/or death during a motor vehicle pursuit to an absolute minimum.
- Give police officers a clear understanding of when and how to conduct a pursuit.
- Maintain the basic police mission to enforce the law and protect life and property.
- Minimize municipal liability in accidents that may occur during pursuit.

Definitions:

Fleeing or Attempting to Elude A Police Officer: Any driver or operator of a motor vehicle who, after being given a visual and/or audible signal by a peace officer directing such driver or operator to bring his vehicle to a stop, willfully fails or refuses to obey such direction, increases his speed, extinguishes his lights, or otherwise flees or attempts to elude the officer.

Fforcible Felony: “Forcible felony” means treason, first degree murder, second degree murder, predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, robbery, burglary, residential burglary, aggravated arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or permanent disability or disfigurement and any other felony which involves the use or threat of physical force or violence against any individual.

Marked Patrol Unit: A patrol motor vehicle having prominent markings and roof-mounted oscillating, rotating, or flashing lights.

Motor Vehicle Pursuit: The attempted apprehension, stopping, or following a driver/operator of a vehicle that is fleeing or attempting to elude a police officer.

Officer: For the purpose of this directive, the term “officer” refers to all ranks of police officers.

Primary Unit: The police vehicle initiating a pursuit or another unit that assumes control of the pursuit as the lead vehicle.

Secondary Unit: The police vehicle which becomes involved in a pursuit immediately following the primary unit and acting as the primary unit’s backup.

Termination of Motor Vehicle Pursuit: When a decision or direction to terminate a pursuit is given, the officer(s) must shut off any emergency equipment that is being used and will not attempt to apprehend the vehicle or continue to follow the vehicle. When a pursuit is terminated, officers must conform to Illinois Vehicle Code traffic statutes applicable to ordinary motorists. Terminology similar to safety following or rolling surveillance (or any similar terms) will be considered as a continuation of the pursuit and is not permitted.

Order:

41.5.1 Evaluating the Circumstances

A. Preservation of life.

One of the primary objectives of the Naperville Police Department is to arrest violators of the law while preserving the lives of the public, department member, and violator(s). When a pursuit is necessary, the department will make use of all available resources such as air support, telecommunications, and computer networks to reduce the threat to the public, department employee(s), and violator(s).

B. Limitations on pursuits.

The Naperville Police Department recognizes the inherent danger of a vehicle pursuit and, therefore, Naperville police officers will engage in vehicle pursuits only as outlined below.

1. The Naperville Police Department will make every effort to ensure the safety of the public, as well as department members at all times, and authorize emergency use of department vehicles when the necessity of immediate response or apprehension of offenders outweighs the level of inherent danger.

2. The Naperville Police Department recognizes the objective of a motor vehicle pursuit is to maintain police contact with a fleeing driver without unnecessary endangerment to life and property until the individual can be apprehended. Officers and their supervisors will continually evaluate the pursuit with respect to its danger and determine when and if it should be terminated.

3. Naperville police officers will not initiate or become involved in pursuits for traffic offenses, property crimes, whether felony or misdemeanor, or when the suspect flees for unknown reasons except as outlined below in #4.

4. The Naperville Police will initiate a motor vehicle pursuit only when an officer has an articulable reason to believe the occupant(s) of the fleeing vehicle has committed or attempted a forcible felony which involves the infliction or threatened infliction of great bodily harm or is attempting to escape by use of a deadly weapon, or otherwise indicates they will endanger human life or inflict great bodily harm unless arrested without delay. All officers involved in a pursuit must, at all times, be able to justify the continuation of the pursuit.

C. Decision to initiate pursuit.

When responding to or coordinating a pursuit, officers must continually weigh the extent of the emergency or the seriousness of the violator’s suspected crime against the potential for death or injury. The following must be considered prior to initiation of a pursuit:

1. The seriousness of the suspected offense (forcible felony only) or when the officer reasonably believes the suspect, if allowed to flee, would present a danger to human life or cause serious injury.

2. Probability of later apprehension without pursuit.

3. Volume of vehicular and/or pedestrian traffic.
4. Time of day.
5. Geographic area in which the pursuit is likely to occur or extend into.
7. Performance capabilities of pursuit vehicle, emergency vehicle markings, and operable lights and sirens.
8. Weather and road conditions.
9. Presence of non-police personnel in the police vehicle.

D. Decision to continue pursuit.
The officer will consider the seriousness of the crime/violation as the officer becomes aware during the course of the pursuit. A pursuit will be immediately terminated whenever it is reasonably clear because of speeds involved, the volume of pedestrian and/or vehicular traffic, road and weather conditions, or the distance between vehicles indicates further pursuit will create more danger to the public and/or department members than apprehension of the pursued driver with respect to the suspected offense.

E. Familiarity with state statutes.
1. All officers shall be familiar with the following sections of the Illinois Vehicle Code, Illinois Compiled Statutes Chapter 625, and adhere to their requirements:
   a. 5/11-205, Public Officers and Employees To Obey Act - Exceptions.
   b. 5/11-907(b), Operation of Vehicles On Approach of Authorized Emergency Vehicle.
   c. 5/12-216, Operation of Oscillating, Rotating, or Flashing Lights.
   d. 5/11-204(a), Fleeing or Attempting To Elude Police Officer.
   e. 5/11-204.1(a), Aggravated Fleeing or Attempting To Elude Police Officer.
   f. 5/12-601(b), Horns and Warning Devices.

41.5.2 INITIATING OFFICER'S RESPONSIBILITIES
A. Pursuit driving.
1. Officers involved in a pursuit may do the following with due care (ILCS 625, 5/11-205c):
   a. Park or stand, irrespective of the provisions of ILCS Chapter 625.
   b. Proceed past a red or stop signal or stop sign but only after slowing down or stopping as may be required and necessary for safe operation.
   c. Exceed the maximum speed limits as long as the officer does not endanger life or property.
   d. Disregard regulations governing direction of movement or turning in specified directions.
2. Note: The foregoing provisions do not relieve the driver of an authorized emergency vehicle from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others.
B. Pursuit initiation.
1. When an officer initiates a pursuit, the officer shall notify Communications immediately and, if appropriate, the Illinois State Police (via ISPERN), and relay information and relevant facts about the pursuit such as:
   a. Location.
   b. Direction of travel.
   c. Description of vehicle.
   d. Number of occupants.
   e. Reason for pursuit.
   f. Speed.
   g. Traffic, pedestrian and roadway conditions.
   h. Other relevant factors.

C. Passengers.
1. Whenever two officers are in one vehicle, the driver is responsible for the operation of the vehicle and all emergency equipment in the vehicle.
2. Police units that have prisoners aboard shall not become engaged in pursuits.
3. Should the officer have a civilian passenger and become engaged in a pursuit, the officer will immediately request assistance of a marked police vehicle and relinquish primary unit status upon the presence of another marked vehicle.

D. Restricted police vehicles.
1. Police four-wheel drive or truck chassis vehicles (except Chevrolet Tahoe) shall not be driven in pursuit unless necessary due to location, topography, road, or weather conditions, etc.
2. Officers operating motorcycles or unmarked police vehicles will immediately request assistance of a marked police vehicle when they are involved in a pursuit and will relinquish primary unit status immediately upon the presence of a marked vehicle.
3. Officers operating motorcycles or unmarked police vehicles will terminate active involvement unless their involvement is needed to fulfill the secondary unit responsibilities or are otherwise directed to continue by a supervisor.
4. Officers operating bicycles will not directly engage in pursuit activities of any kind.

E. Reporting of pursuits.
1. Any and all pursuits involving Naperville police officers will be documented by completing a Crime/Incident Report, even if the pursuit was terminated prior to apprehension of the pursued subject.

41.5.3 SECONDARY UNIT'S RESPONSIBILITIES
A. Secondary unit’s responsibilities.
Generally, only two marked police units should be directly involved in a pursuit. Directly involved, as used here, means following behind the pursued vehicle in close proximity.
1. When the secondary unit engages the pursuit, it will:
   a. Activate all emergency equipment.
   b. Advise Communications that two police units are involved.
2. The secondary unit shall be spaced appropriately and drive to allow for reaction time and distance in order to reduce the possibility of colliding with the other police unit.

B. Other police units.
All other police units will stay clear of the pursuit, but will remain alert to its progress and location in the event they are needed to assist with traffic direction, accident investigation, foot pursuit, perimeter security, etc.

C. Multiple vehicles in a pursuit.
No more than two police vehicles (primary unit and secondary unit) will be directly involved in a pursuit unless authorized by a supervisor.

41.5.4 COMMUNICATIONS’ RESPONSIBILITIES

A. Naperville Communications Center.
1. Notification.
Immediately upon receiving information that an officer is in pursuit, the police telecommunicator will activate the alert tone. The police telecommunicator will then advise all other non-emergency radio traffic to stand by, give the pursuing officer and responding units priority use of the radio, and then notify the field supervisor.
2. Broadcasting information.
The police telecommunicator shall serve as the controller for all messages relevant to the pursuit and shall immediately broadcast all available information relating to the pursuit.
3. Documenting progress.
The police telecommunicator shall document the progress of the pursuit and, if possible, record all information furnished by the officer during the pursuit, including all traffic violations, their locations, and the times they occur.
4. Termination broadcast.
When a pursuit has ended, the police telecommunicator shall broadcast the termination of the pursuit and notify surrounding jurisdictions when appropriate.

1. When an officer uses the ISPERN frequency to advise of a “pursuit,” the procedures established by the ISPERN governing board, as listed on Attachment A, will be followed.

41.5.5 SUPERVISOR’S RESPONSIBILITIES

A. Monitoring involvement.
1. It shall be the responsibility of the zone field supervisor or, if unavailable, the next closest field supervisor to review the facts given by the pursuing officer and to make an independent judgment whether or not the pursuit should be continued.
2. Based on all information available, the field supervisor will order the termination of the pursuit if, in the supervisor’s opinion, the dangers created by the pursuit outweigh the need for an immediate apprehension of the offender.

B. Response to termination scene.
1. A field supervisor will respond to the termination scene of any fleeing or attempting to elude a police officer incident, when feasible to do so.
2. A field supervisor will respond to the termination scene of any pursuit initiated by a Naperville police officer, including outside the Naperville city limits.

3. A field supervisor will respond to the termination scene of any pursuit initiated by another agency which ends within the Naperville city limits.

C. Required reporting.
1. The field supervisor on the scene will be responsible for controlling police actions at the scene and ensuring all reports are completed. The supervisor shall ensure that the police report will address the following:
   a. Number of personnel involved.
   b. Number of police vehicles involved and the degree of participation.
   c. Reason for initiation of the pursuit.
   d. Speed of the pursuit.
   e. Law violations by the offender.
   f. Traffic conditions.
   g. Tactics used.
   h. Other details as directed by a supervisor.
2. The field supervisor who responds to the termination of a fleeing or attempting to elude a police officer incident, or otherwise assumes supervisory responsibility for such an incident, or who responds to the termination of a motor vehicle pursuit shall prepare a memorandum (Attachment B) to the Patrol Division Commander via the chain of command. The field supervisor shall comment as to whether or not tactics utilized consistent with Department policy, procedure and acceptable police tactics. This memorandum have all applicable police reports attached for the Division Commander’s review.
   a. In all situations determined to be a pursuit by the field supervisor preparing Attachment B, an ILETSB Pursuit Driving Report (Attachment C) will be completed by the supervisor in consultation with the primary unit officer, which will be forwarded via the chain of command to the Planning, Training, and Research Section Commander.
3. In a vehicle pursuit (or fleeing or attempting to elude an officer) situation involving Naperville police personnel where there are people injured or property damaged, the field supervisor involved will see that Communications’ tape of radio and telephone traffic for that day is logged into the property system as evidence.
4. Following a review of the memorandum referred to in Section 41.5.5C2 by the Division Commander, a copy will be forwarded to the Planning, Training and Research Section Commander for review and analysis.
   a. The Planning, Training and Research Section Commander shall conduct an annual documented analysis to reveal potential patterns or trends which indicate training needs and/or policy modifications.

41.5.6 FORCIBLE STOPPING AND ROADBLOCKS

A. Forcible Stopping.
Officers shall not attempt to deliberately collide with or pull in front of pursued vehicles, nor shall they use the police unit to force any other vehicle off a roadway.
1. An exception to this rule occurs when:
   a. An officer is in pursuit of an extremely dangerous fleeing felon(s) who, if allowed to escape, will create a substantial risk of another person being killed or
Pursuing officers shall immediately terminate their involvement in the pursuit, or the suspect deliberately attempts to strike/run over others with a vehicle, etc.).

b. Officers will not discharge a firearm at or from a moving vehicle unless the use of deadly force is justified (see General Order 1.3, Use of Force).

c. When feasible, officers shall obtain supervisory authorization prior to engaging in any forcible stopping technique.

2. Sworn personnel shall be trained in the use of Department authorized roadblocks and forcible stopping techniques.

3. As in all other attempted fleeing and eluding incidents, supervisory responsibilities are outlined in General Order 41.5.5.

4. As in all other fleeing and eluding incidents, a written report and an administrative review of each such incident of forcible stopping or roadblocks are required as outlined in General Order 41.5.5.

A. Pursuing officers shall immediately terminate their involvement in the pursuit if any of the following events or conditions occur:

1. It becomes evident that the risks to life and property outweigh the benefit derived from the immediate apprehension or continued pursuit of the suspect.

2. Upon the order of a supervisor or commander.

3. Their pursuit vehicle experiences equipment failure or malfunction involving lights, siren, radio, brakes, steering, or other essential equipment.

4. The suspect's identity has been established to the point that later apprehension can be accomplished and there is no longer any need for immediate apprehension.

5. The environmental conditions (e.g., traffic congestion, condition of roadway) create unacceptably heightened risk if continued pursuit.

B. Termination of pursuit shall include:

1. Emergency equipment shut off.

2. Conforming to Illinois Vehicle Code traffic statutes applicable to ordinary motorists.

3. Discontinuation of all attempts to follow the vehicle (turning away from route of vehicle).

4. Discontinuation of all attempts to stop the vehicle.

5. Following or moving surveillance of any kind is prohibited.

41.5.8 INTER- AND INTRA-JURISDICTIONAL PURSUITS

A. Inter-jurisdictional pursuits.

Pursuits initiated by an outside agency traveling through the Naperville city limits will be the responsibility of the initiating agency.

1. Only marked police units from the Naperville Police Department will become directly involved in the pursuit and then only upon approval by a Naperville police supervisor.

2. Naperville Communications, or the Naperville primary assisting unit, will advise the reason for the pursuit when known.

3. The Naperville primary assisting unit will immediately advise Communications of the following information:

   a. Number of police units involved.

   b. Location.

   c. Direction.

   d. Description of suspect vehicle.

   e. Number of suspects and descriptions, if possible.

   f. Speed.

4. Based upon the available information, any supervisor or the officer assisting the pursuit will determine if additional units are required or if the Naperville unit should abandon the pursuit.

5. If the pursuit leaves the Naperville city limits and more than one police unit from another jurisdiction is involved, the Naperville unit will abandon the pursuit unless otherwise directed by a supervisor.

B. Intra-jurisdictional pursuits.

Pursuits initiated by an outside agency within the Naperville city limits will be the responsibility of the initiating agency.

1. Procedures to be followed by Naperville officers are the same as those regarding inter-jurisdictional pursuits.

41.5.9 CRITIQUING THE PURSUIT

A. Personnel involved.

1. As soon as possible after the pursuit (but not the same day), the Watch Commander will conduct a meeting to critique the pursuit. Included in the meeting will be the on-scene supervisor, the initiating officer, any secondary unit officers, the police telecommunicator, and any other department personnel the Watch Commander believes can contribute to meaningful discussion.
a. The Patrol Division Commander shall be informed of the
time and place of the meeting beforehand. Attendance by
the Division Commander at the meeting is optional.

B. Topics to be considered:

1. There is no topic that cannot be discussed if it is relevant to the
pursuit. It is recommended that, at a minimum, the following
topics be discussed:

   a. What each participant would do differently.
   b. Actions by participants which caused difficulty or
      confusion.
   c. Adherence to policy, particularly regarding the decision
to initiate and/or continue pursuit as outlined in Sections
      1 and 7.
   d. Policy failure or weaknesses.
   e. Equipment performance.

C. Report.

1. Following the critique, the Watch Commander will report in
writing to the Patrol Division Commander any significant
findings from the critique.
ISPERN ILLINOIS STATE POLICE

EMERGENCY RADIO NETWORK PROCEDURES

Pursuits

A. A pursuit occurs when an officer follows a fleeing person/vehicle quickly or persistently in order to apprehend so that enforcement action can be taken. An officer should advise that he is “in pursuit” primarily when he requires assistance in apprehending the subject or stopping the unit.

B. Procedure:

When any law enforcement officer uses the ISPERN frequency to advise of a “pursuit”, the following procedures shall be followed:

1. Frequency to be used:

   The ISPERN frequency should be used in all pursuits crossing jurisdictional boundaries. The pursuing officer is strongly encouraged to use ISPERN to inform other agencies which may be in position to assist.

   The officer’s original pursuit details should be called into the Control Point on ISPERN; however, the original call may be on a frequency other than ISPERN. For example, a local agency (police or sheriff’s department) may give the original pursuit details to the Control Point on point-to-point or by telephone. Although this is not encouraged, it may be the only medium of communications available to the officer in pursuit. In either case, the Control Point must direct the officer to use ISPERN, if applicable. The Control Point has the authority to advise the officer or agency to use ISPERN.

2. Required Pursuit Information:

   The first step in pursuit handling is to secure the necessary details from the pursuing officer. The pursuing officer should supply the following details in his original contact with the Control Point: 1) speed, 2) location and direction of travel, 3) vehicle and/or personal description, and 4) reason for the pursuit (original offense). If the officer fails to include any one of these elements in his original call-up, the Control Point telecommunicator must request the information prior to initiating a broadcast. After securing this information from the officer, the telecommunicator should make a 10-28 inquiry (if applicable) prior to/simultaneous with the initial broadcast.

3. Pursuit Broadcast:

   Original information given by the officer will be edited and retransmitted in standard message form by the Control Point. Ten signals, other than “10-4” and “10-28”, should not be used on the ISPERN frequency. The following formatted elements, if available, should be present in all pursuit broadcasts:

   Dispatch Alert...Dispatch Alert Tone (the initial broadcast of the pursuit will be preceded with the alert tone; however, the use of additional tones in connection with updates on the pursuit must not be used.)

   ISPERN Units District __________,
   What..._________(car number) in pursuit,___ MPH,
   Where...location and direction of travel),
   Text...(vehicle and/or personal description,
   Reason...(original violation).

Example:
ALERT TONE,
“ISPERN UNITS DISTRICT NINE,
9-74, IN PURSUIT, NINETY-FIVE MILES PER HOUR,
*I-55 NORTHBOUND MILEPOST ONE HUNDRED
*GREEN EIGHTY-SEVEN CAMARO,
*A-ADAM M-MARY ONE TWO THREE FOUR,
WANTED PERSONAL INJURY HIT AND RUN.”

*DOUBLE PHRASE

Note: Locations and landmarks should be broadcast as given, e.g., “Information Corner,” “Ten-mile House.” Although those designators may be meaningless to the telecommunicator, officers familiar with the patrol area will understand them.

4. Monitoring Officer’s Status:

The telecommunicator must ensure that communications with the pursuing officer is accomplished. This contact may be with the Control Point, or another mobile unit. Some officer will immediately take control of the pursuit after the initial broadcast, and will coordinate the remainder of the pursuit with other assisting mobile units. When this situation occurs, the telecommunicator should monitor the frequency and keep station dispatching to a minimum until the status of the pursuit has changed. However, some officers will require a greater amount of coordination assistance from the Control Point, e.g., where no assisting mobile units are immediately available. In this situation, it is incumbent on the telecommunicator to make contact with the pursuing officer at reasonable intervals to determine his status, unless the officer initiates the contact.

Thirty (30) seconds has been established as a “reasonable” interval. (The officer must be given the opportunity to coordinate the pursuit mobile-to-mobile. However, if no mobile-to-mobile coordination traffic has been monitored by the Control Point at the time for the initial status check, the telecommunicator should conclude the initial update broadcast with a request for “Any units in the immediate area?” If there is no response, advise operations. If a unit responds: 1) ascertain location and ETA, if unknown, 2) re-broadcast the responding unit’s car number, location and/or ETA, and 3) ascertain if “Any units closer?” Continue until you have identified the closest assisting unit, who should communicate mobile-to-mobile with the pursuing officer.

5. Update Broadcasts:

Appropriate updates should be broadcast in a manner not to interfere with the pursuit. This can be accomplished through brevity, eliminating unnecessary verbiage, and minimizing double phrasing. It should be the intent of the telecommunicator to get on and off the air as quickly as possible so as to not interfere with mobile unit traffic. Pursuit updates should reflect the following minimum formatted information:

What...“(car number), (speed if changed), Where....(location and direction of travel)”.

Example:

“9-74, 100 miles per hour, I-55 Northbound milepost one eleven.”

6. Pursuit Cancellations:

When the pursuit terminates, the telecommunicator should ascertain if assistance is required. In addition, when advised to cancel the broadcast, the telecommunicator should ensure that the originator of the pursuit authorizes the cancellation. Pursuit cancellation broadcasts should reflect the following formatted data:
Dispatch Alert. Dispatch Alert Tone
“ISPERN Units District_____.
What...Cancel Pursuit,
Reason...(Subject apprehended, accident, escape, fatality, subject has eluded officer, etc.),
Location...(location where the pursuit terminated and/or where the officer is detaining subject; location, director of travel, and time last observed, if subject eluded officer).
Note: If subject has eluded officer, include vehicle and/or personal description, and the original violation here.
Assistance...(indicate if the officer is secure or requesting assistance)_______.
Signature...(Control Point and FCC Call Sign)_____.”

Example: (subject apprehended)
ALERT TONE,
“ISPERN UNITS DISTRICT 9
CANCEL PURSUIT,
SUBJECT APPREHENDED,
I-55 NORTHBOUND MILEPOST ONE TWENTY,
SITUATION SECURE,
AUTHORITY 9-74
STATE POLICE SPRINGFIELD,
KSA213”

Example: (subject eluded)
ALERT TONE,
“ISPERN UNITS DISTRICT 9,
CANCEL PURSUIT,
SUBJECT HAS ELUDED OFFICER,
I-55 NORTHBOUND MILEPOST ONE TWENTY,
GREEN EIGHTY SEVEN CAMARO,
A-ADAM M-MARY ONE TWO THREE FOUR,
WANTED PERSONAL INJURY HIT AND RUN,
AUTHORITY 9-74,
STATE POLICE SPRINGFIELD,
KSA213’
NAPERVILLE POLICE DEPARTMENT
INTER-DEPARTMENTAL MEMORANDUM

DATE: _______________________________________________________________________________

TO: PATROL DIVISION COMMANDER

FROM: _______________________________________________________________________________

THROUGH: WATCH COMMANDER

REVIEWED BY WATCH COMMANDER: _______________________________________________________________________________

SUBJECT: Supervisor’s Fleeing and Eluding and / or Vehicle Pursuit Report

IR#: __________________ Date: __________________ Day of Week: __________________
Location originated: __________________ Time: __________________
Location terminated: __________________ Time: __________________

MOTOR VEHICLE PURSUIT OCCURRED? NO YES
(Circle choice)

Complete all following areas. Indicate non-applicable items by “N/A”

Incident Commencement

Initiated by: 1. NPD marked unit 3. Another police agency: Name:__________________________
2. NPD unmarked unit

Original probable cause for contact:

1. Felony 5. Possible DUI
3. Misdemeanor traffic 7. Assist other agency
4. Traffic violation only 8. Other:__________________________

Jurisdiction:

1. Incident began and ended in Naperville.
2. Incident began in Naperville and ended in another jurisdiction.
3. Incident began in another jurisdiction and ended in Naperville.
4. Incident began and ended in another jurisdiction, but passed through Naperville and/or involved Naperville personnel.

Incident Data

Total distance (miles):__________________ Total time (minutes):__________________
Maximum speeds:____________________ Specific violations:____________________

Road Conditions: 1. Dry 2. Ice/snow 3. Wet 4. Other:_____

Number of NPD units involved (continuous or in part):__________________________
Number of other agency units involved (continuous or in part):__________________________
Which agencies?:__________________________
Tactics employed during the incident (by NPD or by another agency):

1. Pursuit of vehicle 4. Shooting  
2. Roadblock 5. Moving blockade  
3. Ramming 6. Other:_____________

Incident Termination (What caused the incident to end?)

1. Suspect crashed 4. Police disengaged pursuit  
2. Police crashed 5. Supervisor terminated pursuit  
3. Suspect stopped or quit 6. Suspect eluded police in vehicle  
(includes suspect fled on foot) 7. Other:________________________

Damage: (photos taken? Yes No )

Citizen: None Minor Moderate Heavy # Vehs damaged:______________
Police: None Minor Moderate Heavy # Vehs damaged:______________
Suspect: None Minor Moderate Heavy
Was the suspect driving his own vehicle? 1. Yes 2. No 3. Unknown

Injury and the number of persons injured:

Citizen: None Minor # _____ Moderate # _____ Serious # ______
Police: None Minor # _____ Moderate # _____ Serious # ______
Suspect: None Minor # _____ Moderate # _____ Serious # ______
Companion of Suspect: None Minor # _____ Moderate # _____ Serious # ______

Death:

Citizen # _____ Police # _____ Suspect # _____ Companion # _____

Arrest of suspect driver information:

1. Arrest at the point of termination. 3. Arrest at a later time.  
2. Arrest after foot chase. 4. No arrest.  


Principal reason why the suspect attempted to elude (select only one):

2. DWLS/DWLR 5. Misdemeanor non-traffic 10. Unknown  
3. No Driver’s License 6. Felony 11. Other:_____________________ 

List of NPD personnel involved:

<table>
<thead>
<tr>
<th>Name</th>
<th>Badge #</th>
<th>Unit #</th>
<th>Degree of Participation</th>
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### PURSUIT DRIVING REPORT

**Officer**

**Agency**

**Date of Incident**

**ISPERN Number**

**Time of Incident**

**Agency Report Number**

---

1. Officer Information

- **Yrs of Service**
- **Age**
- **Sex**
- **Full-Time**
- **Part-Time**

2. Initiating Event

- **Minor traffic law violation**
- **Suspected DUI**
- **Reckless driving**
- **Suspected stolen vehicle**
- **Outstanding Misdemeanor Warrant**
- **Felony Property Crime Warrant**
- **Felony Violent Crime Warrant**
- **Suspected criminal activity**
- **Wanted by another agency**
- **Felony Crime**
- **Misdemeanor crime**
- **Firearm Use by Offender in Crime or Escape**
- **Other (explain)**

3. Supervisor Notification

- **By Officer**
- **By Dispatcher**
- **Other**

4. Duration of Pursuit in Minutes

- **Minutes**

5. Contraband Found

- **Yes**
- **No**

6. Weather Conditions

- **Rain**
- **Snow**
- **Sleet/Hail**
- **Fog/Smog/Haze**
- **Other (describe)**

7. Locale

- **Urban**
- **Residential/Suburban**
- **Rural**

8. Road Type

- **Two-lane**
- **Four-lane**
- **Expressway/Interstate**
- **Toll Road**
- **Unpaved, any width**

9. Your Pursuit Vehicle was:

- **Marked**
- **Semi-Marked**
- **Unmarked**
- **Other**

10. Number of Police Units Involved

- **Your Agency**
- **Other Agency**
- **Air Support**

11. Other Agencies Involved

- **Number of other agencies**
- **Other (explain)**

12. Distance of Pursuit

- **Under 1/2 mile**
- **1/2 - 1 mile**
- **1 - 2 miles**
- **2 - 3 miles**
- **3 - 4 miles**
- **4 - 5 miles**
- **Other (enter miles)**

13. Suspect Vehicle Type

- **Car**
- **Truck**
- **Van**
- **Motorcycle**
- **Other (describe)**

14. Number of Passengers in Suspect Vehicle

- **Enter Number**

15. Fleeing on Foot (if Attempted)

- **Driver Apprehended**
- **Number of Passenger(s) Apprehended**

16. Highest Speed of Suspect(s) Vehicle

- **Highest Speed**

17. Highest Speed of your Police Unit

- **Highest Speed**

18. Crash Information

- **Suspect(s) Number**
- **Citizen(s) Number**
- **Your/Departmental Number**
- **Personal Injury**
- **You**
- **Suspect**
- **Citizen(s) Number**
- **Passenger(s) Number**
- **Fatalities**
- **Subject**
- **Citizen**
- **Passenger(s)**
- **10505SR Crash Report Number**

19. Reason for Pursuit Termination

- **Suspect surrendered/stopped**
- **Suspect fled on foot**
- **Suspect vehicle disabled**
- **You vehicle disabled**
- **You voluntarily terminated pursuit**
- **Crash involving suspect vehicle and citizen**
- **Crash involving suspect vehicle and police vehicle**
- **Crash involving suspect vehicle only**
- **Crash involving police vehicle only**
- **Forcible stop technique (see #22)**
- **Terminated by supervisor**
- **Lost sight of vehicle**
- **Other (explain)**

20. Crashes during pursuit not resulting in pursuit termination:

- **Number of crashes involving suspect vehicle and police vehicle**
- **Number of crashes involving suspect vehicle and citizen**
- **Number of crashes involving suspect vehicle and a moving citizen's vehicle**
- **Number of crashes involving suspect vehicle and a parked citizen's vehicle**
- **Number of crashes involving police vehicle and fixed property**
- **Number of crashes involving police vehicle and a moving citizen's vehicle**
- **Number of crashes involving police vehicle and a parked citizen's vehicle**
- **Number of crashes involving police vehicle and fixed property**

21. Stop Technique (if used)

- **Stationary roadblock**
- **Rolling roadblock (boxing in)**
- **Ramming**
- **Heading off**
- **Other (describe)**

22. Suspect Arrest Information

- **Driver:**
- **D.O.B.:**
- **Sex:**
- **Valid Driver's License:**
  - **Yes**
  - **No**
  - **License at time of incident**
- **State Number:**
- **Passenger(s):**
  - **(1)**
  - **(2)**
  - **(3)**
  - **(4)**
- **D.O.B.:**
- **Race:**
- **Sex:**

23. Event Violations

- **Initiating Event(s):**
- **Event Violation(s):**
- **Charges (cite to Criminal Code):**

24. Was Follow-up Conducted Where Driver is not apprehended?

- **Yes**
- **No**

---

Submit Police Pursuit Report Form To:
IL Law Enforcement Training and Standards Board
600 South Second Street, Suite 300
Springfield, IL 62704 217/782-4540
INDEX AS:

41.6.1 POLICY STATEMENT
41.6.2 DOMESTIC INCIDENT RESPONSE PROCEDURES
41.6.3 RESPONDING OFFICER RESPONSIBILITIES
41.6.4 DOMESTIC VIOLENCE ARRESTS
41.6.5 INCIDENT REPORTING AND DOCUMENTATION
41.6.6 MISCELLANEOUS INFORMATION
41.6.7 EVIDENCE COLLECTION
41.6.8 ELDER ABUSE REPORTING
41.6.9 CHILD ABUSE REPORTING

PURPOSE:

The purpose of this order is to establish procedures for responding to domestic violence and incident calls in conformance with the Illinois Domestic Violence Act of 1986, the DuPage County Model Police Response Manual, and Departmental standards.

DEFINITIONS:

Domestic Incident: Any police call relating to a dispute or argument among family or household members.

Domestic Violence or Abuse: Means 1) physical abuse, harassment, or interference with personal liberty by a family or household member or 2) the intimidation or willful deprivation of a dependent person by a family or household member. However, this does not include reasonable discipline of a minor child by a parent or person in loco parentis. (725 ILCS 5/112A-3(1),(2)).

Emergency Order of Protection: An emergency domestic order, issued without notice, and effective for not less than 14 nor more than 21 days unless extended.

Family or Household Members: 1) spouses; 2) ex-spouses; 3) persons living together; 4) persons who formerly lived together; 5) parents; 6) children; 7) stepchildren; 8) parents of a child in common; 9) related by blood or present or prior marriage; 10) persons who have or have had a dating relationship; 11) persons with disabilities and their personal assistants.


LEADS: Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the state of Illinois.

Order of Protection: An emergency, interim, or plenary order granted by the court which may include any or all of the remedies outlined in the Illinois Domestic Violence Act of 1986.

Petitioner: The person who requests the action or relief in an order of protection.

Physical Abuse: Includes sexual abuse and means any of the following: 1) knowing or reckless use of physical force, confinement, or restraint; 2) knowing, repeated, and unnecessary sleep deprivation; or 3) knowing or reckless conduct which creates an immediate risk of physical harm. (725 ILCS 5/112A-3(9)).

Predominant Aggressor: Most significant aggressor. See General Order 41.6.4.H for criteria to be considered in determining predominant aggressor.

Respondent: The person to whom an order of protection is directed.

VINE: Victim Information & Notification Everyday.

ORDER:

41.6.1 POLICY STATEMENT

A. It is the policy of the Department to provide immediate effective assistance and protection to victims of domestic violence and to take appropriate action against offenders.

B. It is the policy of the Department that officers shall treat all acts of domestic violence as criminal conduct. Domestic violence incidents shall be treated in the same manner as other requests for police assistance in cases where there has been physical violence or the threat thereof.

C. It is the policy of the Department to offer assistance, intervention, and referrals to all families experiencing conflict in an effort to prevent acts of domestic violence.

41.6.2 DOMESTIC INCIDENT RESPONSE PROCEDURES

A. Communications Center personnel.

Upon receipt of a call involving domestic violence, the situation shall be assessed as thoroughly as possible and necessary units dispatched. Communications Center personnel shall attempt to obtain response information which shall include, but not be limited to:

1. Exact location, i.e., street address, vehicle, apartment number.
2. Presence and description of weapons, drug or alcohol use, and any other cautions present.
3. Any injuries and need or request for medical attention.
4. Presence of the assailant at the scene, actions of the assailant, and the means used by the assailant to leave the scene, i.e., vehicle or on foot.
5. Disputants’ identities.
6. Caller’s identity and relation to the parties involved.

Communications Center personnel shall check the names and address reported in the call against all available resources: AS/400, CRIMES, and CAD, to determine whether there have been previously reported incidents involving the same parties and/or same address. Additionally, personnel shall utilize the identifiers of the disputants, obtained by the caller, CRIMES or Soundex, to run checks for criminal history, orders of protection, FOID, warrants, etc., and verbally provide all relevant information to the officers responding to the call. When possible, officers should acknowledge receipt of the information prior to entering the scene of the incident.

B. Additional Procedures for Domestic Incidents.

1. Attempt to keep the caller on the line as long as safely possible. If the call is terminated, whether willingly or not, do not attempt to make further contact with the caller unless directed to do so by the responding officer and/or sergeant. See General Order 41.6.2.B3.
2. When receiving calls from a third party, attempt to obtain all of the information outlined in General Order 41.6.2.A.
41.6.3 RESPONDING OFFICER RESPONSIBILITIES

A. Officers responding to domestic incidents shall be required to follow the steps outlined below:

1. Speak to all individuals involved, including witnesses, to obtain statements regarding the incident. Individuals should be separated, when possible, by sight and sound of all others involved when being interviewed.

2. Determine if a crime has occurred, the identity of the offender, and whether or not it meets the arrest criteria set forth in General Order 41.6.4, Domestic Violence Arrest.

3. Determine the number and frequency of previous domestic related incidents/crimes at the residence or between the parties, even if they were not reported to the police.

4. In non-arrest situations, assist the parties involved in reaching an agreement that will restore peace to the home until solutions can be worked out or intervention services can be obtained.

5. Contact the designated county victim advocacy service as soon as reasonably possible after clearing from the domestic call.

B. Assistance to be given to victims of domestic battery/abuse.

1. Transport or arrange for transportation of victims to a medical facility if treatment is necessary.

2. Transport or arrange for transportation of victims to a shelter or safe home if deemed necessary.

3. Accompany victims to their residences for a reasonable period of time to remove needed personal items.

4. Furnish victims the Domestic Violence pamphlet, advise them of available social services, and provide your name and badge number. The Department social worker or police counselor can be called to the scene at the direction of an on-scene supervisor.

5. Make arrangements for evidence collection, if necessary.

6. Seize, as evidence, any weapon(s) used to abuse or threaten the victim.

7. Advise the victim of abuse about seeking medical attention and preserving evidence (specifically including photographs of injury or damage and damaged clothing or other property).

8. Provide or arrange accessible transportation for the victim of abuse to the nearest available circuit judge or associate judge so the victim may file a petition for an emergency order of protection.

41.6.4 DOMESTIC VIOLENCE ARRESTS

A. Officers can make an arrest without a warrant if they have probable cause to believe a person has committed a criminal offense, i.e., battery against the victim.

B. Officers can make an arrest without a warrant if they have probable cause to believe the person has violated one of the police enforced provisions of an order of protection.

NOTE: A non-consensual, warrantless entry into the home of an individual for the purpose of arrest requires exigent circumstances. Also, officers must determine that the offender has been served with a copy of the order of protection or has actual notice of the order. Officers should check the victim’s copy of the order of protection or verify provisions of the order via LEADS.

C. If the abusive person is not arrested, officers are required to do the following:

1. Complete a report providing information on the nature of the incident and the outcome of the investigation.

2. Inform the victim that he or she can initiate criminal proceedings at a later time and provide the victim with information about the particulars of filing a criminal charge, including time and location.

3. Advise the victim of the importance of seeking medical attention and preserving evidence (specifically including photographs of injury or damage and damaged clothing or other property).

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

1. When a felony has been committed.

2. When a misdemeanor has been committed and the victim has visible signs of injury, or when any weapon has been used to inflict injury or to intimidate or threaten the victim.

3. When a misdemeanor has been committed and the officer is aware that the abuser has committed other acts of domestic violence in the past.

4. When an offense is committed in the presence of the officer.

5. When an officer has confirmed that a valid order of protection is in effect and a police enforceable condition of the order has been violated by the offender.

E. In the circumstances described in paragraph D of this section, the unwillingness of the victim to pursue charges shall not be sufficient reason to not arrest. However, if the officer determines that there are extenuating circumstances that mitigate against an arrest, approval from an on-scene supervisor shall be obtained to forgo arrest.

F. Special arrest considerations.

1. If probable cause exists and the arrest is mandated pursuant to paragraph D of this section, the arresting officer shall sign the complaint if the victim is unwilling to do so.

2. In discretionary arrest cases where an officer determines that an arrest is appropriate because probable cause exists, the arresting officer shall sign the complaint if the victim is unwilling to do so.

3. If an arrest is made, officers should charge pursuant to the appropriate section of Illinois Compiled Statutes and follow the appropriate department guidelines which cover the processing of arrested persons.
4. If another crime has been committed during a violation of an order of protection, that crime should also be charged as an additional felony or misdemeanor complaint.

5. No officer shall decline to arrest an offender because of:
   a. The parties living together.
   b. The parties having sought civil remedies.
   c. The victims having been previously unwilling to participate in the complaint or arrest process.
   d. Verbal assurances that the violence will cease.

G. When an arrest is made for a domestic-related crime, the arresting officer shall make a reasonable attempt to notify the victim of the custody status of the offender and to provide the victim with the VINE pamphlet.

1. Also see General Order 55.2, Victim/Witness Assistance Operations, Section 5 Arrest/Post-Arrest Victim/Witness Assistance.

H. Making dual arrests in domestic violence cases is strongly discouraged and should only be done in rare instances when the predominant aggressor cannot be identified and when both parties show considerable evidence of a battery. The following factors shall be considered in making this determination of predominant aggressor:
   1. The size of the combatants. Relative age, height, weight, strength and skill of the parties.
   2. The possibility that one party was acting in self-defense.
   3. The severity of the injuries inflicted on each person. Relative severity of injuries, considering the possibility of defensive wounds (typically scratch or bite marks) versus application of force by larger person which may leave little physical evidence (especially at the time of the initial investigation), Strangulation, for instance, may leave no visible injury while resulting in unconsciousness, brain damage, and death.
   4. Past history of domestic violence incidents and/or arrests.
   5. Factors such as intoxication or drug use that may affect the credibility of either party. History of substance abuse, possibly including substance abuse-related arrests.
   6. The presence of fear of the parties involved and the level of fear (who is afraid of whom).
   7. Risk of future injury to each person.
   8. Property destroyed by one party.

41.6.6 MISCELLANEOUS INFORMATION

A. Liability.
   Illinois Compiled Statutes 750 ILCS 60/305 limits an officer’s and the department’s liability: “Any act of omission or commission by a law enforcement officer acting in good faith and rendering emergency assistance or otherwise enforcing this 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.”

B. Emergency relief.
   A petition for an Emergency Order of Protection may be filed whenever a police officer has reason to believe that the victim, petitioner, or any minor children have been abused by a family or other household member. In addition, see 725 ILCS 5/111-8 regarding the possible charges against an offender which make the victim(s) eligible for an Order of Protection. These include Criminal Damage to Property, Trespassing, and Telephone Harassment. Whenever there is an “immediate and present danger of abuse to the victim or minor children of the victim,” the petitioner may request such an order.

1. DuPage County procedure.
   a. The DuPage County victim advocacy service is Family Shelter Service, Inc. This agency will be contacted for 24-hour assistance in applying for emergency orders of protection.
   b. In DuPage County, emergency orders of protection can be obtained from the duty judge during the night, on weekends, or at other times when the court is not in regular session. The name and address of the duty judge is available from the DuPage County Sheriff’s Office.
   c. The victim or petitioner shall fill out the document entitled “Verified Petition for Order of Protection.” After completion, the petition is presented to the judge who draws up and signs the emergency order of protection.
   d. If the victim has been taken to a shelter, the petition will be completed with the assistance of the victim advocate.
The victim will be instructed to take the petition to the circuit clerk’s office in Wheaton at 8:30 a.m., Monday through Friday.

2. Will County procedure.
   a. The Will County victim advocacy service is the Groundwork Shelter. This agency will be contacted for emergency shelter and for assistance in applying for emergency orders of protection.
   b. Emergency orders of protection can be obtained with assistance from the Groundwork Shelter.
   c. The victim or petitioner shall fill out the document entitled “Petition of Order of Protection.” The petition is then presented to the judge who completes and signs the emergency order of protection.
   d. If the victim has been taken to a shelter, the petition will be completed by the complainant with the assistance of the victim advocate who will then aid the victim and provide further direction.

3. See Attachment A for details.

C. LEADS entry.
   The DuPage or Will County Sheriff’s Offices (as appropriate) are responsible for placing all orders of protection into the LEADS system.

1. When an officer responds to a domestic violence call, an inquiry should be instituted through LEADS to determine if there is an order of protection in effect. LEADS will list all the provisions contained in the order. If no order of protection is in effect, the victims should be informed of their rights to obtain an order of protection. If an order of protection has been issued, the officer shall determine through LEADS whether or not the order has been served, when it expires, and what provisions are in effect.
   a. Officers must determine that the offender has been served with a copy of the order of protection or has actual notice of the order.

D. Order of Protection Short Form Notification.
   When a subject of an unserved Order of Protection (respondent) is located (regardless of the Illinois county issuing the OOP, the officer will:

   1. Complete the Short Form Notification using the LEADS information. Give the original copy to the Respondent.
   2. Complete a report for 7123 - Assist to County Sheriff or add the UCR to current report.
   3. PSAP will complete a LEADS add-on entry and notify the appropriate sheriff’s office.
   4. Distribute the remaining copies of the form to Records and to the originating sheriff’s office.

41.6.8 ELDER ABUSE REPORTING

A. In cases of domestic violence involving the elderly, officers will follow the previous procedures. Domestic violence cases involving elderly victims will be responded to and processed as any other domestic violence incident. Assistance of victim advocates for the elderly is also available, and the guidelines for contacting an advocate set out previously shall apply when responding to domestic violence incidents involving the elderly.

1. Family Shelter Service, Inc. or Groundwork should be contacted when emergency shelter is necessary as in any other domestic violence incident.

2. Mandated Reporting. Officers are required by law to report suspected abuse, neglect, and exploitation of citizens age 60 and over who, because of dysfunction, are unable to report for themselves.
   a. Monday-Friday, 8:30 a.m. to 5:00 p.m. - 800-252-8966
   b. After hours, weekends, holidays - 800-279-0400

41.6.9 CHILD ABUSE REPORTING

A. Specific statutory duties are imposed under the Abused and Neglected Child Reporting Act (Illinois Compiled Statutes 325 ILCS 5/1 through 325 ILCS 5/11.7) where incidents of domestic violence or abuse involve children as victims.

1. Police officers are mandated to report such incidents to the Department of Children and Family Services Hot Line (1-800-25-ABUSE). Additionally, the responding officer shall follow the appropriate department guidelines governing procedures pertinent to child abuse cases.

2. In effecting an arrest of an offender in cases involving children as victims, the guidelines as set forth in this directive apply. Officers should note, however, that the statutory definition of domestic violence and abuse excludes reasonable discipline of a minor child by a parent or person in loco parentis. If an arrest is made for any domestic violence-related crime to a child, notification must still be made to the Department of Children and Family Services.

41.6.7 EVIDENCE COLLECTION

A. Officers shall document in their reports any observations of visible injuries, the presence of weapons, or any other evidence or facts pertinent to the incident.

B. Officers shall arrange to have photographs taken of any injuries or property damage sustained by the victim.

C. Officers are responsible for ensuring that evidence which can be used to corroborate the occurrence of violence is collected and/or photographed (i.e., visible injuries, pieces of broken glass, torn clothing, any bloodstained items, or damaged possessions belonging to the victim).
DuPAGE COUNTY
DOMESTIC VIOLENCE SERVICES

*Family Shelter Service, Inc.*
P.O. Box 3404
Glen Ellyn, Illinois 60138
469-5650 or 469-5652
Hotline: 469-5650

Provides 24-hour hotline for crisis counseling and referrals.

- Temporary, emergency shelter for abused women and their children
- Group support meetings
- Court advocacy
- Individual counseling for women and children.

For Duty Judge information contact the DuPage County Sheriff’s Office at 682-7256

WILL COUNTY
DOMESTIC VIOLENCE SERVICES

*Groundwork Shelter*
1550 Plainfield Road
Joliet, Illinois 60435
815/729-0930
Fax: (815)744-6087
24 Crisis Line - (815) 729-1228

- Groundwork Shelter offers the same services as Family Shelter, Inc., listed above.

F.A.C.E.S. - Advocacy For Victims Of Stalking
P.O. Box 46
Morris, Illinois 60450
24 Hour Hotline - (815) 722-1801

- A non-profit organization supporting and working with victims of stalking crimes.
### Naperville Police Department
#### Domestic Incident Report

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<td>16. EXACT LOCATION OF VICTIM</td>
<td>17. TOOL, WEAPON, OR MEANS USED</td>
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Attachment B

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signature of victim

printed name of victim

officer / witness

NPD Form #161 Rev. 7/99
SUBJECT: ANIMAL CARE AND CONTROL - ORGANIZATION AND OPERATIONS

REFERENCE CALEA: 41.1.4

INDEX AS:

41.7.1 ANIMAL CARE AND CONTROL COMPONENT
41.7.2 ANIMAL CARE AND CONTROL UNIT SUPERVISOR
41.7.3 DUTIES AND RESPONSIBILITIES
41.7.4 ANIMAL CARE AND CONTROL RECORDS
41.7.5 ANIMAL CARE AND CONTROL VEHICLE
41.7.6 ANIMAL CARE AND CONTROL FACILITY

PURPOSE:

The purpose of this order is to establish objectives and procedures for the organization, operation, and responsibilities of the Animal Care and Control Unit.

ORDER:

41.7.1 ANIMAL CARE AND CONTROL COMPONENT

A. The Department has a formally organized Animal Care and Control Unit within the Patrol Division. The unit is comprised of:

1. A supervisor who is specially trained in the care and handling of animals and provides supervision of the unit.
2. Animal control officers (ACOs) who are specially trained in the care and handling of animals.
   a. Special training may include formalized and in-service training.

41.7.2 ANIMAL CARE AND CONTROL UNIT SUPERVISOR

A. The Animal Care and Control Unit supervisor reports to the day shift Watch Commander. The supervisor is responsible for all of the activities of the Animal Care and Control Unit including, but not limited to:

1. Equipment inspections.
2. Coordination of in-service training.
3. Equipment inventory, purchases and budget input.
4. Maintenance of Animal Care and Control Unit records.
5. Scheduling of personnel.
6. Coordination of Animal Care and Control Unit, demonstrations, presentations and media activities.

41.7.3 DUTIES AND RESPONSIBILITIES

A. The Animal Care and Control Unit shall have primary responsibility for animal care and control functions including:

1. The enforcement of state and county laws and city ordinances regarding animal control.
2. The establishment, regulation, and enforcement of animal license requirements as directed by ordinance.
3. The capture and impounding of stray domestic animals as necessary.
4. The provision of education to the public regarding wildlife including appropriate referral information.
5. The rescue of trapped or injured animals.
6. The maintenance of supplies for the Animal Care and Control facility.
7. Maintenance of the animal impound areas within the facility.
8. The maintenance and well-being of impounded animals including providing food and water.
10. Investigation of animal bite incidents.

41.7.4 ANIMAL CARE AND CONTROL RECORDS

A. The Records Section will have responsibility for storing and maintaining records pertaining to animal care and control which include, but are not limited to:

1. Animal complaints.
2. Animal impound sheets.

B. Animal Care and Control records in the Records Section will be maintained following the same guidelines as all other records.

C. Animal Care and Control Report Review.

1. Employees responsible for completion of animal control-related reports shall complete reports prior to the end of their shifts.
2. Completed reports will be submitted to a field supervisor for review and possible follow-up assignment.
3. After review by a supervisor, all reports will be forwarded to the Records Section for processing.

41.7.5 ANIMAL CARE AND CONTROL VEHICLE

A. Distinctively marked vehicles are provided for exclusive use by members of the Animal Care and Control Unit.

1. The vehicle will be equipped to provide for the most efficient use by animal control officers who are responsible for the vehicle, special equipment, and regular inspections.
   a. Special equipment includes, but is not limited to, heavy gloves, animal snares, pet carriers, leashes, collars, nets, and other equipment as listed on the Vehicle Inspection report.

41.7.6 ANIMAL CARE AND CONTROL FACILITY

A. Animal Care and Control maintains a facility located at 1340 Aurora Avenue, adjacent to the police facility.

1. Public access is limited to those times when an ACO is available, or otherwise, as directed by the Watch Commander.
2. Police employees have access to the facility 24 hours a day. Exterior door access requires the computer “swipe” card. All locked interior doors operate with Department keys.

B. General facility maintenance will be handled by maintenance persons from the Department of Public Works. Animal control officers (ACOs) and community service officers (CSOs) will be responsible for cleaning the areas occupied by animals.

C. Only ACOs, CSOs, and police officers directed by a supervisor may directly handle animals in the facility.

D. ACOs, CSOs, and building maintenance personnel have access throughout the facility for the routine maintenance of the facility and its occupants. All other city employees should limit their access to the public lobby or the intake room unless directed by a supervisor. The intake room is located on the northwest corner of the facility and is accessed from the exterior.

E. The Animal Care and Control facility is used for the temporary shelter of stray domestic animals to aid in reuniting pets with their owners. Other circumstances may also arise requiring the temporary shelter of domestic animals in the facility.

1. At the discretion of the animal control officers, some exotic animals may be temporarily sheltered at the facility as long as they do not pose a significant threat to the occupants in the facility.

2. Wildlife will not be housed in this facility.

3. When impounding an animal, the ACO, CSO, or officer will:
   a. Document the incident with an appropriate report.
   b. Complete the impound sheet and distribute copies as directed on the form, following the instructions provided at the facility.
   c. Place the animal with necessary food/water/litter in the intake room.
   d. If a trapped animal is a known or suspected feral cat or presents threatening behavior, it will be left in the trap on the intake room floor for removal by trained personnel.

4. When releasing an animal, the ACO, CSO, or officer will:
   a. Check paperwork from Records that has been provided to owner to reclaim animal.
   b. Complete the bottom portion of the impound sheet pursuant to the instructions provided at the facility.

F. The facility is not a kennel or an animal hospital and will not be used for that purpose. No city employees or any members of the public may house, feed, or clean their pets in this facility. City employees may not temporarily shelter their animals at this facility for any length of time unless authorized by the Chief of Police.

1. During extreme hot or cold weather, the on-duty police canine handler has the option to shelter the city police canine in the facility rather than leave the canine in the vehicle for extended periods of time. (See General Order 41.4, Canine Unit Organization and Operations.) If a police canine handler is injured on duty, the facility may be used to shelter the canine. Police canine units may be cleaned and groomed in the facility. If a police canine needs to be sheltered in the facility, the canine will be housed in a run designated for canines. To minimize the possibility of exposure to sick animals, the canine will not be housed in the isolation room, the feline room, or intake room. Police canines will not use this facility as a kennel for long-term shelter, as the facility is not equipped for this purpose.

G. Rooms designed to shelter animals must have the ventilation fan activated at all times when the room is occupied by animals. This vents any airborne bacteria to the outside. The ventilation fans create negative air pressure in these rooms. This requires that all doors on the occupied rooms be kept closed.

41.7.7 WILDLIFE

A. The function of animal control with regard to wildlife will be one of education. Animal control officers will be utilized as a resource in an effort to educate the community in how to deter nuisance wildlife and how to “animal proof” their homes. Animal control officers will not respond to wildlife complaints unless they are an emergency needing immediate action such as:

1. Animal is overtly threatening domestic animals or people.

2. Animal is doing structural damage to dwelling.

   a. This does not include damage to trees, gardens, or lawns.

3. Animal appears to be sick or injured.

4. Animal has gained entry into a dwelling.

   a. Calls for service regarding an animal in an attic or garage will be evaluated on an individual basis by an ACO or, if an ACO is unavailable, by the Watch Commander. Animal control officers, when responding to wildlife in a dwelling, will assist the resident in locating the entry point. The resident will be responsible for taking steps to prevent wildlife from returning at this entry point. If the resident fails to take the necessary preventive measures, the resident will be advised to contact licensed private trappers for further assistance.

   b. Wildlife entering an open garage, going under a deck, going under a concrete stoop/slab, or animals falling into window wells, will not be considered “in a dwelling” and will not require a response from the Animal Care and Control Unit. In most instances, these types of calls can be resolved by the resident. An ACO can contact the complainant and provide information or the resident can be referred to a licensed private trapper or to other agencies able to render advice regarding wildlife.

B. Animal control officers will not routinely trap wildlife, but will do so when it is located within the living quarters of a residence, when public safety is threatened, or when otherwise determined to be an urgent necessity.

1. Private traps owned or rented will not be handled, maintained, serviced, or emptied by animal control officers. Complainants with private traps will be referred to licensed private trappers for this purpose.

2. Animal control officers will respond to private traps in the event a domestic animal is accidentally caught.

3. The Animal Care and Control Unit does not endorse any particular licensed private trapper.

4. Private trappers may be accessed through the telephone directory or resource information available in the Communications Center.
INDEX AS:

41.8.1 RESPONSIBILITIES OF POLICE DEPARTMENT PERSONNEL

41.8.2 RESPONSIBILITIES OF REQUESTING DEPARTMENT

PURPOSE:

The purpose of this order is to establish a protocol for assisting other city departments in enforcing the city's Drug-Free Work Place policy in regard to reasonable cause testing for impairment by alcohol.

ORDER:

41.8.1 RESPONSIBILITIES OF POLICE DEPARTMENT PERSONNEL

A. Members of the department will not act as investigators in the non-criminal internal investigations of another city department. The assistance rendered will be limited to the following:

1. Providing a state licensed breath analyzer operator to conduct a test to determine the blood alcohol content of the employee.
   a. It is preferred that a sworn supervisor conduct such test. In the absence of a state licensed supervisor, a police officer will conduct the test with a sworn supervisor present.

2. Providing the supervisor and the employee tested from the requesting department with a copy of the breath alcohol test printout.

3. Preparing a miscellaneous incident report classified as "assist to other city department" documenting relevant times and recording the identifiers of all persons present during the test.
   a. A sub-classification of "7851: Department Service/Act: Breath Analyzer Operations" will be documented on the incident report.
   b. The test of a City of Naperville employee under the conditions listed herein will not be listed or documented in the breath alcohol test log books.

4. Providing testimony as needed. The officer shall respond to any lawful subpoena and as directed by a sworn supervisor or the City Manager.

41.8.2 RESPONSIBILITIES OF REQUESTING DEPARTMENT

A. The role of members of the Naperville Police Department in assisting other city departments in enforcing the city's Drug-Free Work Place policy is limited to conducting chemical tests to determine the amount of alcohol in the blood of the employee to be tested. The department requesting such assistance shall be considered responsible for:

1. Making determinations of "reasonable cause" in accordance with the policy.

2. Completing any required forms other than the breath alcohol test form.

3. Ensuring that any collective bargaining agreement provisions regarding such testing are adhered to.

4. Providing transportation to and from the police department.

5. Having supervisory personnel present during testing.
INDEX AS:
41.9.1 BICYCLE PATROL PROGRAM ORGANIZATION
41.9.2 BICYCLE PATROL PROGRAM OBJECTIVES AND RESPONSIBILITIES
41.9.3 BUDGET
41.9.4 UNIFORMS AND EQUIPMENT
41.9.5 TRAINING
41.9.6 SELECTION OF PERSONNEL

PURPOSE:
The purpose of this order is to establish policy and guidelines for the operation and use of the bicycle patrol program.

ORDER:

41.9.1 BICYCLE PATROL PROGRAM ORGANIZATION
A. The Department maintains an organized bicycle patrol program (BPP).
   1. The Patrol Division bicycle team is supervised by a designated sergeant who is responsible for the procurement and maintenance of all equipment.
   2. The Investigations Division bicycle team is supervised by a designated sergeant who is responsible for the procurement and maintenance of all equipment.
   3. The supervisors shall report to their respective division commanders or their designees.
   4. The duty Watch Commander is responsible for the assignment of the bicycle patrol program while assigned to the watch.
B. The responsibilities of the supervisor include, but are not limited to, the following:
   1. Reviewing policy to ensure the efficient, effective, and safe operation of the bicycle patrol program.
   2. Approving all bicycle patrol operations unless such authority has been delegated to another competent authority.
   3. Ensuring that all members are meeting certification, fitness, and training standards.
   4. Analyzing the reports of all assignments (for critiquing with the team) to encourage an increased level of efficiency, effectiveness, and safety.
   5. Inspecting all City of Naperville equipment used by the unit for safety and maintenance.

41.9.2 BICYCLE PATROL PROGRAM OBJECTIVES AND RESPONSIBILITIES
A. The objectives and responsibilities of the bicycle patrol program include, but are not limited to:
   1. Performing mobile patrol of specific areas for the purpose of law enforcement, community policing, surveillance, and calls for service.
   2. Assisting with patrol of special events where vehicle and foot patrol may be difficult (e.g., Last Fling and Ribfest).
   3. May provide bicycle safety presentations.
   4. Performing other missions or programs approved by the supervisor.

41.9.3 BUDGET
A. Annually, the unit supervisor(s) will develop and submit to the division commander a budget for the upcoming fiscal year. The budget will include, but not be limited to:
   1. Training.
   2. New equipment.
   3. Equipment maintenance.
   4. Uniforms.

41.9.4 UNIFORMS AND EQUIPMENT
A. Bicycle patrol program members shall conform to the following uniform and equipment regulations:
   1. All bicycle patrol program members shall use Department-owned bicycles and equipment during the performance of official duties.
   2. Proper equipment shall be worn at all times on the bicycle.
   3. Bicycle patrol program members shall conduct inspection and preventive maintenance of their bicycles and equipment prior to the start of their shift.
   4. Each bicycle patrol program member shall complete a bicycle log at the end of each shift noting miles, bicycle condition, and any repairs needed.
   5. It is the responsibility of the bicycle patrol program member to notify the supervisor or designee of any Department equipment in need of repair or replacement.
   6. Personal equipment may be used with the approval of the supervisor.
   7. Replacement or repair of personal equipment shall be the responsibility of the bicycle patrol program member.
   8. Uniform required items (see Attachment A).
   9. Bicycle accessories and equipment (see Attachment B).

41.9.5 TRAINING
A. Each team member must be certified in the following:
   1. International Police Mountain Bike Association or other approved police bicycle training programs.
   2. Illinois police firearms qualification while wearing bicycling gloves.
B. Recurrent training will include, but not be limited to:
1. Bicycle maintenance.

2. Bicycle handling skills.

3. Suspect apprehension.

4. Nutrition and physical fitness.

5. No training will be conducted until a lesson plan (General Order 33.1) is completed by the instructor and approved by the unit supervisor and training unit.

6. Written training records will be maintained by the Department’s training unit.

41.9.6 SELECTION OF PERSONNEL

A. Bicycle patrol program candidates must meet and follow those criteria established in General Order 16.2.2, Selection Process - Specialized Assignment.

B. Officers must maintain good physical fitness.

C. Members will have no medical conditions which would restrict duty.

D. Candidates must pass the law enforcement POWER test or other similar fitness assessment as approved by the Patrol Division Commander.

E. If, at any time, a member is injured, ill, or develops any other condition which could be a physical hazard when performing bicycle patrol duties, the member can be removed from the bicycle patrol program until cleared to resume duty.
BICYCLE PATROL PROGRAM AUTHORIZED UNIFORM
(All items are Department issued unless otherwise indicated)

A. **Headgear**

1. There is only one type of bicycle helmet authorized and supplied by the Department. The specifications include:
   a. White bicycle helmet.
   b. Must have a minimum S.N.E.L.L. or equivalent safety rating.
   c. POLICE (in all capital letters), must be visible from both the right and left sides of helmet.
   d. No other markings other than “Police” and the manufacturer’s insignia are permitted. These include, but are not limited to: stickers, personal names, drawings, nicknames or etchings.

B. **Eye Protection**

1. Eye protection will be utilized during patrol activities.
2. Eye wear will have black frames.
3. Lenses can be interchangeable according to weather and/or time of day requirements.
4. Lenses may be clear, amber or dark. Reflective lenses are not allowed.

C. **Shirts**

1. The dark blue short-sleeved shirt is manufactured with mesh panels and will be provided with the cloth name tag and badge patch.
2. Pockets will not present a bulging appearance.
3. All buttons will be buttoned, except the top button.
BICYCLE PATROL PROGRAM AUTHORIZED UNIFORM
(All items are Department issued unless otherwise indicated)

A. Headgear

1. There is only one type of bicycle helmet authorized and supplied by the Department. The specifications include:

   a. White bicycle helmet.

   b. Must have a minimum S.N.E.L.L. or equivalent safety rating.

   c. POLICE (in all capital letters) must be visible from both the right and left sides of helmet.

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2. Pockets will not present a bulging appearance.

3. All buttons will be buttoned, except the top button.
D. **Shorts**

1. Officers are allowed to wear black/dark blue spandex shorts under uniform shorts at their own expense.

2. Bicycle patrol shorts are provided in navy blue color.

3. Shorts have four Velcro belt keepers, two back single zipper pockets, two zipper hip pockets, and two cargo pockets with Velcro closing flaps on side seam.

4. An optional chamois pad insert in crotch area may be worn.

E. **Socks**

1. Officer-purchased low-cut or crew-length white socks are required.

F. **Footwear**

1. Black athletic type shoes made of leather or cloth are provided by the Department.

2. Bicycle riding shoes are permitted in conservative colors at the officer’s expense.

G. **Gloves** (optional equipment to be purchased by the officer)

1. Bicycle riding gloves.

2. Colors will be conservative and will coordinate with Bicycle Patrol Program uniform.

3. Gloves must not prevent firearms qualification with duty firearm.

H. **Jacket**

1. The jacket is royal and navy blue in color and is provided with the cloth name tag and badge patch. The word “POLICE” (printed in capital letters) is clearly depicted on the back in reflective lettering.
BICYCLE PATROL UNIT EQUIPMENT LIST

A. Bicycle Accessories

- Helmet
- Saddle Bag
- Speedometer
- Eye Protection
- Water Bottle
- Light Battery Pack
- Locks
- Air Pump
- Toe Clips
- Extra Inner Tube
- Gloves
- Lights (Front/Rear)

B. NYLON DUTY GEAR

- Duty Belt
- Holster
- Radio Holder
- ASP Baton Holder
- Double Magazine Holder
- Flashlight Case
- Latex Glove Pouch
- OC Spray Case
- Handcuff Case
SUBJECT: MISSING PERSONS

REFERENCE: CALEA 41.2.5, 41.2.6

INDEX AS:
41.10.1 MISSING PERSON PROCEDURE
41.10.2 REPORTING/CLASSIFICATION OF MISSING PERSONS
41.10.3 CALL-TAKER RESPONSIBILITIES
41.10.4 INITIAL REPORTING RESPONSIBILITY
41.10.5 PRELIMINARY INVESTIGATION
41.10.6 SUPERVISOR’S RESPONSIBILITIES
41.10.7 AMBER PLAN: AMERICA’S MISSING BROADCAST EMERGENCY RESPONSE PLAN
41.10.8 FOLLOW-UP INVESTIGATION/INVESTIGATOR’S RESPONSIBILITIES
41.10.9 RETURN OF MISSING PERSONS - CASE CLOSURE

PURPOSE:
The purpose of this order is to establish responsibilities and guidelines for the investigation of persons reported missing.

DEFINITIONS:
AMBER Plan: America’s Missing Broadcast Emergency Response Plan
ISP SAC: Illinois State Police Springfield Area Communications
ISP: Illinois State Police
IEMA: Illinois Emergency Management Agency
EAS: Emergency Alert System
ISPERN: Illinois State Police Emergency Radio Network

Missing Adult: A person who is 18 years of age or older and whose absence is contrary to his/her normal patterns of behavior.

Missing Child: A person who is younger than 18 years of age and whose whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject’s behavior patterns, plans, or routines.

ORDER:

41.10.1 MISSING PERSON PROCEDURE
A. It shall be the policy of this Department to thoroughly investigate all reports of missing persons. All reports of missing persons must be given full consideration and attention by members of the Department, to include careful recording and investigation of circumstances surrounding the disappearance. Particular care should be exercised in instances involving missing children and persons who may be mentally or physically impaired or are insufficiently capable of taking care of themselves.

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

C. Missing person investigations will be initiated, when appropriate, for residents of Naperville, and in those situations where the person(s) was last observed or his/her disappearance is alleged to have occurred in Naperville, unless otherwise indicated by the Watch Commander.

D. In those situations involving persons whose primary residence is in another jurisdiction, information will be provided to the agency having jurisdiction, although the Department retains case investigation responsibility unless other arrangements have been made by the Investigations Section Commander or a designee. The investigations should be coordinated as much as possible to avoid duplication of effort and to ensure the most thorough investigation.

41.10.2 REPORTING/CLASSIFICATION OF MISSING PERSONS
A. There is no waiting period required for reporting a missing person. Missing person reports shall be taken in person or by telephone in conformance with this directive and the urgency of the incident.

1. A person may be declared “missing” when his/her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject’s behavior patterns, plans, or routines.

2. The following factors will be considered in determining the potential danger posed to the missing person. Missing persons, among other possible circumstances:

   a. May be the subject of foul play.
   b. Because of age (young or old), may be unable to properly safeguard or care for themselves.
   c. Suffers from psychological or medical conditions that are potentially life threatening if left untreated/unattended.
   d. Are patients of a mental institution and are considered potentially dangerous to themselves.
   e. Have demonstrated the potential for suicide.
   f. May have been involved in a boating, swimming, or other accident, natural disaster, or catastrophe.
   g. Are participants in Project Lifesaver.

3. Reports of minors under 18 who have voluntarily left home ("runaways") should be classified as such only after thorough investigation.

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

41.10.3 CALL-TAKER RESPONSIBILITIES
A. Determine if circumstances of the report meet the definition of a missing child or adult. Make a preliminary assessment about the level of risk to the missing person based on the circumstances.

B. Promptly dispatch an officer to the scene of the report. If the reporting person is calling from outside the City, a dual response of
E. Make an initial determination of the type of incident. A supervisor shall be immediately notified when it is determined that the missing person meets one or more of the criteria listed in section 2.A.2., and an Investigations Division supervisor will be notified.

D. Transmit appropriate radio alerts (BOLO) and other notifications.

C. Notify a supervisor when any of the factors in General Order 41.10.A.2 apply.

B. If the missing person is a child, inquiry should also determine if the person or family were the subject of previous reports that might be relevant. Any incidents reported in proximate time or location should be reviewed. Check the Sex Offender Registration list to determine if sexual predators reside, work, or are otherwise associated with the area.

41.10.4 INITIAL REPORTING RESPONSIBILITY

A. The initial officer shall respond promptly to the scene of the report. If other areas need to be checked immediately, other officer(s) should be assigned. The initial responding officer must gather as much pertinent information as possible in order to properly classify a missing person report and initiate proper response. This initial officer will interview the person who made the report. This interview should include the following information:

1. Name, date of birth, age, and physical description of the subject and relationship of the reporting party to the missing person.

2. Time and place of last known location and identity of anyone accompanying the subject.

3. The extent of any search for the subject.

4. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits, or plans.

5. Whether the individual has been involved recently in domestic incidents, suffered emotional trauma or life crises, demonstrated unusual, uncharacteristic or bizarre behavior, is dependent on drugs or alcohol, or has a history of mental illness.

6. The current psychological and physical condition of the subject and whether the person is currently on prescription medication.

7. Whether the individual is a participant in Project Lifesaver.

B. If the missing person is a child, inquiry should also determine if the child:

1. Is or may be with any adult who could cause harm.

2. May have been the subject of a parental abduction. Confirm custody status. Ascertain whether a dispute over child custody might have played a role.

3. 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.

C. Verify that the person is, in fact, missing. A thorough search should be conducted of both the homes and last seen location. The search for children should include places where children could be trapped, asleep, or hiding. Special attention should be paid to enclosures like refrigerators, freezers, and the interior of parked vehicles where limited breathing air may place the child at even greater risk.

D. Identify the circumstances of the disappearance.

E. Make an initial determination of the type of incident. A supervisor shall be immediately notified when it is determined that the missing person meets one or more of the criteria listed in section 2.A.2., and an Investigations Division supervisor will be notified.

F. A copy of the preliminary report will be immediately forwarded to the Investigations Division for review/assignment.

41.10.5 PRELIMINARY INVESTIGATION

A. The preliminary investigation is intended to gather additional information and to take those steps that will aid in the search for, and location of, a missing person. This includes gathering the following types of information and materials:

1. Complete description of the subject and a recent photograph.

2. Details of any physical or psychological problems identified in section 4.A.5 and 6 of this directive.

3. Identify and interview the last person(s) to have seen the subject, as well as friends, relatives, co-workers or associates who were or may have been in contact with the subject prior to disappearance.

4. Plans, habits, routines, and personal interests of the subject, including places frequented or locations of particular personal significance.

5. Indications of missing personal belongings, particularly money and other valuables.

6. Any suggestions of foul play or accident.

7. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as:

   a. The presence of behavioral problems.

   b. Past instances of running away (including where located).

   c. Indications of an abusive home environment or dysfunctional family situation.

   d. Whether the child is believed to be with adults who may pose a danger.

   e. The name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.

8. When appropriate, officers should gain permission to search a missing child’s home, bedroom, school locker and, in all cases, the location where the missing person was last observed.

9. Upon report of a missing person, a missing person report shall be completed and appropriate entries made in local, state, and national information databases in accordance with established procedures (NCIC and the National Center for Missing and Exploited Children):

   a. Missing persons under 21 years of age. Entries should always be made in LEADS and NCIC. Missing persons 18-20 years of age now do not have to be endangered for entry (325 ILCS 40, Suzanne’s Law-Federal). Contact I-SEARCH program personnel to inform of the missing person report (325 ILCS 40/7.b.2).

   1) The reporting officer shall, according to LEADS Policy, provide prompt confirmation of the receipt and entry of the missing person into LEADS to the parent or guardian of the missing child. This confirmation may be written, telephonic, or personal. The reporting officer will then notify Communications of the date, time, and method of confirmation for entry into LEADS.
b. Missing persons 21 years of age or more. Entries should be made in LEADS and NCIC if endangered.

10. The LEADS number will be included on the initial report, which will be distributed to personnel via roll call. In incidents where there is potential danger posed to the missing person, as explained in section 2.A.2., the watch commander or designee will direct that:
   a. The telecommunicator broadcast to all persons on duty all information necessary to identify the missing person.
   b. Authorize mobilization of resources necessary for an area search to include, but not limited to, the consideration of Community Radio Watch, Police Explorers, volunteers, City employees, and/or MUTUAL AID activation.

11. Missing person investigations not requiring an urgent response will be assigned to the Investigations Division for follow-up investigation at the end of the shift.

41.10.6 SUPERVISOR’S RESPONSIBILITIES

A. Upon notification from the call-taker or initial officer that the missing person meets any of the criteria listed in General Order 41.10.2.A.2 or 41.10.7.a, the supervisor will obtain a briefing on the incident.

B. Determine if additional personnel and resources are needed to assist in the investigation. Notify an Investigations supervisor as appropriate.

C. Consider activation of the AMBER Alert system and/or other immediate community notification methods, reverse 911, media, etc.

D. Establish a command post if needed. Using the victim’s home as a command post is not recommended.

E. Organize and coordinate search efforts. Ensure that all required notifications have been made within and outside the Department.

F. Activate Incident Command System if necessary to address the needs of the situation at hand.

G. Ensure that if a missing person under 21 years of age is not recovered during the work shift, the information relating to the missing person is disseminated to all sworn personnel on other shifts (325 ILCS 40/7.i.h).

41.10.7.1 AMBER PLAN: AMERICA’S MISSING BROADCAST EMERGENCY RESPONSE PLAN

A. If an abduction has occurred and activation of the AMBER Alert Notification Plan is desired, the following criteria must be met:
   1. The child must be under 16 or have a proven mental or physical disability.
   2. Police believe the child is in danger of serious bodily harm or death.

B. A patrol supervisor shall be notified immediately when the above criteria are met, and an investigations supervisor will be notified. The patrol supervisor will ensure that the following steps are taken to activate the plan:
   1. Confirm that an abduction has taken place and the AMBER Alert criteria have been met.
   2. Complete the facsimile packet required to activate the AMBER Alert Notification Plan (see Attachment A).

   a. Facsimile message must include as much detailed information as possible to enable the public to identify the child.
   b. If available, include a current photograph of the abducted child.
   c. Notify ISP SAC by telephone facsimile.

   i) Contact the ISP SAC immediately confirming receipt of the packet information or if there are any difficulties transmitting information.

   ii) Supervisor will be the department contact for ISP SAC.

C. If a current photograph of the child is available, forward it along with a copy of all abduction details/summaries to the Illinois State Clearinghouse for Missing and Exploited Children Manager.

D. Activation of the AMBER Alert Notification Plan does not replace other law enforcement notification systems including, but not limited to, ISPERN messages, LEADS/NCIC, media releases, etc.

E. Make notifications and mobilize required assistance for further interviews, investigation, search, etc.

41.10.8 FOLLOW-UP INVESTIGATION/INVESTIGATOR RESPONSIBILITIES

A. Follow-up investigations of missing persons should include, but not be limited to:
   1. Verification of the accuracy of all description information. Confirmation and updating of all missing person computer entries.
   2. Initiating a neighborhood canvass if appropriate with attention paid to vehicles in the area and individuals from the Sex Offender Registration list who reside, work, or otherwise might be associated with the area.
   3. Obtaining a brief history of family dynamics. Records of family contact maintained by law enforcement agencies, social service agencies, school, and other organizations should be obtained and evaluated.
   4. Exploring the basis for any conflicting information. Compare notes with first responders to identify and work through conflicting information.
   5. Requesting dental records and any fingerprints available.
   6. Contacting hospitals and coroner’s office, as appropriate, for injured or deceased persons fitting the description of the missing person.
   7. Thoroughly checking the location at which the missing person was last seen and conducting interviews with persons who were with the individual or who may work in or frequent the area.
   8. Interviewing any additional family, friends, work associates, schoolmates, and teachers, as well as school counselors and social case workers to explore the potential for foul play, voluntary flight or, in the case of minors, parental abduction or runaway.
   9. Providing identification and related information to all elements of the Department, the state police missing persons’ register, neighboring police agencies and, if parental or stranger-to-stranger abduction is suspected, the Federal Bureau of Investigation or other federal agency having jurisdiction.
10. Decisions to use local media to help locate missing persons shall be made with the approval of the Investigations Section Commander and the missing person’s family.

11. The lead investigator shall maintain routine ongoing contact with the missing person’s closest relative concerning progress of the investigation. This relative and other relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.

41.10.9 RETURN OF MISSING PERSONS - CASE CLOSURE

A. Competent adults, having left home for personal reasons, cannot be forced to return home.

1. Officers locating such individuals shall:
   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 located person.

2. In all cases, reporting parties shall be informed of the well-being of located missing persons. A determination should be made of need for any intervention services including mental or physical examinations and arrangements for counseling.
   a. Unless criminal matters necessitate otherwise, the desire of adult missing persons not to reveal their whereabouts shall be honored.

3. The assigned officer will document formal confirmation when missing persons are recovered or return voluntarily. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.

4. In cases involving minors under the age of 18, officers shall ensure that:
   a. Medical attention, if necessary, is provided in a timely manner.
   b. Initial questioning of the youth identifies the circumstances surrounding the child’s disappearance, identification of any individuals who may be criminally responsible, and/or whether an abusive or negligent home environment was a contributory factor.
   c. Parents, guardians and/or the reporting person are notified in a timely manner.

5. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified, updated, and computer messages canceled.

6. In cases involving an AMBER alert:
   a. Complete the AMBER Alert Notification Plan ISPERN Cancellation Form and fax it to the ISP SAC.
   b. ISP SAC will notify IEMA of the cancellation who will, in turn, notify the broadcasting companies.

7. Where indicated, follow-up action shall include filing of an abuse and neglect report.

8. The supplemental report shall include as complete an account as possible of the whereabouts, action, and activities of children while missing, as well as the verification that all computer alerts have been removed and by whom.

9. When appropriate, criminal investigations will be completed and criminal charges filed.
State of Illinois

“AMBER ALERT Notification Plan”

(Public Act 92-0259)

FACSIMILE TRANSMISSION PACKET

Date: ________________

To: Illinois State Police Springfield Area Communications
Telephone #: 217/786-6677
Facsimile #: 217/786-7191

From: (Department) ________________________________
(Contact) ________________________________

Telephone #: ________________________________
Facsimile #: ________________________________

Subject:

ALERT
CHILD ENDANGERMENT/ABDUCTION
EMERGENCY NOTIFICATION

If you have any questions regarding this transmission please call the sender at the telephone number listed above.

*****ALL BOLDED WORDS ON PAGES 2 AND 3 ARE MUST COMPLETE ITEMS*****

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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: (mm/dd/yy)
Time Abducted: (hh:mm)
Location of Abduction: (description)
Direction of Travel/Destination: (city. state, subdivision)

Vehicle Description: (make, model, year, color, and license plate # and state of issue)

CHILD INFORMATION

Name: last_____________first_____________, mi__________
Gender: male female (circle one)
DOB: (mm/dd/yy or approx year)
Height: __________ feet __________ inches
Weight: __________ lbs
Hair: (style and color)
Eyes: (color)
Race: (include all types)
Clothing:
Shirt: (type, lg or shrt sleeve, color)
Pants: (type and color)
Shoes: (type and color)
Outerwear: (type and color)
Additional Significant Identifiers:

OBTAIN A PHOTOGRAPH OF THE CHILD IF AVAILABLE AND E-MAIL TO THE ILLINOIS STATE CLEARINGHOUSE FOR MISSING AND EXPLOITED CHILDREN (missing@isp.state.il.us)

Details:

Page 2 of 6
**ABDUCTOR INFORMATION**  
(complete an additional page for each additional abductor)

**Name:**

last________________, first________________, mi________

**Gender:**

male  female (circle)

**Race:**

(include all types)

**Age:**

(approximate year)

**Height:**

feet ______ inches

**Weight:**

_lbs

**Hair:**

(style and color)

**Eyes:**

(color)

**Clothing:**

**Shirt:**

(shirt, lg or shrt sleeve, color)

**Pants:**

(type and color)

**Shoes:**

(type and color)

**Outerwear:**

(type and color)

**Additional Significant Identifiers:**


**CONTACT ORGANIZATION:**

Sheriff’s Dept or Municipal PD: ________________________________

Contact Person: ________________________________

Telephone Number: ________________________________

Facsimile Number: ________________________________

OCA (LEADS/NCIC) Number: ________________________________

Juvenile information waiver signed by parent or legal custodian:

* if yes - attach as page #4 *

Liability Waiver signed by parent or legal custodian:

* if yes - attach as page #5 *

Authorized By: (name and, position)

Submitted By: (name and position)


Date and Time Submitted: ________________________________
AUTHORIZATION FOR RELEASE OF JUVENILE INFORMATION

For a period of one year from the execution of this form, the undersigned authorizes full disclosure of all records concerning my child to any agent of the state of Illinois, Illinois State Police, or any individual or entity assigned by the Illinois State Police, whether the records are of a public, private, internal, or confidential nature. I direct the release of such information regardless of any agreement I may have made to the contrary with any entity or individual to whom my child's information is released or presented.

The intent of this authorization is to give my consent for full and complete disclosure of confidential juvenile information. Additionally, I understand the duty of the Illinois State Police to release any information to the proper authorities and make other reports as may be mandated by law. I also certify that any person(s) who may furnish such information concerning my child shall not be held accountable for giving this information; and I do hereby release such person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Illinois State Police, Illinois Emergency Management Agency, Illinois Broadcasters Association and its agents, and designees under this release, from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Juvenile Information."

Witness  Signature of Parent/Legal Custodian  Date

(Please Print or type)

Last Name  First Name  Middle Initial  Maiden Last Name, former married name(s) or other names used

Current Address

House Number/Box Number  Street Name/Rural Route  City  State  Zip Code

Page 4 of 6
LIABILITY AGREEMENT

I hereby agree the information I have provided to you acting as an agent of the state of Illinois, Illinois State Police, Illinois Emergency Management Agency, Illinois Broadcasters Association or any individual or entity assigned by the Illinois State Police, to be truthful, factual, and correct.

As the parent/legal custodian, I am aware that in order for the Illinois State Police to enter a child as being abducted and endangered the following criteria must be met:

The child is under the age of 16 or has a proven mental or physical disability, and
The parent/legal custodian must believe the child is in danger of serious bodily harm or death.

I am also aware I may be charged criminally for committing the crime of "Disorderly Conduct" (720 ICLS, 5/26-1) if I knowingly provide false information to law enforcement authorities.

I have read and fully understand the contents of this "Liability Agreement."

Witness Signature of Parent/Legal Custodian Date

(including maiden name)

PLEASE PRINT OR TYPE

Last Name First Name Middle Initial Maiden Last Name, former married name(s) or other names used

Current Address

House Number/Box Number Street Name/Rural Route City State Zip Code

Page 5 of 6
State of Illinois
"AMBER ALERT .
Notification Plan"
(Public Act 92-0259)
ISPERN/LEADS CANCELLATION FORM

Date: __________________________

To: Illinois State Police Springfield Area Communications
Telephone #: 217/786-6677
Facsimile #: 217/786-7191

From: __________________________

Telephone #: ____________________
Facsimile #: ______________________

Subject:__________________________

ALERT
CHILD ENDANGERMENT/ABDUCTION EMERGENCY
NOTIFICATION ISPERN/LEADS CANCELLATION

- LEADS Message Number: __________________________
- NCIC#: _________________________________
- Name: _______________________________________________________________________
- DOB: _______________________________________________________________________
- Reason for Cancellation: _______________________________________________________

If you have any questions regarding this transmission please call the sender at the telephone number listed above.

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NAPERVILLE POLICE
GENERAL ORDER

SUBJECT: HONOR GUARD/PIPE AND DRUM PROGRAM

INDEX AS:
41.11.1 HONOR GUARD/PIPE AND DRUM PROGRAM ORGANIZATION
41.11.2 HONOR GUARD/PIPE AND DRUM UNIT RESPONSIBILITIES
41.11.3 SELECTION OF PERSONNEL
41.11.4 TRAINING
41.11.5 DEPLOYMENT
41.11.6 UNIFORMS
41.11.7 COMPENSATION
41.11.8 TRANSPORTATION

PURPOSE:
The purpose of this order is to establish policy and guidelines for the operation and use of the honor guard and pipes and drums.

ORDER:

41.11.1 HONOR GUARD/PIPE AND DRUM PROGRAM ORGANIZATION
A. The Department maintains an organized honor guard and pipe and drum program.
   1. The unit commander is a police lieutenant selected by the Chief of Police.
   2. The unit commander shall report directly to the Chief of Police or his designee.
   3. The honor guard/pipe and drum supervisor(s) is a police sergeant selected by the unit commander.
B. The responsibilities of the commander and supervisor include, but are not limited to, the following:
   1. Directing policy to ensure the efficient and effective operation of the Honor Guard/Pipe and Drum Units.
   2. Reporting to the Chief of Police or designee in writing on the status and activities of the unit.
   3. Approving all honor guard and pipe and drum operations, unless such authority has been delegated to another competent authority.
   4. Selection of all honor guard and pipe and drum unit members.
   5. Ensuring that all members are meeting unit and Department standards at all times.

41.11.2 HONOR GUARD/PIPE AND DRUM UNIT RESPONSIBILITIES
A. The objectives and responsibilities of the honor guard/pipe and drum program include, but are not limited to:
   1. Representing the Naperville Police Department at funerals of police and fire personnel as authorized by the unit commander or his designee.
   2. Participating in parades, special events, and ceremonies as authorized by the unit commander or his designee.

41.11.3 SELECTION OF PERSONNEL
A. Honor guard/pipe and drum candidates must meet and follow the criteria established in General Order 16.2.4B, Selection Process - Collateral Assignments.
B. Officers must be in good physical condition.
C. Officers will be selected based upon their demonstrated high standard of personal appearance, ability to learn and perform intricate, coordinated military drill and ceremony movements, and competent performance in their regular duty assignment.
   1. In addition to the above, pipers and drummers will demonstrate their competence in performing various musical selections.

41.11.4 TRAINING
A. Each unit member will receive training in military bearing, close order drill, flag etiquette, and funeral detail.
   1. The standard for training and performance for the honor guard will be the U.S. Army’s FM 22-5, Drill and Ceremonies, and other instructional material as approved by the unit commander.
   2. The standard for the pipe and drums will be determined by the unit commander and pipe and drum supervisor.

41.11.5 DEPLOYMENT
A. Deployment of Honor Guard/Pipe and Drum Unit members shall not negatively impact the daily operations of the patrol force.
B. Honor Guard/Pipe and Drum Unit members may be deployed for parades, special events, and ceremonies as determined by the unit commander.
C. Honor Guard/Pipe and Drum Unit members may be deployed for funeral details as authorized by the unit commander in the following situations:
   1. Funeral of a deceased member of the Naperville Police or Fire Department if:
      a. Requested by the family,
      b. The death occurred either on- or off-duty,
      c. The deceased was active or retired in good standing.
   2. When requested, the funeral of an officer killed in the line of duty who is a member of a Chicago metropolitan police department.
   3. Funerals for non-duty-related deaths of significance to the law enforcement community.
   4. Members of the Honor Guard/Pipe and Drum Unit may choose to represent the Naperville Police Department at other functions of law enforcement significance elsewhere in the state, provided they obtain permission from the unit commander and make arrangements to do so on their own time.
a. Honor Guard/Pipe and Drum Unit members will be permitted to attend the Police Officers’ Memorial Day ceremonies in Springfield, Illinois as part of their normal duty hours for that day, subject to staffing needs in their sections.

41.11.6 UNIFORMS

A. Members of the honor guard will have the following items provided by the Department:

1. One each long-sleeved navy blue uniform shirt with the Naperville Police Department patch on the left shoulder and the CALEA patch on the right sleeve.
   a. Sergeants will have gold chevrons affixed to both sleeves.

2. One long-sleeved white shirt; no patch is necessary.

3. One pair navy blue trousers with ½-inch side stripes.
   a. Officers will wear oriental blue stripes.
   b. Sergeants and the lieutenant will wear gold bullion stripes.

4. One dress blouse with ½-inch stripe around each sleeve, seam to seam. The stripe will match the trouser stripe color.
   a. Sergeants will have gold chevrons affixed to both sleeves.
   b. The lieutenant will replace the standard shoulder epaulettes with U.S. Army 2nd Lieutenant shoulder boards in the colors (oriental blue center, silver and gold borders) of the Military Intelligence branch.

5. One winter overcoat, navy blue, with Naperville Police Department patch on each shoulder.
   a. Sergeants will have chevrons affixed to the shoulder boards.
   b. The lieutenant will have a single gold bar affixed to the shoulder boards.

6. One “Five-Star” cap with U.S. Army Military Intelligence branch cap braid installed.

7. One U.S. Regulation Hallmark 6-23 polyester snap-on bib scarf, as follows:
   a. Officers, oriental blue in color.
   b. Sergeants and lieutenant, gold in color.

8. One single strand braided shoulder cord with brass tip, medium blue in color.

9. One pair cap toe (paratrooper-style) boots (officers and sergeants only).

10. Low quarter military oxfords.

11. One pair white dress gloves.

B. Members of the pipes and drums will have the following items provided by the Department:

1. One each long-sleeved and short-sleeved white uniform shirt with the Naperville Police Department patch on the left shoulder and the CALEA patch on the right shoulder.

2. Low quarter military oxfords.

C. Uniform selection for each event will be made by the Honor Guard/Pipe and Drum Unit commander and will be governed by the following guidelines:

1. For formal occasions, such as funerals, evening banquets, etc., the specified uniform is the white shirt under the dress blouse with shoulder cord affixed. Footwear will be low quarter military oxfords.

2. For less formal occasions, such as parades, flag raisings, daytime color postings, etc., the specified uniform is the navy blue shirt, with shoulder cord affixed and bib scarf worn under open collar. Trousers will be bloused over cap toe boots.

3. Bagpipers and drummers will wear the long- or short-sleeved shirt as the weather dictates.

41.11.7 COMPENSATION

A. Deployment of the Honor Guard/Pipe and Drum Unit should be on straight time and adjustments in regular work hours may be necessary subject to the staffing needs of their sections. Approval of overtime will be at the discretion of the Division Commanders.

B. Officers who attend functions not specifically assigned by the Department, but having received the permission from the unit commander, will not be compensated.

41.11.8 TRANSPORTATION

A. Authorized Honor Guard/Pipe and Drum Unit details will be provided clean, fully marked Naperville Police Department vehicles, except as outlined in General Order 41.11.7B.
PURPOSE:
The purpose of this general order is to establish policy and guidelines for the operation and use of mobile video recording units.

DEFINITIONS:
Audio Recording: Electronic recording of conversation or other spoken words.


Mobile Video System (MVS): A departmentally-provided video recording system, mounted into police vehicles.

Digital media device: A removable 40 gigabyte storage device capable of indefinitely retaining electronic media files.

Operator: An employee driving or otherwise occupying the squad with the system installed.

Video Recording: Electronic recording of visual images, with or without an audio component.

Wireless Microphone: The manufacturer’s recommended microphone and antenna assembly designed to be worn under the uniform shirt.

ORDER:

41.12.1 IN-CAR VIDEO SYSTEMS INSTALLATION/ SERVICE
A. Installation and service of MVS units will be conducted pursuant to manufacturer’s specifications. Installation of the system will include linking brake application and siren activation coding onto the video recording.

41.12.2 RESPONSIBILITIES
A. Only officers properly trained in the operation of the MVS will operate the system. Officers trained in the operation of the system will be provided with a system operator’s manual. Operation of the system will follow manufacturer’s recommendations.

B. Officers are responsible for inspecting the mobile video system prior to placing the system into operation at the start of their shift. The inspection will follow manufacturer’s recommendation. Any damage or defect will immediately be brought to the attention of the officer’s supervisor.

41.12.3 SITUATIONS FOR USE
A. The MVS will automatically turn on any time the squad’s overhead lights are activated. Automatic activation will operate both the audio and video recording modes.

B. Audio recording is limited to circumstances where an officer has effected a stop for a motor vehicle offense.

1. Stops or investigations based solely on reasonable suspicion (i.e., “Terry stops”) allow for video recording only, not audio recording.

2. Officers initiating reasonable suspicion stops will activate the overhead lights on the squad and announce verbally that the audio component is being deactivated due to the lack of a violation. The officer will then turn off the wireless microphone until such time as a violation of the Illinois Vehicle Code becomes apparent.

C. If requested, officers will inform involved parties that a video and/or audio recording of the contact is being made.

D. The system may be turned off in instances where the squad will be stationary for an extended period of time (e.g., traffic control details, traffic accident scene control, etc.).

41.12.4 STORAGE DEVICE ROTATION/SECURITY/RETENTION
A. The Department provides individually numbered digital media devices for use in each MVS and will be identified by vehicle number and a sequence number.

1. The supply of digital media devices is housed as follows:
   a. Patrol – None currently in use
   b. Traffic – Unit Supervisor’s office

2. Digital media devices will be removed from the storage areas by the vehicle operator and placed in the MVS of the appropriate squad.

B. Digital media devices are installed and locked into the vehicle’s security case. The device is to remain in the case until full, unless removal is dictated by an arrest, used as evidence, or when supervisory direction is received.

C. Digital media devices will be removed from the MVS when full by the officer and returned to the appropriate storage room.

1. Devices that become evidence will be processed in accordance with General Order 84.1, Acquired Evidence and In-Custody Property.

2. Case reports are to reflect that a video recording of the incident was made and submitted into evidence.

D. Device erasure shall be done utilizing a computer docking station only after the device has remained in storage for a calendar month.

E. A supply of auxiliary devices is available for each MVS, identified by vehicle number. They are used to replace devices being held for evidence or other inquiry.

F. Officers are encouraged to notify an on-duty supervisor when a recorded incident occurs which would be beneficial for use in Departmental training or review.

G. Digital media devices and their recorded content remain the property of the Naperville Police Department. Recorded images copied from department media devices may only be disseminated with the approval of the Chief of Police or his designee.
SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

REFERENCE: CALEA 41.3.2

INDEX AS:
41.13.1 EQUIPMENT
41.13.2 TRAINING
41.13.3 STORAGE
41.13.4 INSPECTION
41.13.5 IMPLEMENTATION
41.13.6 POST USE

PURPOSE:

The purpose of this general order is to establish a formal procedure for the training, use, storage, and maintenance of the department’s automated external defibrillators (AEDs). The Naperville Police Department has created a group of in-house CPR instructors managed by the Training Sergeant. The curriculum for CPR instruction includes training for the AED.

ORDER:

41.13.1 EQUIPMENT
A. The Naperville Police Department will utilize the Medtronic Physio-Contronic LifePak 500 Automatic External Defibrillator.
B. Batteries, electrode pads, CPR supplies, etc. will be made available to personnel through the office of the Training Sergeant or designee.
C. Long-term equipment maintenance will be coordinated through the Training Sergeant and the NFD EMS Coordinator.

41.13.2 TRAINING
A. All designated police department personnel shall receive instructions in CPR and AED use by in-house instructors recognized by the American Red Cross or American Heart Association.
B. All designated personnel shall demonstrate proficiency in training sessions and be certified/recognized to use the device. Approval for the use of AEDs shall be in accordance with the standards set by the Illinois Department of Public Health (IDPH).
C. Only AED training devices incapable of delivering shock or AED rhythm simulators (AEDs with PC training cards) shall be used during training.

41.13.3 STORAGE
AEDs must be kept in a safe and controlled environment.
A. At the beginning of each shift, officers will sign out an AED from the equipment room. At the end of the tour of duty, the AED will be returned to the equipment room in functioning order. Any malfunctions shall be reported to an on-duty supervisor.
B. AEDs will be transported in the passenger compartment of the police vehicle in a safe manner so as to prevent the device from becoming damaged.

41.13.4 INSPECTION
A. Patrol AEDs will be inspected at the beginning of each shift to verify that the AED is in proper working order by performing the following inspections:
1. Check that the battery is fully charged.
2. Examine the AED and battery for damage or contamination from foreign objects.
3. Ensure there are two sets of electrodes present. Check the expiration dates.
4. Examine the connection cables for damage.
5. Record the inspection on the daily activity log.
B. The AEDs located in the front lobby and the detention center will be inspected quarterly as part of the facility inspection conducted pursuant to General Order 53.1.
C. Malfunctioning units will be pulled from use and forwarded to the attention of the Training Sergeant.

41.13.5 IMPLEMENTATION
A. Criteria for the use of an AED:
1. The victim is unconscious,
2. The victim is not breathing, and
3. The victim has no pulse.
B. AEDs will not be used when:
1. The victim shows signs of irreversible process:
   a. Decapitation
   b. Decomposition or putrefaction
   c. Rigormortis
   d. Livor mortis – postmortem lividity
   e. Mummification
2. The victim is in water or a wet area.
3. Use of the unit could endanger the operator’s life.
C. Operation
1. If possible, communicate status of victim to PSAP and in all cases, request an ambulance.
2. Turn the device on.
3. Connect the electrodes.
   a. Place the patient on a hard surface away from standing water or conductive material.
   b. Expose the patient’s chest. Remove all jewelry and medication patches from neck and chest.
   c. Apply electrodes to the patient’s chest: one on the upper right chest and the other (with the heart logo) on the lower left chest.
d. Infant/Child Reduced Energy Electrode Pads will be used for children up to eight years of age or 55 pounds.

4. Follow voice prompts.
   a. During analysis, withhold CPR.
   b. If “no shock advised,” check pulse and initiate CPR as appropriate until the ambulance arrives.
   c. If “shock advised,” clear all personnel from contact with the patient. Press the shock button to deliver charge. Follow the subsequent voice prompts providing additional shocks or CPR as appropriate.

5. If the patient’s pulse returns, continue with basic life support as needed until the arrival of the ambulance.
6. If there is any doubt about the correct functioning of the AED, disconnect the unit and continue with basic life support as needed until the arrival of the ambulance.

41.13.6 POST USE

A. If an AED is used in a resuscitation attempt, the unit shall be turned over to the Training Sergeant for downloading of the digital memory.

B. If an AED is used in a resuscitation attempt, the officer shall complete the Edward Hospital Emergency Medical Services Utilization Report Form. Completed forms shall be submitted for supervisory review and forwarded to Edward Hospital.
Mental Health Crisis: A situation where a person’s normal coping mechanisms have become overwhelmed causing that person to pose an immediate and significant risk to himself/herself or others.

Mental Health Facility (405 ILCS 5/1-114): Any private hospital, institution, or facility or section thereof operated by the state or political subdivision thereof for the treatment of persons with mental illness and includes all hospitals, institutions, clinics, evaluation facilities, and mental health centers which provide treatment for such persons.

Mental Illness (405 ILCS 5/1-129): A mental or emotional disorder that substantially impairs a person’s thought, perception of reality, emotional process, judgment, behavior, or ability to cope with the ordinary demands of life, but does not include a developmental disability, dementia or Alzheimer’s disease absent psychosis, a substance abuse disorder, or an abnormality manifested only by repeated criminal or otherwise anti-social conduct.

Mental Retardation (405 ILCS 5/1-115): Significantly sub-average general intellectual functioning which exists concurrently with impairment in adaptive behavior and which originates before the age of 18 years.

Peace Officers; Petitions (405 ILCS 5/3-606): A peace officer may take a person into custody and transport him/her to a mental health facility when the peace officer has reasonable grounds to believe that the person is subject to involuntary admission and in need of immediate hospitalization to protect such person or others from physical harm. Upon arrival at the facility, the peace officer may complete the petition under Section 3-601. If the petition is not completed by the peace officer transporting the person, the transporting officer’s name, badge number, and employer shall be included in the petition as a potential witness as provided in Section 3-601 of this chapter.

Persons Subject to Involuntary Admission (405 ILCS 5/1-119): A person with mental illness and who, because of his/her illness, is reasonably expected to inflict serious physical harm upon oneself or another in the near future which may include threatening behavior or conduct that places another individual in reasonable expectation of being harmed; or a person who, because of his/her illness, is unable to provide for his/her basic physical needs so as to guard oneself from serious physical harm without the assistance of family or outside help.

Psychosis: A loss of contact with reality, typically includes delusions and hallucinations.

ORDER:

41.14.1 Recognition of Persons Suffering from Mental Illness

A. Mental illness is quite often difficult to define in a given individual. Department members are not expected to make judgments of mental or emotional disturbance, but rather to recognize behavior that is potentially destructive and/or dangerous to oneself or others. The following guidelines, which can be used on the street as well as during interviews and interrogations are generalized signs and symptoms of behavior that may suggest the presence of a mental illness. Department members should not rule out other potential causes including, but not limited to, reactions to narcotics or alcohol or temporary emotional disturbances that are situational and not caused by irrationality.

B. Mentally ill persons may show signs of strong and unrelenting fear of persons, places, or things. The fear of people or crowds, for
example, may make the individual extremely reclusive or aggressive without apparent provocation.

C. Individuals who demonstrate extremely inappropriate behavior for a given context may be ill. For example, motorists who vent their frustration in a traffic jam by physically attacking another motorist may be emotionally unstable.

D. Emotionally ill persons may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.

E. In addition to the above, a mentally ill person may exhibit one or more of the following characteristics:

1) Abnormal memory loss related to such common facts as name, home address, etc., although these may be signs of other physical ailments such as injury or Alzheimer’s disease.

2) Delusions, the belief in thoughts or ideas that are false, such as delusions of grandeur (“I am Christ.”) or paranoid delusions (“Everyone is out to get me.”).

3) Hallucinations of any of the five senses (hearing voices commanding the person to act, feeling one’s skin crawl, smelling strange odors, etc.).

4) The belief that one suffers from extraordinary physical maladies that are not possible, such as a person who is convinced that his/her heart has stopped beating for extended periods of time.

5) Obsession with recurrent and uncontrolled thoughts, ideas, and images. Extreme confusion, fright, or depression.

F. Mental illness can also be evident when individuals display sudden changes in lifestyle which include, but are not limited to, an unwillingness to live up to commonly accepted rules and responsibilities, sudden and drastic mood swings, serious lack of judgment regarding money, job, family, and property, or marked and extreme departures in dress and sexual behavior.

G. Other causes of abnormal behavior may include some of the characteristic behavior of the mentally ill but should not be confused with mental illness. There are important differences between individuals suffering from developmental disabilities and those who suffer from mental illness. These include the following:

1) Subnormal intellectual capacity and deficiencies in a person’s ability to deal effectively with social conventions and interaction. The mentally retarded may display behaviors that are rational but are similar to younger persons who are not retarded. By contrast, the mentally ill may not be impaired intellectually and may act in many instances as rational, functional members of society. Their behavior generally fluctuates between the normal and the irrational. The mentally retarded individual does not demonstrate this type of behavioral fluctuation. Mental retardation is evident during a person’s early years and is a permanent condition for life, whereas mental illness may develop during any period of an individual’s life. The mentally retarded individual does not engage in violent behavior without the types of provocations that may initiate violence among the non-retarded person.

2) Persons suffering from Cerebral Palsy exhibit motor dysfunctions that may be confused with some characteristics of either the mentally retarded or the mentally ill. These include awkwardness in walking, involuntary and uncontrollable movements or seizures, and problems in speed and communication.

3) Autistic persons often engage in compulsive behavior or repetitive and peculiar body movements. They may also display unusual reactions to objects or people they see around them, appear insensitive to pain, and may be hyperactive, passive, or susceptible to tantrums. Such persons may also appear retarded in some areas, but highly capable or gifted in others.

41.14.2 Determining Danger

A. Not all mentally ill persons are dangerous while some may represent danger only under certain circumstances or conditions. Officers may use several indicators to determine whether an apparently mentally ill person represents an immediate or potential danger to himself/herself, the officer, or others. These include the following:

1) The availability of any weapons to the suspect.

2) Statements by the person that suggest to the officer that the individual is prepared to commit a violent or dangerous act. Such comments may range from subtle innuendos to direct threats that when taken in conjunction with other information paint a more complete picture of the potential for violence.

3) A personal history that reflects prior violence under similar or related circumstances. The disturbed person’s history may be known to the officer, family, friends, or neighbors who may be able to provide helpful information. All efforts should be made to obtain as much background information on the person.

4) Failure of the disturbed individual to act prior to arrival of the officer does not guarantee there is no danger, but it does tend to diminish the potential for danger.

5) The amount of control that the person demonstrates is significant, particularly the amount of physical control over emotions or rage, anger, fright, or agitation. Signs of a lack of control include extreme agitation, inability to sit still or communicate effectively, wide eyes, and rambling thoughts and speech. Clutching one’s self or other objects to maintain control, begging to be left alone, or offering frantic assurances that one is all right may also suggest that the individual is close to losing control.

6) The volatility of the environment is a particularly relevant factor that officers must evaluate. Agitators that may affect the person or a particular combustible environment that may incite violence should be taken into account.

41.14.3 Crisis Intervention Techniques/Dealing with Mentally Ill

A. Guidelines for Contacts on the Street/Interviews and Interrogations. When an officer determines that an individual may be mentally ill and poses a potential threat to oneself, the officer, or others, the officer shall remember that his/her personal safety and that of others is paramount and all necessary measures shall be employed to resolve any conflict safely utilizing the appropriate force to resolve the issue. The following represents proven techniques that will assist the officers in handling potentially mentally ill individuals:

1) Request a backup officer especially in cases where the individual may need to be taken into custody. When possible, a CIT officer or a supervisor should respond to assist the primary officer.

2) Take steps to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a quiet non-threatening manner when approaching or conversing with the individual. If violent or destructive acts have not occurred, avoid physical contact and take time to assess the situation.

3) Move slowly and do not excite the person. Provide reassurance that the police are there to help and that he/she will be provided with appropriate care.

4) Communicate with the individual in an attempt to determine what is bothering him/her. Relate your concern for how the person is feeling and allow the person to express his/her feelings. Do not dispute delusions or pretend to see or hear hallucinations; simply communicate empathy about how they are affecting the person.

5) When possible, gather information about the person from acquaintances or family members to better assess the situation at hand.

6) Do not threaten the individual with arrest or in any other manner as this will create additional fright, stress, and potential aggression.

7) Avoid topics that may agitate the person and guide the conversation by asking simple questions to determine if the person is oriented (name, address, telephone number, time of day, day of the week, date, etc.).

8) Always attempt to be truthful with a mentally ill individual. If the subject becomes aware of a deception, he/she may wish to withdraw from the contact in distrust and become hypersensitive or retaliate in anger.
41.14.4 Custody and Referral Procedures

A. When a determination is made that the person poses a risk of harm to himself/herself or others and in situations where the person is unable to care for his/her basic needs, he/she must be transported to the nearest hospital emergency room for an evaluation.

B. When an on-scene determination is difficult to make due to extenuating circumstances, NPD Social Services personnel, as well as the DuPage County Crisis Line or Fox Valley Crisis Line, may be consulted by phone or requested to respond to the incident location for assistance.

C. If the person is cooperative and agrees to go to the hospital, the following transportation options may be used:
   1) A reliable family member while the officer is on the scene.
   2) Private ambulance.
   3) Naperville Fire Department ambulance or designated mutual aid unit.
   4) Naperville Police Department vehicle with prior supervisory approval.

D. When an individual is reluctant, unwilling, or needs to be coerced into going to the hospital, the individual must be taken into protective custody for an involuntary admission for evaluation. Officers may restrain the individual by use of handcuffs, flexcuffs, or other restraints if necessary. Officers should be aware that the use of restraints on mentally ill persons may aggravate their aggression.
   1) Transportation shall be made by a Naperville Fire Department ambulance or designated mutual aid unit. When an individual is physically combative, a police officer shall ride in the ambulance.
   2) As a result of personal observations, the primary officer shall prepare a Petition for Involuntary/Judicial Admission (Attachment A). This petition will assert that the person is in need of evaluation and must be completed fully by describing the behavior and actions that resulted in the decision that the person was in need of a mental health evaluation. The officer will deliver the petition and the person to the medical staff of the emergency room or hospital. If petition is not completed, the petition may not be held for more than 24 hours.

E. An Incident Report shall be completed documenting in detail what occurred on any call involving a mental health crisis. Copies of all mental health related incident reports shall be forwarded to the Social Services Unit.

F. Emergency Admittance Forms are an important legal element in the process and without them, a person who is mentally ill cannot be legally restrained.
   1) Petitions for Involuntary/Judicial Admission may be signed by any person 18 years of age or older who can attest to the need for mental treatment of a person or a peace officer.
   2) A Certificate of Need for Hospitalization is prepared by a physician to certify the need for hospitalization. No person admitted to the hospital on a petition may be detained for more than 24 hours without the completion of this form by the examining physician. If the certificate is not completed, the person petitioned as in need of mental health treatment must be released.
   3) A Court Order for Temporary Detention and Examination is signed by a judge and authorizes a peace officer to take custody of a person in need of mental health treatment and transport that person to a mental health facility. The person taken into custody for examination may not be held for more than 24 hours.

G. Making Referrals/Accessing Community Mental Health Resources
   4) Mental health referrals are available to individuals and family members regarding community mental health resources when, in the best judgment of the department member, the circumstances do not dictate that the individual be taken into protective custody. Ideally, people should be directed to contact NPD Social Services for individualized referrals. Referrals may be made to the following services:
      NPD Social Services Unit:
      Police Social Worker (630) 420-6174
      Police Counselor (630) 420-4165
      DuPage County 24-Hour Crisis Intervention Center
      (630) 627-1700
      (For DuPage County residents.)
      Fox Valley Crisis Line (630) 759-4555
      (For Will County residents.)
      National Alliance for the Mentally Ill (NAMI) of DuPage County
      (630) 752-0066, www.namidupage.org
      (For all residents.)

41.14.5 Crisis Intervention Team (CIT) Function

A. The Crisis Intervention Team (CIT) is designed to serve as a resource to information and issues relevant to mental illness. Team members are expected to:
   1) Assist on the scene of mental health crisis incidents whenever possible and practical.
   2) Answer, research, or appropriately refer mental illness-related questions asked by department employees or members of the community.
   3) Possess knowledge of mental health resources and develop relationships with local providers.
   4) Attend additional training to further their knowledge on mental illness and to remain aware of trends in the field.

41.14.6 Training

A. All department personnel will receive documented entry level training on dealing with the mentally ill.

B. Documented refresher training for all personnel shall be required at least every three years.

C. Training on dealing with the mentally ill will be reviewed and/or updated at least every three years. Training will include access to the court system and applicable case law.
PETITION FOR INVOLUNTARY/JUDICIAL ADMISSION

STATE OF ILLINOIS
CIRCUIT COURT FOR THE _____________ JUDICIAL CIRCUIT
_____________________ COUNTY

IN THE MATTER OF ) Docket No. ______________
) )
) )
) )
) )
) )
) )
) )
) )

(name of individual) )

Who is asserted to be a person subject to ______________________________ admission to a facility and for whom (judicial/involuntary) this petition is initiated by reason of: (Check all that apply)

- emergency admission by certificate; (405 ILCS 5/3-600)
- admission by court order; (405 ILCS 5/3-700)
- voluntary admittee submitted written notice of desire to be discharged; (405 ILCS 5/3-403)
- voluntary admittee failed to reaffirm a desire to continue treatment; (405 ILCS 5/3-404)
- person continues to be subject to involuntary admission; (405 5/3-813)
- emergency admission of the mentally retarded; (405 ILCS 5/3-400)
- judicial admission of the mentally retarded; (405 ILCS 5/3-400)
- developmentally disabled client or an interested person on behalf of the client submitted written objection to admission; (405 ILCS 5/4-306)
- administrative client; (or person who executed application) failed to authorize continued residence (405 ILCS 5/4-310); and
- client continues to meet standard for judicial admission. (405 ILCS 5/4-611)
I assert that ____________________________________________________ is: (check all that apply)

☐ an individual who is mentally ill and who because of his or her illness is reasonably expected to inflict serious physical harm upon himself or herself or another in the near future which may include threatening behavior or conduct that places another individual in reasonable expectation of being harmed;

☐ an individual who is mentally ill and who because of his or her illness is unable to provide for his or her basic physical needs so as to guard himself or herself from serious harm without the assistance of family or outside help;

☐ an individual who is mentally retarded and is reasonably expected to inflict serious physical harm upon himself or herself or others in the near future; and/or

☐ in need of immediate hospitalization for the prevention of such harm.

I base the foregoing assertion on the following (provide a detailed statement including a description of the signs and symptoms of a mental illness and of any, acts, threats, or other behavior or pattern of behavior supporting the assertion and the time and place of their occurrence. Additional page(s) may be attached as necessary):

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Below is a list of all witnesses by whom the facts asserted may be provided (include addresses and phone numbers):

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

I do not have a legal interest in this matter.
I do not have a financial interest in this matter.
I am not involved in litigation with the respondent.

Although I have indicated that I have a legal or financial interest in this matter or that I am involved in litigation with the respondent, I believe it would not be practicable or possible for someone else to be the petitioner for the following reasons:

__________________________________________________________________________________________________

(MHDD-5)
IL462-2005 (R-7-05)
No certificate was attached with this petition because no petition was presented to the facility director because no physician, qualified examiner, or clinical psychologist was immediately available or it was impossible after diligent effort to obtain a certificate. However:

1. I believe, as a result of my personal observation, that the respondent is subject to involuntary admission;
2. a diligent effort was made to obtain a certificate;
3. no physician, qualified examiner or clinical psychologist could be found who has examined or could examine the respondent; and
4. a diligent effort has been made to convince the respondent to appear voluntarily for examination by a physician, qualified examiner or clinical psychologist, or I reasonably believe that effort would impose a risk of harm to the respondent or others.

Listed below are the names and addresses of the spouse, parent, guardian, or substitute decision maker, if any, and close relative or, if none, a friend of the respondent whom I have reason to believe may know or have any of the other names and addresses. If names and addresses are not listed below, I made a diligent inquiry to identify and locate these individuals and the following describes the specific steps taken by me in making this inquiry (additional page(s) may be attached as necessary):

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Did a peace officer detain respondent, take him or her into custody, and/or transport him or her to the mental health facility? [  ] NO     [  ] YES  The peace officer may complete the petition or if the petition IS NOT COMPLETED by the peace officer transporting the person, the following information must be entered:

Transporting Officer's Name ______________________    Badge No. _______________
Employer:  ___________________________________________________

The petitioner has made a good faith attempt to determine whether the recipient has executed a power of attorney for health care under the Powers of Attorney for Health Care Law or a declaration for mental health treatment under the Mental Health Treatment Preference Declaration Act and to obtain copies of these instruments if they exist."

I have read and understood this petition and affirm that the statements made by me are true to the best of my knowledge.

I further understand that knowingly making a false statement on this Petition is a Class A Misdemeanor.

Date: _______________________Signed:  _________________________________________________________
Time: ______________________ Printed Name: ________________________________________________
Relationship to respondent: Address:   ________________________________________________________

Phone Number: _____________________________

Within 12 hours of admission to the facility under this status I gave the respondent a copy of this Petition (MHDD-5). I have explained the Rights of Admittee to the respondent and have provided him or her with a copy of it. I have also provided him or her with a copy of Rights of Individuals Receiving Mental Health and Developmental Services (MHDD-1) and explained those rights to him or her (405 ILCS 5/3-609).

Date: _______________________Signed:  _________________________________________________________
Time: ______________________ Printed Name: ________________________________________________
(MHDD-5)  Title: ____________________________________________________________

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RIGHTS OF ADMITTEE

1. If you have been brought to this facility on the basis of this petition alone, you will not be immediately admitted, but will be detained for examination. You must be examined by a qualified professional within 24 hours or be released.

2. When you are first examined by a physician, clinical psychologist, qualified examiner, or psychiatrist, you do not have to talk to the examiner. Anything you say may be related by the examiner in court on the issue of whether you are subject to involuntary or judicial admission.

3. At the time that you have been certified you will be admitted to the facility and a copy of the petition and certificate will be filed with the court. A copy of the petition shall also be given to you.

4A. If you are alleged to be subject to involuntary admission (mentally ill) you must also be examined within 24 hours excluding Saturdays, Sundays, and holidays by a psychiatrist (different from the first examiner) or be released. If you are alleged to be subject to involuntary admission the court will set the matter for a hearing.

4B. If you are alleged to be subject to judicial admission (mentally retarded) the court will set a hearing upon receipt of the diagnostic evaluation which is required to be completed within 7 days.

5A. If you are alleged to be subject to involuntary admission (mentally ill) and if the facility director approves, you may be admitted to the facility as a voluntary admittee upon your request any time prior to the court hearing.

5B. If you are alleged to be subject to judicial admission (mentally retarded) and if the facility director approves, you may decide that you prefer to admit yourself to the facility rather than have the court decide whether you ought to be admitted. You may make the request for administrative admission at any time prior to the hearing. The court may require proof that administrative admission is in your best interest and the public interest.

6. You have the right to request a jury.

7. You have the right to request an examination by an independent physician, psychiatrist, clinical psychologist, or qualified examiner of your choice. If you are unable to obtain an examination, the court may appoint an examiner for you upon your request.

8. You have the right to be represented by an attorney. If you do not have funds or are unable to obtain an attorney, the court will appoint an attorney for you.

9. You have the right to be present at your court hearing.

10. As a general rule, you do not lose any of your legal rights, benefits, or privileges simply because you have been admitted to a mental health facility (see your copy of the “Rights of Individuals”). However, you should know that persons admitted to mental health facilities will be disqualified from obtaining Firearm Owner’s Identification Cards, or may lose such cards obtained prior to admission.

11. Information about the health care services you receive at a mental health or developmental disabilities facility is protected by privacy regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (P.O. 104-191) at 45 CFR 160 and 164. Your personally identifiable health information will only be used and/or released in accordance with HIPAA and the Illinois Mental Health and Developmental Disabilities Confidentiality Act [740 ILCS 110].
A GUARDIANSHIP AND ADVOCACY COMMISSION IS A STATE AGENCY WHICH CONSISTS OF THREE DIVISIONS: LEGAL ADVOCACY SERVICES, HUMAN RIGHTS AUTHORITY AND THE OFFICE OF THE STATE GUARDIAN. THE COMMISSION IS LOCATED AT:

Egyptian Regional Office
#7 Cottage Drive
Anna, Illinois 62906
618/833-4897

East Central Regional Office
423 South Murray Road
Rantoul, Illinois 61866-2125
217/892-4611

North Suburban Regional Office
9511 Harrison Avenue, FA101
Des Plaines, Illinois 60016
847/294-4264

Metro East Regional Office
Pine Cottage
4500 College Avenue
Alton, Illinois 62002
618/462-4561

Peoria Regional Office
5407 North University, Suite 7
Peoria, Illinois 61614
309/693-5001

Rockford Regional Office
4302 North Main Street
Rockford, Illinois 61103
815/967-7657

West Suburban Regional Office
P.O. Box 7009
Hines, Illinois 60141-7009
708/338-7500

Equip for Equality, Inc. is an independent, not-for-profit organization that administers the federal protection and advocacy system to people with disabilities in Illinois. Equip for Equality, Inc., provides self-advocacy assistance, legal services, education, public policy advocacy, and abuse investigations. The offices are located at:

Northeastern Regional Office
20 N. Michigan, Ste 300
Chicago, IL. 60602
800/537-2632; 312/341-0022
TTY: 800/610-2779 Se habla espanol

West/Central Region
235 S. 5th St.
PO Box 276
Springfield, IL. 62701
800/758-0464 (Voice/TTY) 217/544-0464

Northwestern Region
1612 Second Av.
PO Box 3753
Rock Island, IL. 61204
800/758-6869 (Voice/TTY) 309/786-6868

Website:  www.equipforequality.org

I certify that I provided the respondent with a copy of this form.

☐ English ☐ Spanish ☐ Other. ____________________________________________________ on ________________________________.

(Specify language) (Date)

______________________________
(Time)

______________________________
(Signature) (Title)

Printed Name: ____________________________________________

(MHDD-5)
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INDEX AS:

42.1.1 INVESTIGATIVE COVERAGE
42.1.2 CASE SCREENING SYSTEM
42.1.3 CASE FILE MANAGEMENT
42.1.4 PRELIMINARY AND FOLLOW-UP INVESTIGATIONS
42.1.5 HABITUAL/SERIOUS OFFENDERS
42.1.6 CRIMINAL INTELLIGENCE

PURPOSE:

It is the function of the Investigations Division to conduct and complete follow-up investigations of crimes that are committed within the city of Naperville.

42.1.1 INVESTIGATIVE COVERAGE

A. Investigators are available during regularly scheduled duty hours, generally Monday through Friday, 8:00 a.m. to 10:00 p.m.

B. Investigators are available during weekday off-duty hours by contacting an Investigations Division supervisor (adult or juvenile as applicable), or the Investigations Section Commander.

C. Investigators and an Investigations Division or Special Operations supervisor are available on standby for the period from 10:00 p.m. Friday until 4:00 a.m. Monday. A scheduled day shift investigator will be called in after 4:00 a.m. on Monday. The duty schedule is posted in the Investigations Section and is available in the Communications and Records Sections.

D. Requests for assistance should be made by a Field Supervisor or Watch Commander.

42.1.2 CASE SCREENING SYSTEM

A. On a routine basis, unit supervisors assign cases for follow-up investigation to investigators based on a combination of factors that include, but are not limited to:

1. Specialized skill or knowledge.

2. Specific training or expertise.

3. Available personnel.


B. Suspension of investigative efforts by an assigned investigator must be approved by a unit supervisor or the Investigations Section Commander. Cases shall be closed by proper code.

C. Consideration shall be given to the following criteria before suspending investigative efforts:

1. Lack of further leads or solvability factors.

2. Lack of investigative resources.

3. Determination that the case is not within the Department's legal jurisdiction (e.g., a civil matter).

4. Failure to meet specific minimum loss value criteria.

D. Investigations Section supervisors shall determine the need for follow-up investigation. They will screen cases and determine the need for follow-up investigation based upon solvability factors or supervisory judgment. A case assignment sheet will be completed and shall include a checklist for solvability factors to be applied by the assigning supervisor.

1. The Chief of Police, Investigations Division Commander, Investigations Section and Special Operations Commander, or a unit supervisor has the authority to require follow-up investigations on any case.

E. Investigations Section supervisors are responsible for ensuring that all offense reports are reviewed to determine whether sufficient factors are present to warrant follow-up investigation.

F. In addition to work force resources, Investigations Section supervisors shall determine what additional resources are available and to what extent they shall be utilized for case follow-up investigations.

G. For every case assigned to the Investigations Division that requires an investigation, one investigator will be designated as the lead investigator and case coordinator.

42.1.3 CASE FILE MANAGEMENT

A. The Department has established case file management procedures as follows:

1. Cases referred to the Investigations Division shall be reviewed by a section supervisor who will determine the need for follow-up investigation.

2. If a determination is made to assign a case for investigation, the supervisor will track such assignments either in a log book or electronically in a database. The supervisor will also complete a Case Assignment Sheet (NPD form #623) which designates the date the case was received, investigator assigned, and follow-up date. The form will contain key case information to allow the Records Section to update the incident module of CRIMES.

3. To assist in the effective control and management of investigative follow-up of cases, the following case status codes will be utilized:

   &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;**Code 1** Referred to Responsible Jurisdiction. Offenses reported to our agency which occurred outside our jurisdiction or are enforced by another agency (e.g., Attorney General's office).

   &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;**Code 2** Pending Investigation. Offense still under active investigation.

   &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;**Code 3** Cleared by Adult Arrest. Offenses where at least one person is arrested and charged with the commission of an offense.

   &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;**Code 4** Cleared by Juvenile Arrest. Offenses where juveniles are taken into custody under circumstances where, were the juvenile an adult, a clearance by arrest would have been indicated. Also includes cases referred for station adjustment.
4. Upon assignment for follow-up investigation, the case report copies shall be placed in a folder and labeled with the case number by the assigned investigator.

a. Investigators shall be responsible for maintaining all copies of pertinent reports and documents in their individually assigned case folders. When an original document related to the case being investigated comes into the custody of the assigned investigator, the investigator shall make a copy for the case file and submit the original into evidence or forward it to Records after supervisory review, whichever is appropriate.

5. Accessibility to the files.

a. Original documents, when necessary for further investigations, may only be removed from Records or Evidence by following proper procedures.

b. Investigative case files shall only be accessible to law enforcement personnel at the discretion of the assigned investigator or an Investigations supervisor.

c. It is recognized that some criminal investigations contain sensitive information which may compromise the eventual outcome of the investigation. The Investigations Section Commander may authorize original reports involving such cases to be maintained in a locked file cabinet within the Investigations Section. This will be done in accordance with General Order 43.2. The Investigations Section Commander is responsible for the auditing and return to the Records Section of any cases maintained in this fashion.

1) An Investigations Section supervisor will enter the assignment in the appropriate log. An Investigations Section supervisor will also submit a Case Assignment Sheet, which designates the date the case was received, investigator assigned, and follow-up date. The assignment sheet will contain key case information to allow the Records Section to update the incident module of CRIMES.

6. Purging and monitoring status.

The Investigations Section Commander and unit supervisors will monitor the status of assigned cases by reviewing submitted offense reports and supplemental reports, by discussing the case with investigators, and by analyzing the CRIMES management reports and case assignment log. Unit supervisors will conduct a monthly audit of assigned cases with each of their assigned personnel to determine change or continuation of case status.

42.1.4 PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

A. Naperville Police Department patrol officers will conduct preliminary investigations. These preliminary duties include, but are not limited to:

1. Interviewing the complainant.

2. Observing and noting all conditions, remarks, and events.

3. Reporting the incident fully and accurately.

4. Locating and identifying all witnesses and offenders at the scene.

5. Maintaining the crime scene and protecting evidence.

6. Requesting a supervisor or other assistance when appropriate.

B. Patrol officers may conduct follow-up investigations in cases where they can perform tasks that would significantly contribute to a successful conclusion of the case. The approval of the officer’s supervisor must be secured before additional follow-up investigation is conducted by the officer. Officers shall conduct the follow-up investigation while in uniform and during on-duty hours unless otherwise approved by their supervisor. Officers will file supplemental reports, lab requests, and other reports as needed to their supervisor. All other follow-up investigations will be the responsibility of the Investigations Section.
C. Investigator's responsibility.

1. Preliminary investigations.
   Investigations Section personnel shall conduct preliminary investigations on all self-initiated calls and calls assigned by a supervisor. The primary investigator assigned to an incident will be responsible for the completion of the initial report.

2. Follow-Up investigations.
   Investigations Section personnel shall conduct follow-up investigations on all self-initiated calls and cases assigned by a supervisor. Investigators will be responsible for the completion and submission of follow-up reports to their supervisor.

42.1.5 HABITUAL/SERIOUS OFFENDERS

A. Habitual or serious offenders are defined for the purposes of this directive as offenders who are repeatedly arrested for similar serious offenses such as:

1. Felonies, including charges “upgraded” to felonies.
2. Misdemeanor offenses that indicate patterns of a career criminal such as, but not limited to, shoplifting, theft, prostitution, etc.
3. Sexually dangerous persons as defined in Illinois Compiled Statutes 730 ILCS 150/2.
4. Habitual juvenile offenders as defined in Illinois Compiled Statutes Chapter 705 ILCS 405/5-815.
5. Persons with two or more arrests for violations of Illinois Vehicle Code, Illinois Compiled Statutes 625 ILCS 5/11-501, or a similar municipal ordinance.

B. Sworn personnel shall identify all cases in which a designated habitual/serious offender is a party.

1. During arrest processing procedures, officers should make inquiries into any prior criminal background by using LEADS (Law Enforcement Agencies Data System), NCIC National Crime Information Center), CCH (Computerized Criminal History), and CRIMES.
2. If, during the above inquiries, the arrestee is found to meet the criteria of a habitual offender, the reporting officer shall indicate this within the police report.

C. Notification to the prosecutor's office in cases involving habitual offenders.

1. Copies of all police reports involving arrests are forwarded by the Records Section to the prosecutor's office.
2. The arresting officer is responsible for contacting the prosecutor's office prior to the assigned court date to discuss the prosecution of all cases involving habitual offenders, and to offer any assistance that may be required in the preparation and prosecution of these cases.

D. Also see General Order 42.6, Child Sex Offender Community Notification.

42.1.6 CRIMINAL INTELLIGENCE

The specific requirements of this directive are delineated in General Order 51.1, Criminal Intelligence.
ORDER NUMBER: 42.2
EFFECTIVE DATE: 01/01/97
REVISED DATE: 06/29/07

INDEX AS:
42.2.1 CONDUCTING PRELIMINARY INVESTIGATIONS
42.2.2 CONDUCTING FOLLOW-UP INVESTIGATIONS
42.2.3 INVESTIGATION CHECK LISTS
42.2.4 ROLL CALL ATTENDANCE
42.2.5 INVESTIGATIVE TASK FORCES
42.2.6 POLYGRAPH EXAMINATIONS
42.2.7 USE OF INFORMANTS
42.2.8 IDENTITY CRIME PROCEDURES
42.2.9 COLD CASE INVESTIGATION PROCEDURES
42.2.10 INTERVIEW ROOM PROCEDURES
42.2.11 MEMORANDA AND FIELD NOTES IN FELONIES

PURPOSE:
The purpose of this order is to establish guidelines that will provide for the efficient and effective investigation of all reported crimes that occur within the City of Naperville.

42.2.1 CONDUCTING PRELIMINARY INVESTIGATIONS
A. A thorough and comprehensive preliminary investigation often negates the need for an investigative follow-up. Appropriate steps in a preliminary investigation may include, but are not limited to:

1. Observing all conditions, events, and remarks surrounding the incident under investigation.
2. Locating and identifying the suspect(s), witnesses, victims, and effecting an arrest if possible.
3. Securing, maintaining and protecting the crime scene and arranging for the collection of evidence and specialized assistance that is needed, including, but not limited to: supervisors, K-9, Investigations, and crime scene personnel.
4. Conducting interviews of the complainant, victims, witnesses, and suspects.
5. Providing aid to the injured.
6. Furnishing other field units (through the Communications Center) with descriptions, method, direction of travel, and other relevant information concerning wanted person(s) or vehicle(s).
7. Where feasible, obtaining a written statement from the suspect, if such a statement can be obtained legally.
8. Accurately and completely recording all pertinent information on the proper report forms, including any offense observed and the elements of the offense.

B. The following crimes will require the notification of an Investigations supervisor. Upon notification, an Investigations supervisor may direct an investigator to the crime scene to conduct the preliminary investigation:

1. Murder or other non-vehicular homicides or attempts.
2. Suspicious and suicidal deaths.
3. Aggravated criminal sexual assault and criminal sexual assault.

4. Armed robbery.
5. Home invasion.
7. Burglaries with more than $25,000.00 property loss.
8. Arson with structural damage.
9. Any other crime deemed appropriate by a Watch Commander or Field Supervisor.

42.2.2 CONDUCTING FOLLOW-UP INVESTIGATIONS
A. Appropriate steps in a follow-up investigation may include, but are not limited to:

1. Reviewing and analyzing all previous reports filed during the preliminary investigation, departmental records, and results from laboratory examinations.
2. Additional interviews of the victim, witnesses, or any other persons who may possess information and interrogations of any potential suspects.
3. Interviews of the patrol officer who prepared the preliminary reports, and officers who initially responded to the call and seeking additional information from informants.
5. Identifying and apprehending the suspects or offenders and obtaining a written statement from the suspect.
6. Upon identifying a suspect, the officer or investigator should check all available records to ensure the correct identification of the suspect, ascertain the suspect’s involvement in past offenses, and check with local departments to find out if the suspect is currently thought to be involved in any other criminal activity.
7. Criminal histories shall be obtained and checked on all suspects involved in the investigation.
8. As a case progresses, the officer and/or investigator should keep track of new information which could allow them to obtain a search warrant which may be beneficial in discovering further evidence that would be of importance in the investigation.
9. The officer or assigned investigator should ensure that all phases of the investigation, including reports prepared, statements taken, drawings, sketches, and written materials of any kind are such that they could be used without hesitation by prosecuting attorneys in the presentation of the case in court.
10. Investigators will make contact either by telephone or in person with the victim or complainant in each case assigned to them. Ideally, this contact will be made within five working days of the assignment. The purpose of this contact is to gain any information not included in the initial report and to inform the victim or complainant what action will be taken by the investigator.
a. Each victim or complainant in a criminal case that is closed without assignment to an investigator will be contacted by a representative of the Department. This contact may be made by letter or telephone for the purpose of informing the victim or complainant that the case has been suspended and to ensure that the victim or complainant does not have an expectation of further investigation being conducted.

42.2.3 INVESTIGATION CHECK LISTS

A. Offense reports filed upon completion of a preliminary investigation shall routinely be used as investigative check lists. Additional checklists may be developed as needed, for example the Death Investigation Checklist. Solvability factors in the form of a check list shall be used by the reviewing Investigations Division supervisor prior to case assignment to aid in determining if further investigation is warranted.

B. Any check lists used in case investigations will be approved by the Investigations Division Commander prior to use.

42.2.4 ROLL CALL ATTENDANCE

A. Periodically, or upon operational necessity, investigative personnel will attend patrol roll call sessions. The purpose of this is to foster an atmosphere of cooperation, open lines of communication, and to share specific information on criminal activity or criminal trends.

42.2.5 INVESTIGATIVE TASK FORCES

A. The Investigations Division Commander will be responsible for coordinating and planning all task force activities directed by this Department or when members of this Department are requested to participate in outside agency task force operations. Task force activities will be planned prior to implementation. Guidelines for task force operations include:

1. Identifying the purpose of the task force.
2. Defining authority, responsibilities and written agreements.
3. Responsibility for task force operations lies with the initiating agency. Assisting agencies act in a supporting role. When members of this Department are operating under the direction of supervisors from an outside agency, they will keep the Investigations Division Commander informed of their activities and abide by the rules and regulations of this Department. Accountability within the task force will be clearly established.
4. Identifying resources available for use in task force operations to include personnel, equipment, funds, and time, as permitted. The commitment of Departmental resources shall in no way restrict the delivery of police services to citizens within the City of Naperville.
5. The Investigations Division Commander shall be informed of the activities of Investigations Division personnel while they are participating in task force operations. Ongoing results will be periodically evaluated and the need for continued operation(s) will be determined. At the conclusion of such operations, a debriefing and review session will be conducted.

42.2.6 POLYGRAPH EXAMINATIONS

A. When an investigator determines they have reached a stage in an investigation where a polygraph would prove beneficial, they will notify an Investigations supervisor. The supervisor will review the case and make a determination whether a test will be requested of the suspect. If the suspect consents to polygraph examination, arrangements will be made with a State of Illinois licensed Detection of Deception (polygraph) Examiner approved by the Department.

B. The investigator will review the case with the polygraph examiner prior to the examination.

C. If necessary, the investigator will arrange for transportation of the examinee to the examination location. The examination will follow current accepted procedures for the administration of polygraphs.

D. POLYGRAPH EXAMINATIONS OF JUVENILES

In cases involving juveniles to be tested, a signed parental consent form will be obtained prior to the examination.

42.2.7 USE OF INFORMANTS

For the specific standards for this section, see General Order 42.4, Use of Informants.

42.2.8 IDENTITY CRIME PROCEDURES

A. Taking Identity Crime Reports

A written report will be made of identity crime if any part of the crime took place within Naperville, or if the victim is a resident of Naperville. A UCR of 7978 will be used (primary UCR on an incident report or secondary UCR on a report involving a crime UCR).

B. Providing Information/Assistance to Victims

Personnel taking or investigating identity crime reports should provide information and assistance to victims, including but not limited to:

1. The general process of investigation.
2. What contact person or agency they may contact later.
3. Referral information to other government and/or private agencies regarding assistance or information for victims.
4. Suggested steps to be taken to further the investigation and/or better prevent further incidents.

C. Coordination of Investigations with other Agencies

Reports of identity crime involving other jurisdictions should be forwarded, if possible, to that jurisdiction. Investigative responsibility will be retained, unless it is determined that the other agency will take responsibility due to greater evidence and/or access to the suspect or other necessary resources. In any case involving another jurisdiction, where parallel investigations take place, investigators will coordinate with those agencies to minimize duplication of effort and increase efficiency and effectiveness.

D. Providing Prevention Information to the Public

Investigations and other concerned personnel, in concert with the Community Education/Crime Prevention Unit, will provide information on prevention of identity crime to the public.

42.2.9 COLD CASE INVESTIGATION PROCEDURES

A. A Cold Case is defined as a case which is a violent crime against a person, either recently suspended or old, that has not been solved.

B. Cold Case evaluation criteria will include, but not be limited to the following:

1. Legal considerations, including statutes of limitation.
2. Technological considerations, including advancement of new technological techniques for evidentiary analysis, based on the type and condition of available evidence.
3. Practical considerations, such as availability of witnesses and chain of custody.
4. Resource considerations, including time, money and personnel available for investigation and forensic analysis.
C. Investigative actions and activities will be recorded, to increase efficiency and reduce duplication of effort. Investigative actions and activities may include, but are not limited to:

1. Identifying cold cases and prioritizing the cases according to such considerations as, solvability factors and statutes of limitation.
2. Reviewing case files, evidence reports, laboratory reports and autopsy reports.
3. Evaluating case evidence for potential probative DNA sources.
4. Consulting with the forensic laboratories and the State’s Attorney’s Office in submitting appropriate evidence to the laboratory for testing.
5. Identifying and re-interviewing all witnesses and potential suspects in the case.
6. If DNA or other evidentiary analysis is to be conducted, obtaining reference samples from suspects and other identified subjects for elimination.
7. If a DNA profile does not match suspect’s DNA profile, submitting the profile to CODIS.
8. Submitting investigative intelligence to State and Federal profiling repositories for information such as: VICAP (FBI-Violent Criminal Apprehension Program) and/or RISS (Regional Information Sharing System).

42.2.10 INTERVIEW ROOM PROCEDURES
The interview rooms are located in the lower level, Investigations Section, of the police facility. The interview rooms will be subject to the following provisions:

A. Weapons Control
    Weapons lockers are provided in the Investigations workroom adjacent to the entry to the interview rooms.
    1. Required Use
       In interviews or interrogations of subjects who are in custody, or where the interview is likely to end in an arrest situation and the interviewee poses a significant threat (to himself or herself, others or the facility), all personnel using the interview rooms shall remove any firearms from their person and lock them in the weapons lockers (or their lockable desk). The keys will be removed and retained in an inconspicuous manner. Exceptions may be made in emergency conditions or when officers need assistance.
    2. Optional Use
       Personnel must be cognizant of the risks, and attentive to body language and verbiage to minimize the danger to themselves, the interviewee and other occupants of the police facility. Personnel may, at their discretion, secure their firearm or any other weapon(s) as they deem appropriate for the circumstances.

B. Security Concerns
    An interview of a potential suspect can quickly and unforeseeably become an arrest situation, or may prompt a combative response. As in other potential arrest situations, personnel must be cognizant of the risks, and attentive to body language and verbiage to minimize the danger to themselves, the potential suspect and other occupants of the police facility. Inquiry should be made of the interviewee as to any weapons on their person, if necessary including a consensual pat-down.

C. Number of Personnel Allowed
    Normally, no more than two sworn personnel should be present during interviews in these rooms. If an arrest is anticipated, the interviewee displays behavioral indicators of becoming combative or the interviewee has a history of violence or resisting the police, at least two sworn personnel will be present in the room.

D. Means of Summoning Assistance
    Personnel utilizing the interview rooms will have, immediately available, some means to summon assistance. This may be in the form of the police radio, with emergency button, or other personnel constantly in the immediate area and clearly within earshot. If an arrest does occur or a situation becomes combative, personnel will make immediate notification by radio or building page and indicate their status (secure or needing additional assistance).

E. Equipment/Items in Interview Room
    Items within the interview rooms should be minimized, since many items may be used as weapons. Before equipment or items are brought into the interview rooms, consideration will be given to the necessity of the items for the interview and their potential for use as a weapon.

F. Access to Restroom, Water, Comfort Breaks
    Interviewees in the interview rooms are not subject to the restrictions of custodial interrogation in the detention center. No interviewee will be locked into an interview room. All interviewees shall have access to restroom facilities, water and comfort breaks at reasonable intervals, as well as any time they are requested.

42.2.11 MEMORANDA AND FIELD NOTES IN FELONIES

A. Pursuant to 725 ILCS 5/114-13, Discovery in Criminal Cases, memoranda and/or field notes must be preserved and provided to the authority prosecuting the offense (in addition to reports and other investigative material).
   1. ANY HOMICIDE OFFENSE (INCLUDING RECKLESS)
      All investigative material, including but not limited to reports, memoranda, and field notes (concerning the homicide offense being investigated) that have been generated by or have come into the possession of any employee of the Department will be preserved and provided to the authority prosecuting the offense. This, by statute, includes exculpatory evidence.
   2. NON-HOMICIDE FELONY OFFENSES
      All investigative material, including but not limited to reports and memoranda (concerning the non-homicide felony offense being investigated) that have been generated by or have come into the possession of any employee of the Department will be preserved and provided to the authority prosecuting the offense. This, by statute, includes exculpatory evidence.
INDEX AS:

42.3.1 INITIAL RESPONSE
42.3.2 ARRIVAL AT SCENE
42.3.3 NOTIFICATIONS
42.3.4 PRELIMINARY INVESTIGATION
42.3.5 PROTECTION AND CONTROL OF SCENE
42.3.6 INVESTIGATIONS PERSONNEL
42.3.7 SCENE ASSESSMENT
42.3.8 PROCESSING THE SCENE
42.3.9 CUSTODY AND REMOVAL OF THE BODY
42.3.10 RELEASE OF SCENE
42.3.11 POSTMORTEM EXAMINATION

PURPOSE:

The Naperville Police Department will respond to the scene and complete an investigation of deaths occurring within the jurisdiction of the Department, and dead bodies discovered within the jurisdiction of the Department, that are reported to the Department by any means. For the purposes of this section, investigated deaths will include accidental, apparent natural cause, homicide, suicide, sudden, and undetermined deaths. Guidelines for the investigation of deaths resulting from motor vehicle traffic accidents are found under General Order 61.2, Traffic Accident Investigation.

42.3.1 INITIAL RESPONSE

A. The initial responding patrol officer(s) is/are responsible for:

1. Obtaining information from dispatch, such as the identity of reporting person(s), their location, and the identity and exact location of the victim(s).
2. Coordinating the response of other emergency units.
3. Securing the immediate area of the death scene.
4. Noting vehicles, persons, and unusual conditions in the scene area.
5. Maintaining and protecting the scene.

42.3.2 ARRIVAL AT SCENE

A. The first officer(s) to arrive at the scene should attempt to determine the status of the victim.

B. If life signs are present, the first officer to arrive at the scene should:

1. Render aid to the victim(s).
2. Request additional assistance, as needed.
3. Escort paramedics directly to the scene and note in detail anything they disturb or alter.
4. Communicate, if possible, with the victim(s), and be prepared to take a dying declaration.
5. Remain with the victim(s) if transported for medical care.
6. Secure the clothing and possessions that are on the person of the victim(s), as they may be of evidentiary value.
7. Identify and detain all such persons.
8. Document paramedic personnel that enter the scene, escort paramedics directly to the scene and note in detail anything they disturb or alter. Identify the NFD Run Number, the Paramedic and Rescue Unit Number and the names of the paramedics present.

D. Protect the scene in accordance with section 5.

42.3.3 NOTIFICATIONS

A. The following notifications will be made as soon as practicable and the time each notification is made will be noted:

1. Patrol Supervisor.
2. Investigations Supervisor. An Investigations Supervisor will assess the case and determine the need for follow-up by the Investigations Section. In cases involving a “Do Not Resuscitate Order” or other non-Coroner cases, notification may be by email or phone at a later time.

42.3.4 PRELIMINARY INVESTIGATION

A. When suspect(s) is/are discovered at the scene:

1. Remove the suspect(s) from the scene.
2. Prevent the suspect(s) from engaging in conduct which may alter or destroy evidence.
3. Detain and identify the suspect(s).
4. Record any spontaneous statements.
5. Separate and isolate suspect(s) so that they cannot communicate with one another or others.
6. Mirandize the suspect(s) prior to any questioning if suspect(s) is/are in custody.
7. Secure the clothing and possessions of suspect(s) as possible evidence.
8. Determine the standing of the suspect(s) regarding the scene premises, for warrant considerations.

B. When witness(es) are discovered at the crime scene:

1. Remove the witness(es) from the scene.
2. Detain and identify witness(es).
3. Separate witness(es) so that they cannot communicate with one another.
4. Take initial witness(es) statements.

C. Note immediate conditions of the scene and the body, including:
   1. Weather and temperature (inside and outside).
   2. Lighting (inside and outside).
   3. Transient evidence, such as smoke and odors.
   4. Associative evidence such as open doors and windows.
   5. Apparent points of entry and exit.
   6. Position and orientation of the body.

D. Maintain a detailed account of observations and actions taken.

E. Be prepared to brief supervisors and investigators upon their arrival.

F. Complete the Death Investigation Checklist and the initial report, unless directed otherwise. Coordinate with the lead investigator to ensure that necessary documentation is completed.

42.3.5 PROTECTION AND CONTROL OF THE SCENE

A. The first officer(s) to arrive at the scene shall have custody of the scene until relieved by a supervisor or investigator.

B. The scene will be secured by the best available means (i.e., tape, rope or barricades).

C. The points of entry and exit for the scene will be limited.

D. A single path in and out of the scene, away from the path most likely used by the offender(s) in the event of a criminal death, will be established.

E. A crime scene log (NPD form #621) will be started and maintained until the scene is released.

F. Access to the scene will be granted only to persons directly involved in the investigation.

G. Evidence that may be damaged or destroyed prior to the scene being processed will be protected or secured and documented.

42.3.6 INVESTIGATIONS PERSONNEL

A. Confirm notification of Coroner.

B. Obtain significant facts by conducting brief interviews of:
   1. The officer in charge of the scene.
   2. The first officer(s) who arrived on the scene.
   3. Others as needed, including, but not limited to:
      a. Fire Department personnel.
      b. Complainant.
      c. Witnesses.

C. Appraise the scene.

D. Organize a neighborhood canvass. Officers assigned to conduct the neighborhood canvass should:
   1. List addresses visited, indicating whether or not contact was made.
   2. List full identifiers of all persons contacted.

3. Document information obtained.

4. Determine if there are any persons other than those immediately present who may have information.

E. On cases assigned to the Investigations Section for follow-up, a lead investigator will be designated by an Investigations Supervisor.

   1. The Investigations Supervisor will be responsible for directing all aspects of the investigation.

   2. The lead investigator will ensure that preliminary investigative steps described in section 4 have been completed. It is the responsibility of the lead investigator to personally complete preliminary tasks or ensure the completion of preliminary tasks by delegation to others.

   3. The lead investigator will be responsible for the completion of significant investigative events, compilation of the case file, and other specific duties as assigned by the Investigations Supervisor.

F. Establish appropriate scene perimeters.

G. Establish a command post, if needed.

H. Confirm that a crime scene log (NPD form #621) is being maintained.

I. Request appropriate forensic services.

J. Notify the State’s Attorney’s office in the case of a possible criminal death.

K. Prepare for scene assessment.

42.3.7 SCENE ASSESSMENT

A. A scene assessment will be conducted prior to searching or processing the scene. Except in emergency situations, a scene search will not be undertaken until photography, measurements, sketches, fingerprint processing, and written documentation has been completed.

   1. Only personnel who are directly involved in the investigation will be permitted within the inner perimeter.

   2. All personnel entering the scene will wear protective clothing.

B. Polaroid photographs are often beneficial to the early stages of a death investigation and may be taken at the discretion of the Investigations Supervisor.

C. An investigator will be assigned to prepare a detailed narrative description of the scene. The deceased will be described including, but not limited to, the position and orientation of the body, clothing, jewelry, and other articles on the body, and visible wounds.

   1. The physiological condition of the body will be described, including, but not limited to:
      a. Surface temperature of skin.
      b. Rigor mortis or lack thereof.
      c. Livor mortis or lack thereof.
      d. Decomposition, if any.
      e. Insect activity, if any.
D. Forensic and Investigations personnel will conduct an assessment of the evidence and take the necessary steps to immediately protect fragile evidence or evidence likely to deteriorate rapidly.

42.3.8 PROCESSING THE SCENE

A. An Investigations supervisor will select the Investigations and forensic personnel who will process the scene. Forensic personnel from other law enforcement and/or private agencies may be utilized.

B. Department personnel will process the death scene in accordance with General Order 83.2, Forensic Services Operation. Personnel from other law enforcement and/or private agencies will process the death scene in accordance with their own comparable guidelines or accepted published professional standards.

42.3.9 CUSTODY AND REMOVAL OF THE BODY

A. The Coroner is responsible for the custody of the body.

B. The body shall not be disturbed prior to authorization from the Coroner.

C. Removal of the body shall be directed by the Coroner and/or their representative, and shall be performed in a manner prescribed by the Coroner.

D. The examination and photography of evidence which is revealed by movement of the body will be permitted.

E. In cases deemed by the Coroner as a “Coroner’s Case”:
   1. Evidence will not be removed from the body until its arrival at the morgue, unless approved by the Coroner.
   2. Bodies shall be placed in a new vinyl body bag provided by the Coroner and sealed by the Coroner in the presence of an investigator.
   3. The sealing process will be photographed by an investigator or forensic personnel.
   4. The seal will not be broken and the body will not be removed from the body bag except by the Coroner.
   5. Items found on the person of the deceased shall be inventoried by the Coroner. Department personnel shall then take custody of items deemed to be of evidentiary value. The Coroner will take custody of the remaining items.
   6. The Coroner will provide the body bag to the Department as evidence. It will be at the discretion of the lead investigator if the body bag is to be accepted for the possible evidentiary items it may contain.

42.3.10 RELEASE OF THE SCENE

A. Prior to releasing the scene, the lead investigator, one or more forensic team personnel, one or more Investigations supervisors, and the State’s Attorney in the case of a possible criminal death will:
   1. Review all activities performed at the scene.
   2. Confer to resolve any remaining issues concerning the scene.
   3. Conduct a final walk-through of the scene.
      a. During the final walk-through, special care will be taken to retrieve any evidence remaining and any equipment owned by the Department or other assisting agency.

B. The release of the scene will include documenting the following information:

1. Time and date of release.
2. Full identifiers of the person to whom it was released and the relationship of the person to the premises.
3. Last officer on the scene.
4. Supervisor or investigator authorizing the release of the scene.
C. All barricades, barriers, tape, signs or other indications of premise restriction placed by the Department will be removed prior to the release of the scene.

42.3.11 POSTMORTEM EXAMINATION

A. A postmortem examination will be performed by a forensic pathologist at the direction of the Coroner in all cases where the suspected manner of death is criminal or questionable. Exceptions to this procedure shall be allowed by mutual agreement between the Coroner and the State's Attorney's office with input from the law enforcement agency.

B. The lead investigator, or other investigator as assigned by an Investigations Supervisor, will attend the postmortem exam to obtain and record information relevant to the case.
PERSVILLE POLICE
GENERAL ORDER

SUBJECT: USE OF INFORMANTS

REFERENCE: CALEA 42.2.7

INDEX AS:

42.4.1 USE OF INFORMANTS
42.4.2 CONFIDENTIAL FUND CONTROL
42.4.3 CRITERIA FOR USE OF CONFIDENTIAL FUNDS

PURPOSE:

The purpose of this order is to establish guidelines which will provide for the efficient and effective use of all informants used by the City of Naperville.

42.4.1 USE OF INFORMANTS

A. The procedures set forth in this section are to be used in the management and control of confidential informants. These procedures will be followed strictly and uniformly unless otherwise authorized by the Investigations Division Commander as an operational necessity.

1. When an informant is recruited, the Special Operations Section supervisor shall draw a confidential informant (CI) number from the logbook. The Informant Master File logbook shall be retained by the Special Operations commander in a secure location.

2. Contents of the informant file.
   All contacts with informants shall be documented in writing. Information shall include date and time, location, reason for meeting, information exchanged, and amount of payment, if any. The investigator shall begin a dossier on the informant to be kept in the informant file, which includes:
   a. The results of a discreet background investigation.
   b. A criminal history record of the informant.
   c. Verification of residence, address, telephone and place of employment.
   d. Completion of Personal History Report (Attachment A).
   e. Fingerprinting of the informant.
   f. Photograph of the informant.
   g. Assignment of a CI number for future contacts to ensure confidentiality.
   h. Completion of Confidential Informant Advisement Form (Attachment B).
   i. A debriefing statement of the informant.
   j. Completion of the Confidential Informant Checklist (Attachment C).

   No person shall be allowed access to informant files without the express permission of the Special Operations Section Commander. Each informant file shall contain a Confidential Informant File Activity Log (Attachment D) detailing the time, date, reason, and person inspecting the file. The informant files shall be kept in a secure location within the Special Operations Section by the Special Enforcement Unit supervisor, who will be responsible and accountable for formal informant activity.

4. Other methods to protect identity of informants.
   All informants shall be advised of and subject to the following control measures:
   a. The amount and method of informant payments, if any.
   b. The restrictions placed on the expenditure of advance money by the informant.
   c. The procedures to be followed in establishing contacts and meetings.
   d. The procedures to be followed if the informant is arrested.
   e. The informant's testimony requirements and obligations.
   f. The Department's limitations in protecting the identity of the informant.
   g. The Department's future obligations to the informant once contact has been completed.
   h. A complete acknowledgment of the "Confidential Informant Advisement Form" (Attachment B) can be accomplished by having the potential informant initial each of the ten outlined points after reading each one. The informant's signature is still necessary at the bottom of Attachment B. If the informant refuses to sign or initial any part of the form, this person shall not be allowed to work as an informant for the Naperville Police Department.

5. Criteria for paying informants.
   The Department will not tolerate criminal activity on the part of any informant. If, during an investigation, an officer becomes aware of illegal acts by the informant, prosecution will be sought. Special attention should be given so that the informant does not misuse department funds (i.e., by pocketing part of the buy money so he or she would benefit financially). In all cases, informants shall not be paid more than $500 per case unless additional funds are approved by the Investigations Division Commander with notification to the Chief of Police of such expenditure.
   a. Fees paid to informants shall be determined by:
      1) Quality of information.
      2) Quantity of information.
      3) Risk factors involved.
      4) Seriousness of the case.
   b. Fees paid to informants shall be on a cash-on-delivery basis.
   c. Informants shall sign a Confidential Funds Informant Receipt (Attachment E) with their full real name for any payments received.
6. Precautions to be taken with informants.
   The following precautions should be taken with informants:

   a. When meeting the informant, the officer should always select the
time and place. Location and times should vary to avoid a pattern. Officers should always prepare a
   plausible cover story in case they are observed in the company of an informant.

   b. The informant should always be debriefed prior to
   terminating contact. Any information related to criminal
   violations shall be documented and investigated or forwarded to the appropriate agency for investigation.

   c. Investigators or officers should attempt to verify the
   accuracy of information supplied to them by informants.

   d. Contacts between Department personnel and informants
   shall be made utilizing at least two officers: one officer
   making the contact, with a second officer observing from
   a nearby position.

   e. Under no circumstances shall a female informant be
   contacted or allowed to assist in an investigation unless
   there are two officers present.

7. Special precautions with juvenile informants.
   Juveniles will not be used as informants unless approval is
   granted by the Special Operations Section Commander and
   appropriate waivers are signed by parents or guardians.

8. All informants identified by the Patrol Division will be
   brought to the attention of an Investigations Division
   supervisor for enrollment in the informant master file and will
   be subject to the same procedures and controls.

42.4.2 CONFIDENTIAL FUND CONTROL

A. Accessibility.
   Disbursement of confidential funds are subject to fiscal controls,
   including proper receipt (if possible), and record. The Special
   Operations Section Commander shall be responsible and
   accountable for the funds and their disbursement. The Special
   Operations Section Commander and the Special Enforcement Unit
   supervisor share authority for the disbursement of confidential funds
   and shall ensure that the following conditions are met:

1. The funds are being expended to accomplish a legitimate
   police purpose.

2. A receipt is obtained, and a record of each expense is prepared
   and filed.

3. Filing of a Confidential Funds Cashier Receipt/Expenditure
   Detail form (Attachment F) detailing the investigative case
   factors, the confidential informant to be paid (list by CI
   number) and the amount to be drawn from the fund.

4. The confidential informant must sign the Confidential Funds
   Informant Receipt (Attachment E) before any monies can be
   paid. Advance payments will not be allowed unless
   authorized by the Special Operations Section Commander.

B. Accounting.
   The Special Operations Section Commander will retain a log book
   detailing all money currently in use for ongoing investigations, on
   hand at present and spent between the normal balance and auditing
   of the fund. A Confidential Funds Monthly Statement (Attachment
   G) must be completed.

C. Auditing.
   Auditing of the confidential funds will occur at least quarterly and
   will be conducted by the Administrative Analyst. Additional or
   surprise audits will be conducted and documented at the direction of
   the Chief of Police, Investigations Division Commander, or Finance

   Department Director. The Chief of Police retains the right and
   authority to make unannounced audits of the investigative funds to
   ensure:

1. Adherence to the procedures set forth in this directive.
2. Proper fiscal control measures are being followed.

42.4.3 CRITERIA FOR USE OF CONFIDENTIAL FUNDS

A. The Department allocates special funds to the Investigations
   Division for expenses incurred pursuant to:

1. Informant operations.
2. Drug buys.
3. Liquor law violation investigations.
5. Vice investigations.
6. The use of “flash” money.
7. The use of “props.”
8. Other investigations for which formal Department purchase
   and expense procedures cannot be followed.

B. Payouts of confidential funds in excess of $2,500 must have
   approval of the Chief of Police.

C. In all investigations where money is needed to further that
   investigation (gambling, drug purchase, prostitution, etc.),
   Attachment F must be filled out in detail. All originals will remain
   with the Special Operations Section Commander in a secure
   location.
# NAPERVILLE POLICE DEPARTMENT
## PERSONAL HISTORY REPORT

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## I. DESCRIPTIVE AND IDENTIFYING DATA

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<th>47. License (Year, State, #):</th>
<th>48. Automobile (Year, Color, Make, Model):</th>
<th>49. License (Year, State, #):</th>
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<tr>
<th>50. Employer:</th>
<th>51. Address:</th>
<th>52. Occupation:</th>
<th>53. Length:</th>
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<tr>
<th>54. Previous Employer:</th>
<th>55. Address:</th>
<th>56. Occupation:</th>
<th>57. Length:</th>
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<tbody>
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## II. CURRENT ARREST DATA

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<table>
<thead>
<tr>
<th>75. Caution Codes:</th>
<th>76. Fingerprint Cards Submitted by:</th>
<th>77. FBI #:</th>
<th>78. Gang/Organizational Affiliation:</th>
<th>79. Person(s) Contacted:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>77. ISB #:</th>
<th>78. Public Aid #:</th>
<th>79. Alien ID #:</th>
<th>80. C.P.D. IR #:</th>
<th>81. FOID #:</th>
</tr>
</thead>
<tbody>
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THIS DOCUMENT IS THE PROPERTY OF THE NAPERVILLE POLICE DEPARTMENT. IT AND ITS CONTENTS ARE NOT TO BE DISSEMINATED OUTSIDE THE AGENCY.
### III. PERSONAL DATA

<table>
<thead>
<tr>
<th>Column</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>87. Present Spouse</td>
<td>88. Maiden Name</td>
</tr>
<tr>
<td>91. Previous Spouse</td>
<td>92. Address</td>
</tr>
<tr>
<td>95. Father</td>
<td>96. Address</td>
</tr>
<tr>
<td>103. Sister/Brother</td>
<td>104. Address</td>
</tr>
<tr>
<td>111. Children</td>
<td>112. Age</td>
</tr>
<tr>
<td>117. Children</td>
<td>118. Age</td>
</tr>
<tr>
<td>129. Read: □ Yes □ No</td>
<td>130. Write: □ Yes □ No</td>
</tr>
<tr>
<td>135. High School Attended:</td>
<td>136. Years</td>
</tr>
<tr>
<td>139. Doing Business as Sole Proprietor or Partnership:</td>
<td>140. Address</td>
</tr>
<tr>
<td>□ Yes □ No</td>
<td>Business Name</td>
</tr>
<tr>
<td>142. Officer, Director, or Principal Stockholder in any Corporation:</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ Yes □ No</td>
<td>State</td>
</tr>
<tr>
<td>145. Bank</td>
<td>146. Type of Accounts</td>
</tr>
<tr>
<td>148. Loans Outstanding:</td>
<td></td>
</tr>
</tbody>
</table>

### IV. ARREST/DRUG DATA

<table>
<thead>
<tr>
<th>Column</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>165. Addicted to Drugs: □ Yes □ No</td>
<td>166. Habitually Used: □ Yes □ No</td>
</tr>
<tr>
<td>169. Source of Drugs:</td>
<td></td>
</tr>
</tbody>
</table>
NAPERVILLE POLICE DEPARTMENT  
CONFIDENTIAL INFORMANT ADVISEMENT FORM

I, ____________________________, the undersigned, understand that while I am a CONFIDENTIAL INFORMANT for the NAPERVILLE POLICE DEPARTMENT, I am forbidden to do any of the following:

1. Sell or deliver any controlled substance, dangerous drug, cannabis, or any substance purported to be the same to anyone.

2. Never sell or deliver, or cause to be sold or delivered, any controlled substance, dangerous drug, cannabis, or any substance purported to be the same to any member of the Naperville Police Department or any other person.

3. Never use my sex, sexuality, or sexual activity to induce or persuade any individual to sell or deliver a controlled substance, dangerous drug, cannabis, or any other substance purported to be the same to any member of the Naperville Police Department or any other person.

4. I further understand that I may never search any suspect, person, house, papers, or personal effects.

5. I may never become involved in any activities that would constitute entrapment.

6. I further understand that I may not engage in any illegal or improper conduct as long as I am working with the Naperville Police Department.

7. Further, I understand that any violations rising from my actions in violation of the above circumstances will result in an investigation of matters and, if the charges are substantiated, appropriate action (including the possibility of criminal prosecution) will be taken.

8. I am agreeing to function as a CONFIDENTIAL INFORMANT for the Naperville Police Department of my own free will and accord, and not as a result of any intimidation or threats.

9. I have been advised that all payments made to me by the Naperville Police Department are considered taxable income and should be included on state and federal tax returns.

10. I understand that I am not a “peace officer” as specified by law according to the Illinois Revised Statutes, Chapter 38, Section 2-13 “Peace Officer,” which means any person who by virtue of his offense or public employment is vested by law with a duty to maintain public order or to make arrests for the offenses, whether that duty extends to all offenses or is limited to specific offenses.

Signed: ____________________________  ____________________________

Date: ________________  Time: ______  Place: ____________________________

Witness: ____________________________  Witness: ____________________________
NAPERVILLE POLICE DEPARTMENT
CONFIDENTIAL INFORMANT CHECKLIST

[ ] 1. CONFIDENTIAL INFORMANT ADVISEMENT FORM

[ ] 2. PHOTOGRAPH OF CONFIDENTIAL INFORMANT

[ ] 3. PERSONAL HISTORY REPORT

[ ] 4. COPY OF FINGERPRINTS OF THE CONFIDENTIAL INFORMANT

[ ] 5. COPY OF L.E.A.D.S. AND N.C.I.C. PRINT-OUT SHOWING THE CONFIDENTIAL INFORMANT IS CLEAR OF WANTS

[ ] 6. REPORT DEBRIEFING THE CONFIDENTIAL INFORMANT OF ALL THE C/I’S KNOWLEDGE OF CRIMINAL ACTIVITY

[ ] 7. INCLUDE A COPY OF ALL “PAYMENT TO INFORMANT” FORMS SHOWING ALL FUNDS PAID TO THE C/I

REPORTING OFFICER: ________________________________

DATE COMPLETED: ________________________________
<table>
<thead>
<tr>
<th>C/I NUMBER</th>
<th>C/I NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOTOGRAPH</td>
<td>ACTIVITY</td>
</tr>
<tr>
<td>FINGERPRINTS</td>
<td>ACTIVITY</td>
</tr>
<tr>
<td>ADVISEMENT FORM</td>
<td>ACTIVITY</td>
</tr>
<tr>
<td>PERSONAL HISTORY</td>
<td>ACTIVITY</td>
</tr>
</tbody>
</table>
# NAPERVILLE POLICE DEPARTMENT
## CONFIDENTIAL FUNDS
### INFORMANT RECEIPT

<table>
<thead>
<tr>
<th>DATE</th>
<th>I.R. NUMBER</th>
<th>DEFENDANT NAME</th>
</tr>
</thead>
</table>

**PURPOSE:**
- □ PURCHASE OF EVIDENCE
- □ INFORMATION AND SERVICES
- □ OTHER  __________

I HEREBY ACKNOWLEDGE THE RECEIPT OF CONFIDENTIAL FUNDS IN THE AMOUNT OF $__________ AND ____/100 DOLLARS ($__________) PROVIDED TO ME BY INVESTIGATOR ____________ __________.

<table>
<thead>
<tr>
<th>PROVIDED BY</th>
<th>ID#</th>
<th>DATE</th>
<th>FICTITIOUS NAME</th>
<th>INFORMANT #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WITNESSED BY</th>
<th>ID #</th>
<th>DATE</th>
<th>REAL NAME</th>
<th>DATE</th>
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</table>

**REMARKS:**

________________________
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NAPERVILLE POLICE DEPARTMENT
CONFIDENTIAL FUNDS
CASHIER RECEIPT/EXPENDITURE DETAIL

<table>
<thead>
<tr>
<th>DATE</th>
<th>I.R. NUMBER</th>
<th>DEFENDANT NAME</th>
</tr>
</thead>
</table>

**WITHDRAWAL**

- [ ] GENERAL
- [ ] WITNESS PROTECTION
- [ ] INFORMANT PAYMENT (C.I. #___________)

I HEREBY ACKNOWLEDGE THE RECEIPT OF $__________ PAID TO ME BY CASHIER __________ FOR THE PURPOSE OF ____________________

WITHDRAWAL AUTHORIZED BY ____________________
(SIGNATURE AND I.D. #)

DATE __________ RECEIVED BY ____________________ DATE __________
(SIGNATURE AND I.D. #)

**DEPOSIT**

I HEREBY ACKNOWLEDGE DEPOSIT OF $__________ PAID TO ME BY OFFICER __________ FROM FUNDS ORIGINALLY WITHDRAWN ON __________.

DEPOSIT AUTHORIZED BY ____________________
(SIGNATURE AND I.D. #)

DATE __________ DEP OSITED BY ____________________ DATE __________
(SIGNATURE AND I.D. #)

**EXPENDITURE DETAIL**

ORIGINAL AMOUNT WITHDRAWN __________ AMOUNT DEPOSITING __________ DIFFERENCE* __________

*IF DIFFERENCE IS GREATER THAN 0, COMPLETE THE FOLLOWING:

<table>
<thead>
<tr>
<th>EXHIBIT #</th>
<th>UNITS</th>
<th>SPECIFY AND DESCRIBE ITEM</th>
<th>DRUG WT. IN GRAMS</th>
<th>COST</th>
<th>STORAGE LOCATION</th>
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</table>
# Naperville Police Department
## Confidential Funds Monthly Statement

### Detail Transactions

<table>
<thead>
<tr>
<th>IR Number</th>
<th>Withdrawal</th>
<th>Deposit</th>
<th>Purchase</th>
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<tr>
<td></td>
<td>Date</td>
<td>Amount</td>
<td>Date</td>
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**Totals**

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<tr>
<th></th>
<th>B</th>
<th>C</th>
<th>D</th>
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</table>

**Balance Forward Calculation:**

\[
\text{Balance Forward (A)} + \text{Total B} - \text{Total C} - \text{Total D} = \text{New Balance Forward}
\]

**Date**

**Signature**
GENERAL ORDER

SUBJECT: SEX OFFENDER REGISTRATION AND COMMUNITY NOTIFICATION

INDEX AS:

42.6.1 POINT OF CONTACT
42.6.2 PUBLIC ACCESS
42.6.3 REGISTRATION OF SEX OFFENDERS
42.6.4 SEX OFFENDER RESIDENCY VERIFICATION
42.6.5 FEES

PURPOSE:

It is the policy of the Naperville Police Department to comply with the Sex Offender Registration Act (730 ILCS 150).

The following procedure will address the implementation of the Sex Offender Notification Law and the Sex Offender Registration Act as they pertain to the Naperville Police Department, set forth the way in which relevant information will be processed, and describe what information will be available to mandated and discretionary facilities and individuals.

ORDER:

42.6.1 POINT OF CONTACT

A. The Naperville Police Department designates the Criminal Investigations Section to serve as the point of contact for the Naperville Police Department concerning the Sex Offender Registration and Community Notification Law.

42.6.2 PUBLIC ACCESS

A. The names, addresses, offense or adjudication, photograph, vehicle description, and the victim’s age group for all adult sex offenders registered in the jurisdiction of the Naperville Police Department will be open to inspection by the public. This information will be posted in the front lobby of the police facility for public viewing. A copy of the list will be provided upon request.

B. A notice shall be clearly printed in a highly visible location on every list of information regarding sex offenders which indicates the registry changes daily and the information is accurate only for the date and time of release.

C. At the department’s discretion, this information may be made available to the public on an appropriate Internet web page or other media.

D. Juvenile sex offender information may be released according to the Sex Offender Registration Act.

E. The Naperville Police Department may make information available on all adult sex offenders residing within any county. This information may be obtained by appointment only with the Criminal Investigations Section.

42.6.3 REGISTRATION OF SEX OFFENDERS

A. Persons required to register under the Sex Offender Registration Act (730 ILCS 150) may only do so in person at 1350 Aurora Avenue, Naperville, Illinois by appointment with the Criminal Investigations Section.

42.6.4 SEX OFFENDER RESIDENCY VERIFICATION

A. Sex Offender Residency Verification shall be completed on a quarterly basis. The Criminal Investigations Section will generate an assignment for each listed sex offender. These will be forwarded to a patrol watch for completion, unless otherwise directed by command personnel.

B. Prior to offender contact, the officer shall run the subject through LEADS and determine the subject’s registration and wanted status. Officers will also review any caution file information.

C. Officers will contact the sex offender in person to:

1. Inform the subject of the purpose of the visit.
2. Verify the subject’s identity through documentation, physical description, etc.
3. Verify that the identified subject resides at that location.
4. Verify that information in the latest registration is correct, i.e. living status, employment, schools, and vehicles.

D. Officers shall record all attempts to visit the sex offender on an incident report with the date, time, and the result of the attempt.

E. The completed incident report will be turned in to the shift supervisor who will note the status of the compliance check. If it is determined that the sex offender no longer resides at the listed residence, information provided is fictitious, or if the officer has been unable to make contact with the offender after a reasonable number of attempts, the report will be forwarded to the Criminal Investigations Section for follow up and to secure complaints and warrants if necessary.

F. The patrol officer will ensure that the address verification is documented in LEADS as required.

42.6.5 FEES

A. The sex offender shall pay a twenty dollar ($20.00) initial registration fee and a ten dollar ($10.00) annual renewal fee.

B. Fifty percent of the amount of the fees shall be deposited in the Sex Offender Management Board Fund under Section 19 of the Sex Offender Management Board Act.

C. The registration fee may be waived if it is determined that the offender is indigent and unable to pay the registration fee.

D. The Naperville Police Department may charge a fee of twenty-five cents ($.25) per page to cover the cost for reproduction of the information.

E. The registered sex offender information may be furnished without charge, or at a reduced rate, as determined by the Naperville Police Department, if the individual or entity requesting the information states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest.
A. The Naperville Police Department is committed to investigating all
vice control operations.

PURPOSE:
The purpose of this order is to establish procedures and responsibilities
related to the investigative methods used in drug, organized crime and
vice control operations.

43.1.1 RECEIVING AND PROCESSING COMPLAINTS

A. The Naperville Police Department is committed to investigating all
vice, drug, and organized crime complaints. This is accomplished in the
following manner:

1. When an officer receives a complaint, the officer will conduct a
thorough preliminary investigation, documenting all information on a case report. In those instances where an immediate follow-up investigation is indicated, the reporting officer will inform an on-duty Patrol supervisor of the complaint received. The Patrol supervisor will then seek assistance from the Special Enforcement Unit supervisor, or Criminal Intelligence Unit supervisor, if the Special Enforcement Unit supervisor is unavailable.

a. When immediate follow-up is not required, the reporting officer will document the drug, organized crime or vice complaint on a case report and submit the report for review. Upon receiving a report, the reviewing supervisor will forward a copy directly to the Special Operations Section Commander.

b. The Special Operations Section Commander or designee will review the report and determine the need for and extent of follow-up.

c. Investigators assigned to follow up a drug, organized crime, or vice case will conduct a thorough investigation and attempt to substantiate the reported information. If substantiated, the investigator (via the supervisor) will notify the Special Operations Section Commander. The Special Operations Section Commander will determine the scope of the investigation and whether it will be handled solely by Department personnel or, if the need exists, to seek assistance from an outside law enforcement agency specializing in the type of investigation identified.


a. A separate record of all substantiated drug, organized crime and vice complaints will be kept by the investigator assigned to the Criminal Intelligence Unit for the purpose of maintaining an awareness of existing or potential problems within the community.

b. All substantiated preliminary and investigative reports will be filed within the Special Operations Section. A photocopy of the cover sheet of the original case report will be filed in Records. On this cover sheet, only the incident report number (IR number), the investigator assigned, and the follow-up date will be visible. All other information will be blocked out and the following information inserted:

“The original of this report is maintained by the Investigations Division as specified by Naperville Police Department General Order 43.1.1, Investigations Section Commander.”

c. Once a case has been concluded or the Special Operations Section Commander has determined the retention of such case documents is no longer required, they will be forwarded to the central records system. The record keeping system utilized for these records follows the same guidelines established for other records maintained in the Records Section.

3. Information provided to and received from outside agencies will:

a. Receive an incident report number to allow entry and retrieval in CRIMES.

b. Be classed utilizing an appropriate UCR classification.

c. Be filed in accordance with Section 1.A.2.b of this directive. These records will be used as a resource when evaluating the Department’s efforts in the suppression of drug, organized crime and vice activities within the City of Naperville.

B. Evaluation of drug, organized crime and vice complaints is necessary as investigations often require considerable expenditures of time, money, and effort. It is imperative that complaints be evaluated for accuracy and credibility. Efforts will be made to determine the scope and relative importance of the complaints received. To aid in determining the scope of efforts made to investigate drug, organized crime and vice complaints, the following criteria will be considered:

1. The validity of the information.

2. The criminal nature of the problem.

3. The significance of the problem.

4. The sufficiency of investigative leads.

5. The investigative techniques that can be utilized.

6. The sufficiency of resources to investigate the complaint.

7. The extent of any operational problems.

8. The law enforcement agency which should have primary investigative responsibility.

C. ADVISING CHIEF OF ACTIVITIES

1. The Weekly Investigations Activity Report includes all vice, drug and organized crime cases where an arrest has been made. This report is sent to the Chief.
2. In on-going significant or long-term cases where an arrest has not been made, the Chief is updated, as needed, in daily Command Staff meetings.

3. The Investigations Division Commander will prepare an annual written report detailing drug, vice and organized crime activities. The report will be submitted to the Chief of Police for review and approval. This report shall include, but not be limited to, the following:
   a. Status of all active or pending cases.
   b. Overview or analysis of drug, organized crime and vice activity.
   c. Status of all seized and forfeited property.

43.1.2 MAINTAINING INVESTIGATIVE FILE SECURITY

A. All reports and investigative documents in active organized crime, drug and vice investigations shall be maintained in a locked cabinet within the Special Operations Section to maintain the integrity of the files, with access limited to the following:
   1. Chief of Police.
   2. Investigations Division Commander.
   3. Special Operations Commander.
   4. Special Operations Section Unit Supervisors.
   5. With the approval of the Special Operations Section Commander, those individuals actively involved in the follow-up investigation.

B. The Department’s Records Section will file only a case cover sheet indicating that the original case report and accompanying documents are being held by the Investigations Division on active cases.

C. In the event an incident is deemed sensitive in nature, the Special Operations Section Commander, or a designee, will be responsible for removing the original report from the department’s central records system. The original report will then be filed within the Investigations Division, in accordance with section 1.A.2.b of this directive.

43.1.3 CONFIDENTIAL FUND AVAILABILITY

A. The Department maintains a special investigative fund that includes money allotted to support operational efforts in drug, organized crime and vice investigations.

B. Fiscal management of confidential funds used in efforts against drug, organized crime and vice activities are strictly administered and accounted for in accordance with General Order 17.4, Fiscal Management.

43.1.4 CONTROL AND USE OF SURVEILLANCE AND UNDERCOVER EQUIPMENT

A. Department-owned surveillance and undercover equipment will be stored in a secured area within the Special Operations Division. Use of this equipment will be at the discretion of the Special Operations Section supervisors. Unauthorized or personal use of any Department-owned surveillance or undercover equipment is strictly prohibited.

B. Authorization for the loan or use of this equipment to another law enforcement agency may be given by the Special Operations Section Commander, or a designee. In instances where the equipment is lent to an outside law enforcement agency, the Special Operations Section Commander or a designee will ensure it is signed out and, when returned, is in good operating condition.

43.1.5 SURVEILLANCE, UNDERCOVER, DECOY, AND RAID OPERATIONS

A. Procedures for conducting these specialized operations are delineated in General Order 43.2, Section 1, Vice, Drug and Organized Crime Surveillance; Section 2, Undercover Operations; Section 3, Decoy Operations; Section 4, Conducting Raids.
The purpose of this order is to establish procedures and responsibilities related to surveillance, undercover, decoy and raid operations.

**DEFINITIONS**

**Decoy Operation:** A technique which disguises a plainclothes police officer as a potential crime victim with constant surveillance being maintained by plainclothes officers.

**Stakeout:** Fixed surveillance of a targeted premises.

**Surveillance:** Cover and observation of places, persons and vehicles for the purpose of obtaining information concerning the identities or activities of subjects.

**Surveillance Operation:** A pre-planned surveillance which is closely supervised and employs more than a single officer or investigator.

**Undercover Operation:** A form of investigation in which the investigator assumes a different and unofficial identity in order to obtain evidence or information.

**43.2.1 VICE, DRUG AND ORGANIZED CRIME SURVEILLANCE**

A. No vice, drug or organized crime surveillance operation will be initiated without the approval of the Special Operations Section Commander or Investigations Division Commander.

B. No vice, drug or organized crime surveillance operation will be initiated without an articulable suspicion that the person or location placed under observation is engaged in criminal activity.

C. Prior to initiating a surveillance operation, the Special Operations Section Commander or a designee shall:

1. Analyze all available intelligence information pertaining to the operation (e.g., crime and victim analysis).
   a. Review files as they relate to victims and crimes.
   b. Determine the range and extent of the criminal activity involved.
   c. Identify the modus operandi of the crimes.
   d. Determine the location of the criminal activity.
   e. Determine the actions of the victims.
   f. Be aware of any peculiarities identified with the victims.

2. Identify and analyze probable offenders, their habits, associates, vehicles, modus operandi, and all other pertinent information.

   a. Review files relating to offenders to obtain:
      1) Names and aliases.
      2) Physical descriptions.
      3) Photographs when available.
      4) Known and suspected associates.

   b. Determine the range and extent of suspected crimes and activities in which the offenders are involved; include their modus operandi.

   c. Become familiar with offenders’ vehicles.

      1) Vehicles owned by, or accessible to offender.
      2) Full vehicle descriptions and license numbers.
      3) Offenders’ driving habits.
      4) Route frequently used by offenders.

   d. Be aware of other pertinent information:
      1) Personal habits.
      2) Alcohol or narcotics use.
      3) Tendency towards violence.
      4) Knowledge or suspicion of police surveillance.
      5) Ability to elude police surveillance.

3. Familiarize assigned officers with targeted areas for surveillance.

   a. Determine socio-economic make-up of the population.
   b. Determine normal dress and language used in the area. Special attention is necessary so that officers can adapt their dress to blend into the area.
   c. Determine suitable vantage points.
   d. Identify traffic conditions and patterns.
   e. Determine locations of dead-end and one-way streets.

4. Establish situational procedures for observation, moving surveillance, and effecting an arrest, taking into account the following:

   a. Fixed surveillance.
   b. Foot surveillance.
c. Vehicle surveillance, either one- or two-man teams.
d. Arrest teams.
e. When arrest should be made and by whom.
f. Awareness of methods used to spot or lose a “tail.”
g. Actions to be taken if surveillance teams are “tailed.”

5. Provide expense funds for surveillance teams (i.e., toll fees, cover charges, meals, transportation, and other incurred expenses).

6. Establish a means of routine and emergency communication.
   a. Mobile or portable radios for all surveillance teams.
   b. Secure communications system between surveillance teams and Communications Center.
   c. Signals used between surveillance team members must be understood by all involved.
   d. Back-up and emergency communications capabilities (e.g., car phone).

7. Select needed specialized equipment or vehicles.
   a. Cover equipment so that team members can blend into the area of the surveillance.
   b. Cameras.
   c. Binoculars.
   d. Recording equipment.
   e. Surveillance vehicles must be inconspicuous and appropriate for the operation.
      1) Free of features which will readily identify them.
      2) Bright colors and loud exhausts are to be avoided.
      3) Different sets of license plates should be available.
      4) Cut-off switches for taillights and running lights are desirable.

8. Provide adequate relief for surveillance teams for:
   a. Personal needs.
   b. Meals.

9. Contact the State’s Attorney’s office for technical legal advice when appropriate, to determine legal ramifications.
   a. Entrapment.
   b. Eavesdropping.
   c. Applicable constitutional safeguards.

10. Ensure adequate supervision is provided. An Investigations Division supervisor or designee will supervise the operation. See Section 2.C.13.a for guidelines.

11. Notification to the on-duty Patrol watch supervisor.
   a. The Patrol Division Commander or on-duty Watch Commander(s) shall be given prior notification of the operation by the Special Operations Section Commander or designee unless otherwise ordered by the Investigations Division Commander.

12. Nothing in this section is intended to prevent investigators or officers from conducting impromptu surveillance during the course of an investigation when the need arises.

43.2.2 UNDERCOVER OPERATIONS

A. Undercover operations will only be initiated with the approval of the Special Operations Section Commander or Investigations Division Commander.

B. Prior to any undercover operation, every effort should be made to fully identify the target and to contact the following departments to ensure no other law enforcement agency has an active case on the same target:
   1. DuPage Metropolitan Enforcement Group (DuMEG).
   2. M.A.N.S.
   3. D.E.A. (applicable on reverse operations only).

C. Prior to initiating an undercover operation, the Investigations Division Commander or a designee shall:
   1. Analyze all available intelligence information pertaining to the operation (e.g., crime and victim analysis).
      a. Review files as they relate to victims and crimes.
      b. Determine the range and extent of the criminal activity involved.
      c. Identify the modus operandi of the crimes.
      d. Determine the location of the criminal activity.
      e. Determine the actions of the victims.
      f. Be aware of any peculiarities identified with the victims.
      g. Be aware of any peculiarities identified with the crime locations.
   2. Identify and analyze probable offenders, their habits, associates, vehicles, modus operandi and all other pertinent information.
      a. Review files relating to offenders to determine:
         1) Names and aliases.
         2) Physical descriptions.
         3) Photographs when available.
         4) Known and suspected associates.
      b. Determine the range and extent of suspected crimes and activities in which the offenders are involved, and include their modus operandi.
      c. Be familiar with offenders’ vehicles:
         1) Vehicles owned by, or accessible to offender.
         2) Full vehicle descriptions and license numbers.
         3) Offenders’ driving habits.
         4) Route frequently used by offenders.
d. Be aware of other pertinent information:
   1) Personal habits.
   2) Alcohol or narcotics use.
   3) Tendency towards violence.
   4) Knowledge or suspicion of police surveillance.
   5) Ability to elude police surveillance.

3. Anticipate initial contact with suspects.
   a. Information used for contact or to make introduction with complete information on informant, including a background check.
   b. Blind introduction.
   c. Where contact will be made.

4. Analyze the neighborhood surrounding the target area.
   a. Actual reconnaissance of the area.
   b. Geographic and socio-economic make-up of the population.
   c. Normal dress and language for the area.
   d. Suitable vantage points.
   e. Traffic conditions and patterns.
   f. Areas which may prove hazardous to the undercover investigators.

5. Supply false identities for undercover officers with appropriate credentials (if applicable).
   a. Cover story and identity to be used.
   b. Arrangements for identification credentials.
   c. Ensure that all credentials match, such as driver’s license and vehicle registration.
   d. Residence or employment if required.

6. Maintain the confidentiality of false identities.
   a. The Special Operations Section Commander or Investigations Division Commander will be responsible for the safeguarding of confidential identities and credentials.
   b. Confidential identities may be revealed only to the following:
      1) Chief of Police.
      2) Others only on a need-to-know basis.

7. Provide expense funds.
   a. Meals.
   b. Transportation.
   c. Flash roll.
   d. Miscellaneous expenses.

8. Secure necessary equipment to carry out the operations.
   a. Cover equipment so that investigators involved can blend into the area of the operation.
   b. Cameras.
   c. Binoculars.
   d. Recording equipment and/or listening devices.
   e. Vehicles.
   f. Radios.
   g. Check-out/in list.

9. Determine communication channel(s) or other appropriate communication methods, especially emergency communications.
   a. Portable and mobile phones.
   b. Secure communications system between members of the operation and with the Communications Center.
   c. Suitable signals to be used by members of the operation which are understood by all involved.
   d. Back-up communications system (e.g., car phones).
   e. Emergency communications between undercover investigator and back-up team.

10. Determine legal ramifications of the operation seeking advice from the State’s Attorney's office when appropriate.
    a. Entrapment.
    b. Applicable constitutional safeguards.

11. Develop plans and guidelines, should an arrest result.
    a. When arrests are to be effected.
    b. Who shall determine arrest situation?
    c. Designation of arrest teams.
    d. Who shall participate in arrests?
    e. Participation or nonparticipation of undercover investigator.

12. Ensure adequate police personnel are available for the safety of the undercover personnel involved in the operation.
    a. Primary function of the back-up team is to protect and assist the undercover investigator.
    b. Back-up teams should have easy access and good visibility.
    c. Determination of when the operation becomes too risky to continue.
    d. Prearranged signals to indicate that everything is all right or that help is needed.
    e. Plans for the expected and contingency plans for as many unexpected situations as possible.

13. Ensure adequate supervision is provided. An Investigations Division supervisor will supervise the operation.
a. Prior to any undercover operation, a briefing will be held by an Investigations Division supervisor who will ensure that all the information contained on the Intelligence Log (Attachment A) is covered with the operations personnel. All participants of the operation will receive a copy of this log.

   a. The Patrol Division Commander or on-duty Watch Commander(s) shall be given prior notification of the operation by the Investigations Division Commander or designee unless otherwise ordered by the Investigations Division Commander.
   b. Should the operation be conducted within another agency’s jurisdiction, the Watch Commander for that agency shall be given prior notification of the operation by the Investigations Division Commander.

43.2.3 DECOY OPERATIONS

A. Decoy operations may be initiated in response to identified repetitious criminal incidents. A decoy operation will only be initiated with the approval of the Special Operations Section Commander or Investigations Division Commander.

B. The Special Operations Section Commander, or designee, will be responsible for addressing the following concerns prior to initiating any decoy operations:

1. Analyzing victim profiles, modus operandi, and crime location.
   a. Review of files as they relate to the victims and crimes.
      1) Common characteristics of the victims.
      2) Actions of the victims.
   b. Range and extent of the criminal activity.
   c. Modus operandi of the crimes.
   d. Location of crimes.
      1) Common characteristics of the crimes.
      2) Actual reconnaissance of the area.
   e. Peculiarities identified with the victims.
   f. Peculiarities identified with the crime locations.

2. Providing appropriate disguises for participating officers so that they resemble previous victims.
   a. Officers must resemble victims as follows:
      1) Dress.
      2) Actions.
      3) Physical characteristics.
   b. Back-up officers should blend into the area of operation.

3. Providing sufficient back-up for officer security, considering:
   a. Type of crime.
   b. Area to be covered.
   c. Possibility of violence involved.
   d. Special concerns of the operation.

4. Developing an operational plan consistent with the activity, determining points of observation, and methods of arrest.
   a. Suitable areas for observation.
   b. Easy access to decoy.
   c. Arrest teams.
   d. When arrests are to be made.
   e. Signals for help.
   f. Loss of contact with decoy.

5. Determining legal ramifications of the operation, seeking advice from the State’s Attorney's office when appropriate.
   a. Entrapment.
   b. Applicable constitutional safeguards.

6. Determining communication channel(s) or other appropriate communication methods, especially with emergency communications.
   a. Portable and mobile phones.
      1) Common frequency.
      2) Number of each.
   b. Secure system of communications.
      1) Between members of the operation.
      2) With the Communications Center.
   c. Listening devices to ensure the safety of the decoy.
   d. Back-up emergency communications.
   e. Signals to be used between members of the operation, such as hand, voice, etc.

7. Identifying all involved personnel, issuing appropriate radio communication call numbers and operational assignments.
   a. All members of the operation must be familiar with each other.
   b. Familiarity with other police working the area.
   c. System to identify decoy and back-up officers to other police personnel.

8. Advising on-duty Patrol watch supervisor of operations.
   a. The Patrol Division Commander or on-duty Watch Commander(s) shall be given prior notification of the operation by the Investigations Division Commander or designee unless otherwise ordered by the Investigations Division Commander.
   b. Should the operation be conducted within another agency’s jurisdiction, the Watch Commander for that agency shall be given prior notification of the operation by the Investigations Division Commander.

9. Ensuring that close supervision is provided throughout the operation. An Investigations Division supervisor will
supervise the operation. The guidelines set forth in Section 2.C.13.a will also apply in decoy operations.

43.2.4 CONDUCTING RAIDS

A. Raids on organized crime and vice targets should only be conducted pursuant to a warrant, but may be conducted without a warrant upon necessity and probable cause.

B. All raids will be conducted in a legally justifiable manner and will be supervised by a supervisor assigned from the Investigations Division. Before conducting a raid, the following provisions will be met:

1. Authorization for the raid will be obtained from the Investigations Division Commander.
   a. The Investigations Division Commander is directly responsible for the supervision of all raids conducted by the Department. In the event that the Special Operations Division Commander cannot personally supervise the raid, the Investigations Section Commander or a sergeant will be designated for the supervision of the raid.

2. One person shall be designated to be the Raid Coordinator.
   a. The raid supervisor shall designate a member of the raid team to document all circumstances of the raid and all actions taken by personnel present. This documentation shall include the preparation of an Intelligence Log (see Attachment A). The guidelines set forth in Section 2.C.13.a will also apply in conducting raids.

3. Strategies and tactics for approaching, entering, securing and leaving the target shall be formulated.
   a. Approaching the target area.
      1) Method of approach.
      2) Avenue of approach.
      3) Any special consideration due to logistics, topography, etc.

   b. Entering the target.
      1) Necessary personnel.
      2) Amount of force necessary.
      3) Safety of officers involved.
      4) Safety of bystanders.

   c. Securing the target.
      1) Necessary personnel.
      2) Size of premises to be secured.
      3) Type of premises to be secured.

   d. Leaving the target area.
      1) Departure is orderly.
      2) Transportation of evidence and/or prisoners.

4. Plans for searching and seizing evidence and/or contraband shall be established, including:
   a. Items to be searched and/or seized.
   b. Areas to be searched.
   c. Selection and assignment of search teams.
   d. Recording the search and seizure of items.

5. Obtain specialized equipment needed to carry out the raid to provide for:
   a. Surveillance of the target prior to the search or arrest.
   b. Entry of targeted area.
   c. Search of the targeted area.
   d. Transportation of evidence and prisoners.
   e. Safety of officers and bystanders.

6. If intelligence information develops or circumstances indicate that, during the execution of a raid, the probability exists that the subject(s) will be present and may resist with the use of lethal weapons, the Special Response Team will be used.
   a. The SRT Commander will assume command of the execution of the raid and for developing and implementing strategies and tactics for approaching, entering, securing and leaving the target following Section 4.B.3.
      1) Investigations or Patrol personnel may be used to assist in the execution of the raid.
      2) SRT members will not search or collect evidence unless directed by the Raid Supervisor.
      3) SRT members will not interview arrested suspects.

   b. After the SRT Commander determines the target is secured, the Raid Supervisor will reassume command of the scene and the investigation.

7. Arrangements for the arrest and processing of arrested subjects shall be made, considering:
   a. Number of persons to be arrested.
   b. Any weapons which may be involved.
   c. Potential for resistance.
   d. Arrangements for transportation.
   e. Assignment of arrest teams.
   f. Any special considerations, such as female prisoners, juveniles, handicapped persons, etc.

8. Clarifying the use of force in relation to potential safety hazards and/or possible threats that may be encountered (see General Order 1.3, Use of Force).
   a. During entry to target area.
   b. During searches of target area.
   c. In response to any resistance met.
   d. During arrests.

9. Arrangements for standby medical assistance shall be made.
   a. Prior arrangement shall be made for medical assistance, if necessary.
b. Due to the circumstances surrounding the raid, arrangements may be made for medical assistance to stand by in the area or at the scene.

10. Documentation of the raid will be made on the appropriate report forms.
A. Type of Operation:

_________ Buy/Bust

_________ Surveillance

_________ Search Warrant

_________ Other: _______

B. Location (Address/Description):

_____________________________________________________________________

_____________________________________________________________________

C. Suspect(s): (Name/Description)

1) ________________________________________________________________

2) ________________________________________________________________

D. Priorities: _______________________________________________________

_____________________________________________________________________

_____________________________________________________________________

E. Suspect Vehicle(s):

1) _________________________________  2) _________________________________

_________________________________      _________________________________

F. Assisting Personnel and Task (Including Undercover Units):

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<th>Task</th>
<th>Undercover Unit</th>
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(List additional personnel on back of sheet.)
G. Background (Criminal History, Other Cases):
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

H. Special Problems (Weapons, Violence, Counter Surveillance):
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

I. Bust Signal (Primary, Secondary, and Rip-Off):
_________________________________________________________________________
_________________________________________________________________________

J. Case Instructions:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

K. Closest Hospital:
_________________________________________________________________________

L. Radio Channel to be Used:
_________________________________________________________________________

M. Diagrams: Yes __________ (Copy attached)  No __________

Reporting Officer ___________________________ Badge # ___________________________ Date ___________________________

Supervisor Approval ___________________________ Date ___________________________

11/94  NPD #614
INDEX AS:

43.3.1 LICENSEE MONITORING OPERATIONS
43.3.2 CONTROLLED BUY OPERATIONS
43.3.3 OPERATIONAL INSTRUCTIONS
43.3.4 COMPLETED TRANSACTIONS
43.3.5 REPORTING

PURPOSE:

The purpose of this order is to describe the manner in which the monitoring operations of businesses licensed to sell alcoholic beverages and/or tobacco products will be conducted.

DEFINITION:

Controlled Buy: The process by which a Special Agent working in conjunction with undercover police officers attempts to purchase alcohol or tobacco or both from a licensed establishment on behalf of the Naperville Police Department.

Licensee: The holder of a license to sell alcoholic beverages or tobacco or both.

Official Identification: Picture identification issued by the State of Illinois in the form of a driver’s license or state identification card.

Operation Supervisor (OS): A police supervisor at the rank of Sergeant or above, assigned to oversee monitoring operations of tobacco and/or alcohol licenses.

Special Agent: A volunteer citizen under the legal age to purchase alcohol or tobacco products who assists the Naperville Police Department with a controlled buy.

ORDER:

43.3.1 LICENSEE MONITORING OPERATIONS

A. It is the policy of the Naperville Police Department to uniformly enforce the City of Naperville Alcohol and Tobacco Commission (ATC) Rules and Regulations governing the sale of alcoholic beverages and tobacco products. The Naperville Police Department routinely monitors businesses licensed to sell alcoholic beverages and/or tobacco products. The Department may employ any of several methods to ensure licensees are in compliance with ATC Rules and Regulations.

B. A list of all alcoholic beverage and/or tobacco product licensees will be provided to the Department by the City Clerk’s office.

C. The Special Enforcement Unit will be responsible for establishing a schedule to monitor liquor and tobacco licensees in the City.

1. The schedule will be submitted to the Investigations Section Commander for review prior to implementation.

2. Monitoring operations may be conducted at any time throughout the calendar year, as directed by the Investigations Section Commander.

3. Monitoring operations may also be conducted in response to citizen complaints of underage purchases of alcoholic beverage or tobacco products with the approval of the Investigations Section Commander.

D. All monitoring operations, including controlled buys, will normally be supervised by the Special Enforcement Unit (SEU) Sergeant. In his absence, another Criminal Investigations Section Supervisor will be designated as the Operation Supervisor.

43.3.2 CONTROLLED BUY OPERATIONS

A. The Special Enforcement Unit will assist in selecting the Special Agent to be utilized during controlled buys. Special Agents will be approved prior to the operation date by the Investigations Section Commander.

1. A copy of the Special Agent’s birth certificate shall be furnished to the Department prior to the operation commencing.

   a. Tobacco enforcement agents will be between 15 and 17 years of age.

   b. Liquor enforcement agents will be between 18 and 20 years of age.

2. All Special Agents shall be of good character with no record of liquor- or tobacco-related violations or attempts to unlawfully purchase these items. A CRIMES check and a criminal history check will be conducted by the SEU.

3. Special Agents will have the physical appearance, demeanor, and mannerisms appropriate to their age, will dress appropriately for their age group, and will not alter their appearance in any way as to conceal their true age (e.g., heavy make up, false facial hair, excessive jewelry, etc.).

4. The OS will approve the Special Agent’s appearance, and a photo will be taken of the agent on the day of the operation. The Special Agent’s appearance will then remain unchanged until the conclusion of the operation.

5. Special Agents under the age of 18 will provide a Parental Consent form (Attachment A) to the Department prior to their use in any operation.

6. Special Agents 18 years of age or older will complete a Special Agent Consent form (Attachment B).

7. Agents will be available for testimony at hearings, field court, state court, or proceedings at the request of the City Prosecutor. When possible, the same clothing will be worn for these proceedings as was worn on the date of the operation(s).

B. Original paperwork involving the monitoring activity will be retained in accordance with General Order 43.1.2.B.

C. A briefing will be held prior to the operation by the OS, who will verify that the Special Agent has proper official identification showing his true date of birth. If carried, this will be the only form of identification carried or presented throughout the course of the operation.

D. The Patrol Watch Commander will be notified prior to the commencement of the operation.

E. The OS has the authority to terminate the operation at any time for safety or integrity of the operation.
43.3.3 OPERATIONAL INSTRUCTIONS

A. The type of licensed premise will dictate the method of execution of the controlled buy operation.

B. The Special Agent will receive the following instructions:

1. Upon entering the business, the Special Agent will
   a. Go directly to the targeted item, make a selection, and proceed directly to the check-out counter, or
   b. Go directly to the vending machine on the premises and attempt to purchase the targeted item, or
   c. Order an alcoholic beverage.

2. The Special Agent will not attempt to persuade the licensee or his agent to complete the sale and will speak only as necessary.

3. If asked about age, the Special Agent will reply with his correct age.

4. If asked for identification, and the display of identification has been planned and authorized by the OS, the Special Agent will present only the approved ID.

5. If a transaction is completed, the Special Agent will attempt to obtain a receipt.

6. The success of the operation and/or the continued use of the Special Agent is not dependent upon successfully making illegal purchases.

C. Tobacco licensees. The surveillance team will station itself at a point where the transaction can be observed without obstruction. The police officer(s) should not appear to be with the Special Agent.

D. Package liquor licensees. The surveillance team will station itself at a point where the transaction can be observed without obstruction. The surveillance team should not appear to be with the Special Agent. The Special Agent will enter the establishment alone, select a specified item for purchase, and proceed to the check-out counter to attempt to make the purchase.

E. Restaurants and bars. The surveillance team will station itself inside the establishment when possible or practicable, at a point where the transaction can be observed without obstruction. The surveillance team should not appear to be with the special agent. Otherwise, the surveillance team will take up a position outside the establishment where the transaction can be viewed without obstruction. The agent will be seated alone, order an alcoholic beverage, or purchase cigarettes from the counter or machine. Food will not be ordered.

43.3.4 COMPLETED TRANSACTIONS

A. Tobacco licensees and package liquor licensees.

1. If the transaction occurs, the agent will exit the store and immediately turn the item purchased and any receipts over to a member of the surveillance team.

2. The OS will re-enter the store with a member of the surveillance team and ask to speak with the on-duty manager.

3. The OS will identify himself to the manager and request to speak with the manager in an area away from the general public to avoid disrupting the establishment’s business. If the manager does not wish to relocate to a private area, all conversations will occur in the public area.

4. The OS will explain the violation(s) to the manager and answer any questions the manager may have pertaining to the transaction.

5. A citation will be issued to the clerk or sales person charging the delivery/sale of tobacco/alcohol to a minor. If a citation is not issued, the approval of the OS and the reason must be documented in the official report.

6. Purchased items will be handled as evidence.

7. If a videotape from the establishment’s video system exists, and it is likely that the transaction in question was captured on the videotape, the OS will ask the on-duty manager to tender the videotape to the Department for evidentiary purposes.

   a. If the manager voluntarily complies, the videotape will be collected and a written receipt of property will be given to the manager prior to leaving the establishment.

   b. If the manager declines to surrender the videotape, the OS may authorize the preparation of a search warrant.

   c. Videotapes obtained by either method will be submitted as evidence.

B. Restaurants and bars.

1. If served, the Special Agent will not consume any alcoholic beverage.

2. If the beverage appears to contain alcohol, the agent shall use the prearranged signal to notify the surveillance team of the delivery/sale of alcohol to the Special Agent. A member of the surveillance team will approach the Special Agent and verify the alcoholic content.

3. If necessary, the Special Agent will identify the person with whom the beverage order was placed and the person who served the beverage. Otherwise, the Special Agent will be escorted from the establishment by a member of the surveillance team.

4. The OS will identify himself to the manager and request to speak with the manager in an area away from the general public so as not to disrupt the establishment’s business. If the manager does not wish to do so, all conversations will occur in the public area.

5. The OS will explain the violation(s) to the manager and answer any questions the manager may have pertaining to the transaction.

6. A citation will be issued to the person delivering the alcoholic beverage, charging the delivery/sale of tobacco/alcohol to a minor. If a citation is not issued, the approval of the OS and the reason must be documented in the official report.

7. Whenever possible, a sample of the beverage will be collected as evidence.

8. If a videotape from the establishment’s video system exists, and it is likely that the transaction in question was captured on the videotape, the OS will ask the on-duty manager to tender the videotape to the Department for evidentiary purposes.

   a. If the manager voluntarily complies, the videotape will be obtained and a written receipt of property will be completed and given to the manager prior to leaving the establishment.

   b. If the manager declines to surrender the videotape, the OS may authorize the preparation of a search warrant.
c. Videotapes obtained by either method will be submitted as evidence.

9. A member of the surveillance team will verify the display of current business license and other required notices on all establishments checked.

43.3.5 REPORTING

A. An official report will be completed on each controlled buy regardless of the results.

B. Copies of all reports relating to the operation will be forwarded to the City Prosecutor.
NAPERVILLE POLICE DEPARTMENT  
ALCOHOL AND TOBACCO ENFORCEMENT  
PARENTAL CONSENT FORM  
Release and Hold Harmless Agreement

IR ______________________

I, ___________________________________________________________, parent/guardian of ________________________________________________________________, a minor child, do hereby give permission for my minor child to participate in a Naperville Police Department controlled buy operation. I understand that my minor child, acting on behalf of, and as an agent for, the Naperville Police Department, will be attempting to purchase items which normally cannot be legally sold to minors.

In consideration of the foregoing, the undersigned, on my behalf and that of my minor child, hereby releases and holds the City of Naperville, its Police Department, its officers and 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 City of Naperville Police Department. In addition, the undersigned intends, by executing this Release and Hold Harmless Agreement, to waive all claims the undersigned and/or minor child has, or may in the future have whatsoever against the City of Naperville, its Police Department, its officers and employees.

I understand that my minor child may be requested to appear before the City of Naperville Alcohol and Tobacco Commission and/or the 18th Judicial Circuit Court of DuPage County. I will cooperate in making my minor child available for these appearances.

______________________________
Printed name

______________________________
Signature

______________________________
Witness

______________________________
Date
NAPERVILLE POLICE DEPARTMENT
ALCOHOL AND TOBACCO ENFORCEMENT
SPECIAL AGENT CONSENT FORM
Release and Hold Harmless Agreement

IR ______________________

I, ___________________________________________________ agree to participate in a Naperville Police Department controlled buy operation. I understand that I am acting on behalf of, and as an agent for, the Naperville Police Department, and will be attempting to purchase items which normally cannot be legally sold to minors.

In consideration of the foregoing, I hereby release and hold the City of Naperville, its Police Department, its officers and 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 City of Naperville Police Department. In addition, by executing this Release and Hold Harmless Agreement, I agree to waive all claims I may in the future have whatsoever against the City of Naperville, its Police Department, its officers and employees.

I understand that I may be requested to appear before the City of Naperville Alcohol and Tobacco Commission and/or the 18th Judicial Circuit Court of DuPage County. I will cooperate in making myself available for these appearances.

______________________________
Printed name

______________________________
Signature

______________________________
Witness

______________________________
Date
GENERAL ORDER

ORDER NUMBER: 44.1

SUBJECT: YOUTH SERVICES - ORGANIZATION AND ADMINISTRATION

EFFECTIVE DATE: 01/01/97
REVISED DATE: 07/23/07

INDEX AS:

44.1.1 YOUTH SERVICES FUNCTION
44.1.2 COORDINATION WITH JUVENILE JUSTICE SYSTEM
44.1.3 ANNUAL EVALUATION OF YOUTH PROGRAMS

PURPOSE:

The purpose of this order is to establish the youth operations function, promote cooperation with other segments of the juvenile justice system, and provide for the evaluation of the Department’s youth programs.

DEFINITION:

Juvenile Court Act: Illinois Compiled Statutes (ILCS), Chapter 705.

ORDER:

44.1.1 YOUTH SERVICES FUNCTION

A. The Department’s youth services function shall include, but not be limited to:

1. Designing and implementing programs intended to prevent and control delinquent behavior by juveniles.
   a. Follow-up processing of juvenile arrests.
   b. Coordinating or preparing court cases in which a juvenile offender is involved.
   c. Diverting juvenile offenders away from the juvenile justice system and resolving cases at the Department level.
   d. Maintaining liaison with schools, social service agencies, and other organizations which provide services for local youths.
   e. Assisting the Department’s Social Services Unit.
   f. Locating and returning runaway and missing minors.

2. All sworn officers of the Department shall have a basic knowledge of the Illinois Juvenile Court Act and a working knowledge of Department directives and policies. Officers are expected to use this knowledge to resolve minor matters involving juveniles as well as know when to involve juvenile police officers in more serious matters.

B. The Department maintains a formally organized youth services component within the Youth/Community Services Section of the Investigations Division. This component, called the Youth Services Unit, coordinates and implements the specific youth-related programs and activities of the Department. The unit is supervised by a sergeant who is responsible for the monitoring, planning and coordinating of activities. The Youth Services Unit provides services which not only promote crime prevention through delinquency control, but also other services which furnish care, protection and understanding to the youth of the community. These specialized functions include, but are not limited to:

1. Investigating criminal offenses committed by youths and/or against youths.

2. Investigating allegations of child abuse, neglect, and dependency.

3. Investigating cases where minors require authoritative intervention.

4. Assisting patrol personnel with youth-related matters as needed.

5. Maintaining liaison with area schools, social service agencies, juvenile courts, probation departments, community service organizations, other law enforcement agencies, and related groups interested in youth matters and concerns.

C. The Youth Services Unit is staffers by officers designated as youth investigators. Other officers throughout the Department are trained as juvenile officers. Both youth investigators and juvenile officers are considered “juvenile police officers” under the definition in 705 ILCS 405/1-105, Illinois Juvenile Court Act.

1. Youth investigators receive specialized training that allows them to properly investigate complex crimes committed by juvenile offenders and against juvenile victims. Youth investigators are knowledgeable in the disposition guidelines for juvenile offenders set forth by both the Unit and the juvenile justice system.

2. Juvenile officers receive training specific to the Juvenile Court Act which allows them to participate in the investigation and disposition of juvenile-related cases and to assist the youth investigators when possible.

D. The Department is committed to development, implementation, and maintenance of programs designed to prevent and control juvenile delinquency.

1. It shall be the policy of the Department to meet the purposes stated in 705 ILCS 405/5-101:
   a. To protect citizens from juvenile crime.
   b. To hold each juvenile offender directly accountable for his or her acts.
   c. To provide an individualized assessment of each alleged and adjudicated delinquent juvenile in order to rehabilitate and to prevent further delinquent behavior through the development of competency in the juvenile offender.

2. It shall be the policy of the Department that the Constitutional rights of minors shall never be abridged. Juveniles have the same Constitutional rights as adults, including rules of evidence for court processing.

3. It shall be the policy of the Department to refer juveniles to other criminal justice agencies, public social service agencies, or private social service agencies within the parameters of the Juvenile Court Act in order to divert non-serious and/or social problems from the formal juvenile justice system and to solve individual and community problems by means of community and regional resources.

E. The Community Education/Crime Prevention Unit shall be responsible for implementation of prevention programs for juveniles which may include, but are not limited to:
1. Too Good For Drugs.
4. Snowball, Snowflake, etc.
5. Other safety and education programs targeted for juveniles.
6. Community recreational programs for juveniles.

44.1.2 COORDINATION WITH JUVENILE JUSTICE SYSTEM

A. The Department encourages review and comment by other elements of the juvenile justice system in the development of policies and procedures relating to juveniles. Some of these organizations are:

1. Will County and DuPage County Juvenile Probation Departments.
2. Will County and DuPage County Juvenile State’s Attorney’s Offices.
3. The DuPage Children’s Center.
4. The Will County Children’s Advocacy Center.
6. Naperville Community Outreach (DuPage County Crisis Intervention).
7. Aunt Martha’s (Will County Crisis Intervention).

B. Input from various agencies is requested prior to formulation of new policies or procedures and when needed in the revision of existing policies or procedures.

44.1.3 ANNUAL EVALUATION OF YOUTH PROGRAMS

A. On an annual basis, a review and written evaluation of all enforcement and prevention programs relating to juveniles will be completed.

B. The evaluation of enforcement programs will be prepared by the Youth/Community Services Section Commander or designee. The evaluation of prevention programs will be completed according to General Order 45.1.1.A.3. The evaluations will be forwarded via the chain of command to the Chief of Police.
INDEX AS:

44.2.1 JUVENILE OFFENDERS - ALTERNATIVES
44.2.2 PROCEDURES FOR TAKING JUVENILES INTO CUSTODY
44.2.3 CUSTODIAL INTERROGATION OF JUVENILES
44.2.4 SCHOOL LIAISON PROGRAM
44.2.5 COMMUNITY-BASED YOUTH PROGRAMS
44.2.6 EXPUNGEMENT NOTIFICATION

DEFINITIONS:

Juvenile: Any minor under 17 years of age.

Minor: As defined in the Illinois Compiled Statutes 705 ILCS 405/5-105, a person under the age of twenty-one (21) years and subject to the Juvenile Court Act.

Delinquent Juvenile: Any minor who, prior to reaching seventeen years of age, has violated or attempted to violate, regardless of where the act occurred, any federal or state law or municipal ordinance.

Status Offense: The violation of any federal or state law, or a municipal ordinance that would not be illegal if committed by an adult (e.g., curfew violations, purchase, possession or consumption of alcohol, etc.).

Station Adjustment: As defined in the Illinois Compiled Statutes 705 ILCS 405/5-105, the informal handling of an alleged offender by a juvenile officer.

Minor Requiring Authoritative Intervention: As defined in the Illinois Compiled Statutes 705 ILCS 405/3-3, a minor under the age of eighteen (18) who is:

1. Absent from home without consent of the parent, guardian or custodian; or
2. Beyond the control of his/her parent, guardian, or custodian, in circumstances which constitute a substantial or immediate danger to the minor’s physical safety; and
3. After being taken into limited custody and offered interim crisis intervention services, where available, refuses to return home after the minor and his parent, guardian or custodian cannot agree to an arrangement for an alternative voluntary residential placement or to the continuation of such placement.

Limited Custody: As defined in the Illinois Compiled Statutes 705 ILCS 405/3-4, a law enforcement officer may, without a warrant, take into limited custody a minor under the age of eighteen who the law enforcement officer reasonably determines is:

1. Absent from home without consent of the parent, guardian or custodian; or
2. Beyond the control of his/her parent, guardian, or custodian, in circumstances which constitute a substantial or immediate danger to the minor’s physical safety.

Temporary Custody: As defined in the Illinois Compiled Statutes 705 ILCS 405/3-7, a law enforcement officer may, without a warrant, take into temporary custody a minor under the age of eighteen:

1. Whom the officer, with reasonable cause, believes to be a minor requiring authoritative intervention; and
2. Who has been adjudged a ward of the court and has escaped from any commitment ordered by the court;
3. Who is found in any street or public place suffering from any sickness or injury which requires care, medical treatment or hospitalization; or
4. Who is an addicted, neglected, abused or dependent minor as defined in the Juvenile Court Act, Illinois Compiled Statutes 705 ILCS 405/2-3, 405/4-3.

44.2.1 JUVENILE OFFENDERS - ALTERNATIVES

A. With the intent of protecting both public safety and individual liberty, patrol officers are required to use the least coercive enforcement action of the reasonable alternatives available to properly execute their law enforcement responsibilities. These alternatives include:

1. Informal resolutions, such as verbal warnings or notifications to parents, and outright release with no further action.
2. Other non-custodial alternatives:
   a. Uniform traffic citations may be issued for violations of the Illinois Vehicle Code or equivalent city ordinances.
   b. Non-traffic complaints may be routinely issued to juveniles who are sixteen years of age. Supervisory approval must be obtained in order to issue non-traffic complaints to juveniles younger than sixteen.
   c. Youth Data Sheets may be used to document offenses. Any case involving a Youth Data Sheet shall be forwarded to a youth investigator for further investigation or disposition.
      1) Youth Data Sheets are also used to document the names of juvenile suspects included in any crime report.
      2) See Attachment A, Youth Data Sheet.
3. Referral to Juvenile Court. One or more of the following criteria should be met in order to refer a case to juvenile court:
   a. Delinquent acts that if committed by an adult would be felonies.
   b. Delinquent acts involving the use of weapons.
   c. Gang-related delinquent acts.
   d. Delinquent acts involving physical violence.
   e. Delinquent acts committed by a youthful offender who is on probation or supervision by the juvenile court.
   f. Repeated delinquent acts within a twelve-month period.
   g. Refusal to participate in a selected diversion program.
   h. Cases where it is apparent that parental supervision is lacking and such a lack of supervision is a contributing factor to delinquent behavior.
B. Before an alternative is chosen by the officer or Youth Investigator, the following factors should be considered:

1. The seriousness of the alleged offense.
2. The prior history of delinquency of the juvenile.
3. The age of the juvenile.
4. The culpability of the juvenile in committing the alleged offense.
5. Whether the offense was committed in an aggressive or premeditated manner.
6. Whether the juvenile used or possessed a deadly weapon when committing the alleged offense(s).

C. Juvenile police officers follow disposition guidelines established by the Youth Services Unit that provide for the fair and consistent disposition of juvenile delinquency and status offenses. These dispositions include:

1. Verbal warning/parent to handle.
2. Informal station adjustment.
3. Written informal station adjustment.
4. Formal station adjustment.
5. Referral to traffic court with citation.
6. Referral to the Juvenile Probation Department.
7. Referral to Juvenile Court.

D. Station adjustments are often used as a means of intervening quickly with juveniles involved in status and delinquent offenses. Juvenile police officers may impose either an informal or formal station adjustment in accordance with the established disposition guidelines and in accordance with Illinois Compiled Statutes 705 ILCS 405/5-301.

1. Juvenile police officers may make reasonable conditions of station adjustments which may include, but are not limited to:
   a. Restricted curfew.
   b. School attendance and improvement.
   c. Meeting with Social Services Unit personnel.
   d. Attendance at drug or alcohol assessments or awareness programs.
   e. Performance of community service work.
   f. Attendance at youth jury.
   g. Payment of restitution.
   h. Written essays and letters of apology.

E. In non-custodial enforcement situations where a juvenile is suspected of being under the influence of alcohol or drugs, the officer shall ensure that the juvenile is released to a parent or other responsible person. Arrangements for release include:

1. Parent or guardian responds to scene.
2. Parent or guardian authorizes release to other responsible individual.

3. Juvenile is taken home where a parent or other responsible family member is present.
4. If a parent or guardian cannot be reached, the juvenile may be released to a responsible adult with the approval of a supervisor.
5. If the juvenile is intoxicated to the degree that they are a danger to themselves or others, immediate medical attention will be sought. Notification should be made to parents/guardians and arrangements made for subsequent release.

44.2.2 PROCEDURES FOR TAKING JUVENILES INTO CUSTODY

A. The Naperville Police Department has established procedures for taking juveniles into custody for both non-criminal behavior and delinquent conduct. Officers will determine whether the juvenile is alleged to have engaged in non-criminal behavior.

1. Law enforcement officers may take youths into limited custody (see definition in the beginning of this chapter), which is not the equivalent of an arrest, under the following circumstances:

   a. Any minor requiring authoritative intervention (MRAI) requiring crisis intervention shall be brought to the front lobby of the police department to await the arrival of a representative of the current state-mandated youth organization. The officer will determine whether the juvenile is alleged to have been harmed or to be in danger of harm. Notification shall be made either to Naperville Community Outreach for DuPage County cases or Aunt Martha’s for Will County cases. Notification shall be made to the Illinois Department of Children and Family Services (DCFS), as appropriate.

   b. Any youth who has committed a status offense may be taken into limited custody and brought to the lobby of the police department. Youths taken into limited custody for violation of the Zero Tolerance Law will be taken to the lobby of the police department to await the arrival of a representative of the current state-mandated youth organization. The officer will determine whether the juvenile is alleged to have been harmed or to be in danger of harm. The officer shall notify a youth investigator and the Illinois Department of Children and Family Services (DCFS) as soon as possible.

2. Youths who meet the statutory requirements as neglected, abused, dependent or addicted minors may be taken into temporary custody with the approval of a supervisor. The officer will determine whether the juvenile is alleged to have been harmed or to be in danger of harm. The officer shall notify a youth investigator and the Illinois Department of Children and Family Services (DCFS) as soon as possible. See Illinois Compiled Statutes 705 ILCS 405/2-3, 405/2-4, 405/2-5, 405/2-6, 405/4-3 for laws pertaining to temporary custody procedures. Temporary custody is not the equivalent of an arrest.

3. Officers are to adhere to the following procedures when taking a juvenile into custody for a delinquent act:

   a. Arresting officers shall advise juvenile arrestees of their constitutional rights under the Miranda Decision.

   b. A Youth Data Sheet shall be completed along with other supporting documents as needed. The following shall be adhered to when booking juveniles:
1) Juveniles ten years of age or older that are arrested for any felony, Class A or B misdemeanor, shall be photographed, palm printed and fingerprinted on either LIVESCAN or the State Police Juvenile Fingerprint card. These cards, or LIVESCAN printouts, shall be forwarded to the Records Section for distribution to the Youth Services Unit when applicable and the Illinois State Police.

2) Juveniles ten years of age or older that are arrested and charged with only a city ordinance violation shall be photographed and fingerprinted on the Naperville Police Department “Personal Identification” card. These cards shall be forwarded to the Records Section to be filed in-house.

3) Juveniles charged only with a status offense shall not be booked.

4) Youth investigators and/or juvenile officers assigned cases involving juvenile offenders that have not been arrested and booked, but are being charged with a felony, Class A or B misdemeanor, shall if possible complete the booking process by gaining voluntary compliance of the juvenile and/or parents to come to the Naperville Police Department for this purpose. When dealing with uncooperative offenders or parents, it may become necessary for the court to order the offender to be processed.

c. Detention of juveniles begins when a juvenile enters the detention center or is handcuffed to a chair, is isolated in a closed room, or is locked in an interview room. Prior to the expiration of the time limits set forth below, the juvenile must be transferred to a county youth detention facility or be released. The time limit runs continuously once secure detention begins, regardless of interruptions for interviews and processing. Transportation does not count as detention, nor does visual security. Visual security consists of placing the juvenile under the constant visual observation of an officer without use of intervening barriers or restraints. When a juvenile is detained in a detention room, periodic supervision, visual observation, and checks every 15 minutes are maintained, and male and female juveniles are not confined in the same room.

1) Juveniles under 10 years of age cannot be detained in the detention center.

2) Juveniles at least 10 years of age and under 12 years of age may be detained in the detention center for up to six hours.

3) Juveniles at least 12 years of age and under 17 years of age can be detained in the detention center for up to 12 hours and for up to 24 hours for a crime of violence. A “crime of violence” means murder, voluntary manslaughter, criminal sexual assault, aggravated criminal sexual assault, predatory criminal sexual assault, predatory criminal sexual assault of a child, armed robbery, arson, aggravated arson, kidnapping, aggravated robbery, or any other felony which involves the use or threat of physical force or violence against another individual.

4) See General Order 72.5.4 A. Juvenile Detention for further requirements pertaining to the detention of juveniles.

d. Only juveniles charged with the alleged commission of a delinquent offense or for which a delinquency petition or warrant has been filed may be detained in a detention room.

e. Juveniles under arrest shall be transported to the detention center without unnecessary delay (unless in need of emergency medical attention).

f. An on-duty youth investigator shall be promptly notified and shall respond to the detention center when a juvenile is arrested for a felony offense.

1) If there are no youth investigators on duty, a field supervisor shall promptly contact the Youth Services Unit supervisor or the weekend on-call Investigations Division supervisor.

2) A youth investigator need not respond to the detention center when a juvenile is arrested for a misdemeanor offense. The arresting officer, upon determining the true identity of the juvenile, may release the juvenile to a parent, guardian, or person with whom the juvenile resides. The officer shall promptly notify a member of the Youth Services Unit of the circumstances of the arrest and release. This notification may be done in person, by telephone, voice-mail, e-mail or by forwarding a copy of the police report.

4. As soon as possible, the parents, guardians, or legal custodians are to be notified that their child is in police custody and the reason for such custody explained. Normally, this notification should take place within one hour of the juvenile being taken into custody.

B. The definition of delinquent juvenile shall not apply to any juveniles who have committed those offenses identified in Illinois Compiled Statutes 705 ILCS 405/5-130, which authorizes prosecution under the criminal code. These charges, and all other charges arising out of the same incident, shall be prosecuted under the criminal code of 1961 [720 ILCS 5/1-1 et seq.] as an adult.

1. When custody is taken of a juvenile meeting the above requirements, the officer or investigator shall contact State’s Attorney’s Felony Review for complaint approval. If the transfer to adult court is denied by felony review, the offender shall be processed as a delinquent juvenile.

C. The arresting officer shall contact a juvenile police officer to determine whether the juvenile meets the detention criteria for the detention facility.

1. The juvenile police officer shall then contact the intake worker at the youth detention facility and make arrangements for transportation, including:

   a. Advising the transporting officer to provide the youth detention facility with three copies of all reports relating to the arrest.

   b. Notifying the juvenile’s parent or guardian.

2. If a juvenile is to be transported to either the DuPage or Will County Juvenile Detention Facility, transport shall be prior to the expiration of the detention time limitations.

D. In cases where a juveniles have committed a delinquent act for which they will be petitioned in combination with violation of the Illinois Vehicle Code, or corresponding city ordinance, both the delinquent act and the traffic violations may be petitioned to juvenile court.

44.2.3 CUSTODIAL INTERROGATION OF JUVENILES
The following procedures have been established to assist officers when conducting a custodial interrogation of a juvenile accused of a delinquent act. These procedures are implemented to protect the constitutional rights of juveniles and to protect the integrity of the interrogation.

A. Confer with the juvenile and parents or guardians to explain Department and Juvenile Justice System procedures.

B. Advise juveniles of their constitutional rights under the Miranda Decision. The duration of the questioning must be limited to a reasonable period to avoid causing undue stress for the juvenile. No more than two officers will be involved in the interrogation, one of whom should be a designated juvenile police officer.

44.2.4 SCHOOL LIAISON PROGRAM
A written directive regarding the school liaison program is found in General Order 44.4.

44.2.5 COMMUNITY-BASED YOUTH PROGRAMS
The Naperville Police Department actively promotes positive interaction between area youth and Department members.

A. The Department maintains a law enforcement Explorer program, which is a part of the Venturing Program of the Boy Scouts of America, for youths 14-20 years of age.

B. The Community Education/Crime Prevention Unit participates in and/or organizes community recreational youth programs as a part of its function.

44.2.6 EXPUNGEMENT NOTIFICATION
Pursuant to 705 ILCS 405/5-915(2.5), if a juvenile is arrested and no petition for delinquency is filed, at the time the juvenile is released from custody the youth officer or other releasing officer shall:

A. Notify the juvenile or the juvenile’s parents or guardians, verbally and in writing, that if the State’s Attorney does not file a petition for delinquency, the minor has a right to petition to have their arrest record expunged when the minor attains the age of 17 or when all juvenile court proceedings relating to that minor have been terminated. Included in these notifications will be that unless a petition to expunge is filed, the minor shall have an arrest record.

B. Provide the juvenile and the juvenile’s parents or guardians with an expungement information packet, including a petition to expunge juvenile records obtained from the clerk of the circuit court.
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**Miscellaneous Information/Narrative:**

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\(^1\) Note: This section is labeled with a footnote symbol, indicating a continuation or reference to information below.

\(^2\) Note: This section is labeled with a footnote symbol, indicating a continuation or reference to information below.

\(^3\) Note: This section is labeled with a footnote symbol, indicating a continuation or reference to information below.
INDEX AS:

44.3.1 DuPage County Investigative Responsibility
44.3.2 DuPage County Access Procedures
44.3.3 Will County Investigative Responsibility
44.3.4 Will County Access Procedures

PURPOSE:

To establish procedures and guidelines to reduce the number of interviews and minimize the number of professionals associated with child sexual abuse cases.

DEFINITIONS:

DuPage County Children’s Center: An organization staffed with professionals from the law enforcement community and the Department of Children and Family Services which has been granted primary investigative responsibility for all incident-based reports of child sexual abuse occurring in DuPage County. The Children’s Center seeks to lessen the trauma experienced by sexually abused children by providing an appropriate physical environment for investigation and by making referrals for long-term treatment.

Will County Children’s Advocacy Center: An organization dedicated to providing and coordinating services to children and families that have experienced the trauma of child sexual abuse occurring in Will County. The Children’s Advocacy Center seeks to lessen the trauma experienced by sexually abused children by providing an age-appropriate environment for the investigative interview process and by making referrals for support in both court advocacy and long-term treatment.

ORDER:

44.3.1 DuPage County Investigative Responsibility

A. Pursuant to the terms of the intergovernmental agreement authorized by the county and all DuPage County municipalities, and pursuant to the Illinois Children’s Advocacy Center Act, Illinois Compiled Statutes 55 ILCS 80/1, et seq., 1992, the DuPage County Children’s Center has assumed primary investigative responsibility for certain incident-based reports of child sexual abuse occurring in DuPage County.

B. The Children’s Center will investigate all cases of intrafamilial and caretaker sexual abuse of victims under eighteen (18) years of age and other select cases of sexual abuse of victims who are under seventeen (17) years of age. Victims seventeen (17) years and older, not including intrafamilial and caretaker sexual abuse, will be handled within the Department.

C. Officers responding to a child sexual abuse case shall:

1. Protect the victim.
2. Protect the crime scene.
3. Notify a supervisor.
4. Initiate a case report.

D. Under the guidelines set by the Children’s Center, responding officers are not to interview victims. They shall gather as much information as possible from other sources prior to the arrival of an investigator.

E. Investigations Section personnel will be notified by a supervisor.

44.3.2 DuPage County Access Procedures

A. When a report of child sexual abuse is made to the Department, notification shall be made as soon as reasonably possible by the assigned investigator to the DCFS Child Abuse Hot Line.

B. Notification is to be made directly to the Children’s Center via the special 24-hour phone line. During normal business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m., center staff will be available to take the phone report. After hours, the center has engaged an answering system with immediate notification capability. The answering system will record a message and, if the message is urgent, the reporting officer can so indicate and the center’s on-call investigator’s pager will be activated.

C. In the event it becomes necessary for the Department to provide immediate response, or in the event the Department effects its right to conduct an independent investigation in cooperation with the Children’s Center, the Children’s Center will retain the status of primary interviewer of the child victim. In instances where it is absolutely necessary for an officer to interview a child victim, it will be coordinated through the Children’s Center.

D. Under certain circumstances, the Children’s Center may request investigative assistance from the Department. The assignment of the investigator(s) will be made by the Investigations Section Commander or designee. Some instances where the center may request assistance include:

1. Effecting arrests.
2. Transporting offenders.
3. Collecting and/or processing evidence.

44.3.3 WILL COUNTY INVESTIGATIVE RESPONSIBILITY

A. Pursuant to the terms of the inter-agency agreement authorized by Will County and the Department, and pursuant to the Illinois Children’s Advocacy Center Act, Illinois Compiled Statutes 55 ILCS 80/1, et seq., 1992, the Will County Children’s Advocacy Center will assist the Department with services to children and families on certain incident-based reports of child sexual abuse occurring in Will County. The center shall provide the below-listed services:

1. Provide a neutral, non-suggestive, age-appropriate environment for all interviews with victims.

2. Utilize a multi-disciplinary team approach to the interview process.

3. Assist in coordinating the collection of physical evidence.

4. Ensure coordination and cooperation between all involved agencies to increase efficiency and effectiveness both in the investigative and judicial processes.

5. Coordinate treatment referrals for all children, victims, and their families.

6. Explore avenues for treatment referrals for sexual abuse offenders in conjunction with strict sentencing dispositions.

B. Officers responding to a child sexual abuse incident shall follow the same procedures set forth in section 1.C through E.

44.3.4 WILL COUNTY ACCESS PROCEDURES

A. When a report of child sexual abuse is made to the Department, notification shall be made as soon as reasonably possible by the assigned investigator to the DCFS Child Abuse Hot Line.

B. Notification is to be made directly to the Children’s Advocacy Center by phone during normal business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m. In an emergency, when a response is needed during non-business hours of the Children’s Advocacy Center, the Assistant State’s Attorney on call will make the determination if the Children’s Advocacy Center staff should be contacted and/or called out.

C. When possible, a date and time will be chosen for the multi-disciplinary team victim-interview with consideration given to the victim’s availability. Interviews should be conducted during the center’s regular operating hours.

1. Upon notification from the referring agency, the Children’s Advocacy Center will assume the responsibility for notifying all other necessary team members and coordinating the date and time of the interviews. If a problem arises with a scheduled interview, the team members will be responsible for notifying the Children’s Advocacy Center.

D. The Department shall retain the right to conduct an interview. Whenever the Department agrees to waive this right, the interview will be conducted by a member of the Children’s Advocacy Center.

E. A report will be prepared by the Department. Copies of the report will be made available for all members of the team.

F. Whenever possible, a case review will be held weekly on Thursday afternoon at 2:00 p.m. at the Children’s Advocacy Center. All persons involved in a specific case should be present.

G. See Attachment B - Access Guidelines for the Will County Children’s Advocacy Center.
If further clarification is needed, please refer to Access Guidelines.

Even if a case is ineligible for investigation by the Children’s Center we urge you to contact our case manager at 682-7915 for counseling and therapy referrals. The DuPage County Children’s Center is committed to assisting any Law Enforcement Agency request concerning Child Sexual Abuse and maintains a large lending library dealing with the problem of Child Sexual Abuse. Please do not hesitate to call with any questions or requests. Center office hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

To access the urgent page system when voice mail is activated on 682-7915, leave a detailed message including your name and phone number and at the prompt press one, at the second prompt, press one again and hang up. The on-call investigator will return your call.

Center staff members are available for speaking engagements.

Calling the Children’s Center does not satisfy D.C.F.S. mandated reporting. Call 1-800-25-Abuse.
REFERENCE: CALEA 44.2.4

INDEX AS:

44.4.1 SCHOOL RESOURCE OFFICER OBJECTIVES
44.4.2 DUTIES AND RESPONSIBILITIES OF SCHOOL RESOURCE OFFICERS
44.4.3 JOB FUNCTIONS

PURPOSE:

The purpose of this general order is to establish the role of school resource officers and to outline their responsibilities, duties, and job functions.

ORDER:

44.4.1 SCHOOL RESOURCE OFFICER OBJECTIVES

A. The School Resource Officer program has been developed to establish positive working relationships between police, school administration, educators, service agencies, parents, and students. The goal of this program is to maintain a safe, secure environment, free of violence and fear, which will allow the educational process to occur in a natural and uninhibited manner.

1. School Resource Officers shall be involved in the implementation of prevention programs that deter youth from involvement in criminal acts, alcohol use, drug use, and gang involvement.

2. School Resource Officers shall assist in the preparation of educational programs concerning legal and ethical issues that can be addressed in a classroom setting.

3. School Resource Officers shall offer individual counseling to students who are in need of crisis intervention, legal advice, and the confidential reporting of crimes. They shall also serve to assist students with personal problems and thus deter delinquent behavior.

4. School Resource Officers shall exemplify the law enforcement role in society by fostering relationships with students and school personnel based on mutual respect and trust. School Resource Officers are ambassadors of the police department and shall serve as a resource to students, their families, school staff, and the community at large.

44.4.2 DUTIES AND RESPONSIBILITIES OF SCHOOL RESOURCE OFFICERS

A. School Resource Officers shall assist in protecting the school community from violations of the law including, but not limited to, theft, vandalism, loitering, trespassing, assault, drug and alcohol offenses, and gang activities. This will be accomplished by:

1. Initiating police reports and investigating all criminal matters reported to them during their tour of duty.

2. Documenting and investigating all other matters that are of importance to the safety of the school and community (e.g., potential violence, gang and drug activity, etc.)

3. Reporting truancy problems to school officials and remaining aware of patterns of delinquency, abuse, neglect, and other areas of concern.

4. Assisting the Department, school officials, and parents with locating missing and/or runaway youths.

5. Meeting regularly with the school deans, social workers, and psychologists to identify individuals or conditions that could result in delinquent behavior.

6. Maintaining an active involvement in the student assistance program and related prevention activities.

7. Attending large school functions that require police presence (e.g., sporting events, dances, etc.) as authorized by their supervisor.

8. Daily monitoring of problem areas within the school building and grounds.

44.4.3 JOB FUNCTIONS

A. School Resource Officers are employees of the Naperville Police Department on assignment to the school district for the school year.

1. Normal work hours shall be Monday through Friday, 7:30 a.m. to 3:30 p.m. Overtime must be approved by their immediate supervisor.

2. Assignments and hours during the summer months shall be at the discretion of the Investigations Division Commander.

3. The School Resource Officer position is rotational and shall be of four year duration. This duration shall be conditioned upon annual satisfactory performance evaluations by both the school administration and the Naperville Police Department.

4. Selection of School Resource Officers shall be in compliance with the Naperville Police Department General Orders and will be made by a committee consisting of representatives of the school district and the Department.

5. When assigned to the school, School Resource Officers shall maintain daily activity logs that shall be turned in to their immediate supervisor on a weekly basis.

6. School Resource Officers shall dress in school-appropriate plainclothes with their weapons concealed except when circumstances dictate otherwise.

7. School Resource Officers must adhere to all Department general orders and all applicable school district policies. If school district policies conflict with Department general orders, the general orders will take precedence. Guidance from the immediate police supervisor may be sought to clarify any conflict.
The Department is committed to crime prevention as a Department-wide philosophy, not just a specific program. All employees play a role in the Department's overall crime prevention efforts. Consequently, the success of Department crime prevention strategies and tactics depend on all police employees working together in partnership with the community. Specific crime prevention programs, which are intended to reduce the incidence of criminal activity in the community, have been developed, implemented and maintained by the Department. The Chief of Police and Management Staff share a strong commitment to the reduction of crime through crime prevention.

1. The Crime Analysis Unit utilizes crime data to identify criminal activity by crime type and geographic area. Such information shall be used by the Community Education/Crime Prevention Unit in targeting crime prevention programs.

2. Programs will also be targeted to address community perceptions or misperceptions of crime. The key to any successful crime prevention program is an active, involved and educated public. While this involvement may take many forms, the cornerstone programs of the Community Education/Crime Prevention Unit include the following:
   
a. Community Radio Watch.  
   A trained group of volunteer citizens who act as additional eyes and ears for the police through patrol and special assignments.
   
b. Business Watch.  
   Provides education in crime prevention strategies on crimes specific to the business community.
   
c. School programs.  
   Crime prevention education is provided to school groups.
   
d. Operation Identification.  
   Marking of personal property for theft prevention and return of recovered items. Engravers, informational pamphlets and window stickers are made available through a cooperative venture with the Nichols Library.
   
e. Safety Education programs.  
   Preventive education on personal safety issues for all age groups from preschool through senior citizen. Programs include Safety Town for preschoolers, Shoplifting Prevention for middle school students, and Fraud Protection for senior citizens.

3. Crime prevention programs shall be evaluated by the Community Education/Crime Prevention Unit supervisor on an annual basis with appropriate facts and recommendations documented and forwarded to the Chief of Police.

B. The Community Education/Crime Prevention Unit is staffed by both full-time and part-time employees who receive training in current crime prevention theory and practices.

1. The responsibilities of these employees include planning and coordinating of crime prevention programs, community education programs, school safety programs and community relations efforts.

2. Other responsibilities include sharing the latest crime prevention techniques with other employees of the Department, with the objective of encouraging them to have an impact on preventing crime in the community.

45.1.2 LIAISON WITH CRIME PREVENTION GROUPS

A. The Community Education/Crime Prevention Unit will coordinate the organization of Neighborhood Watch/Business Watch programs for citizens who request this service, or in areas targeted by crime analysis. Under the direct guidance of the Community Education/Crime Prevention Unit, these groups will meet and address concerns pertaining to security, safety and policing efforts in their neighborhoods.

B. Officers of the Community Education/Crime Prevention Unit shall maintain active roles in community interest groups and civic organizations with an emphasis on the positive exchange of police and citizen concerns. Any Department employee who has special expertise or knowledge may be called upon to present a program to community organizations or groups. Any employee who conducts a presentation to any outside organization shall initiate an incident report (IR) number.

45.1.3 CRIME PREVENTION POLICY INPUT

A. The Community Education/Crime Prevention Unit will provide crime prevention input into development and/or revision of zoning policies, building codes, fire codes, and commercial and residential building permits. The crime prevention input will focus on enhancement of security and the reduction of criminal opportunity through planning and design.
INDEX AS:

45.2.1 COMMUNITY INVOLVEMENT FUNCTION
45.2.2 COMMUNITY INVOLVEMENT REPORT
45.2.3 TRANSMITTING RELEVANT INFORMATION
45.2.4 SURVEY OF CITIZEN ATTITUDES
45.2.5 SURVEY SUMMARY TO CHIEF

PURPOSE:
The purpose of this order is to establish the policies, procedures and components of a community involvement program.

ORDER:

45.2.1 COMMUNITY INVOLVEMENT FUNCTION

A. The Community Education/Crime Prevention Unit coordinates and implements the specific crime prevention, community education, crime resistance, and community involvement activities of the Department. The community involvement function of the Community Education/Crime Prevention Unit will include the following:

1. Establishing liaison with existing community organizations or establishing community groups where they are needed.
2. Assisting in the development of community involvement policies for the Department.
3. Publicizing Department objectives, community problems, and successes.
4. Conveying information transmitted from citizens' organizations to the Department.
5. Improving Department practices bearing on police community interaction.
6. Developing problem oriented or community policy strategies.

B. Although all employees of the Department are responsible for maintaining favorable community involvement, Community Education/Crime Prevention personnel will have primary responsibility for community involvement programming. The Investigations Division Commander will maintain overall responsibility for the Department’s community involvement programs provided through the Community Education/Crime Prevention Unit.

45.2.2 COMMUNITY INVOLVEMENT REPORT

A. At least quarterly, the Community Education/Crime Prevention Unit supervisor will prepare and submit to the Chief of Police a report that includes, at a minimum, the following elements:

1. A description of current concerns as voiced by the community.
2. A description of potential problems that have a bearing on law enforcement activities within the community.
3. A statement of recommended actions that address previously identified concerns and problems.
4. A statement of progress made toward addressing previously identified concerns and problems.

45.2.3 TRANSMITTING RELEVANT INFORMATION

A. Any Department employee who identifies or receives information relevant for inclusion in the report required by Section 45.2.2 shall forward such information via chain of command to the attention of the Community Education/Crime Prevention Unit supervisor for consideration in the development of the required report.

45.2.4 SURVEY OF CITIZEN ATTITUDES

A. The Community Education/Crime Prevention Unit will conduct a documented annual survey of citizen attitudes and opinions with respect to:

1. Overall Department performance.
2. Overall competence of Department employees.
3. Citizens perception of officers’ attitudes and behavior.
4. Community concern over safety and security within the Department’s service area.
5. Citizens’ recommendations and suggestions for improvements.

45.2.5 SURVEY SUMMARY TO CHIEF

A. The results of the annual survey of citizen attitudes are compiled, with a written summary provided to the Chief.
NAPERVILLE POLICE
GENERAL ORDER

SUBJECT: RIDE-ALONG PROGRAM

ORDER NUMBER: 45.3
EFFECTIVE DATE: 01/01/97
REVISED DATE: 08/16/04

INDEX AS:
45.3.1 ELIGIBILITY FOR RIDE-ALONG
45.3.2 RIDE-ALONG PROCEDURES
45.3.3 COMPLETION OF WAIVER AGREEMENT

PURPOSE:
The purpose of this ride-along program is to provide an opportunity for Naperville citizens to:
- actually view a police officer in the performance of daily duties;
- ask questions about the Police Department and its operation;
- gain a better understanding of their Police Department’s role in the community.

ORDER:

45.3.1 ELIGIBILITY FOR RIDE-ALONG
A. Persons eligible for the ride-along program may include, but are not limited to:
   1. Members of concerned adult or youth groups.
   2. Members of the news media.
   3. College or university law enforcement-oriented students who are engaged in research or who are fulfilling project or program requirements.
   4. Police officers from other jurisdictions.
   5. Visiting dignitaries.
   6. Any adult or juvenile approved by a Watch Commander of this Department.
B. Participation is limited to persons age 16 or older, except as approved by the affected Watch Commander.

45.3.2 RIDE-ALONG PROCEDURES
A. All requests to participate in the ride-along program are subject to the approval of the Watch Commander who shall have final authority. Routine ride-along requests are referred to the Watch Commanders' secretary.
B. The Watch Commanders' secretary screens requests to participate and assigns a date and time span for the ride-along. Screening consists of LEADS and CRIMES file checks. If the applicant is found to have contacts or history, the Watch Commander is so notified.
C. Participants shall not be allowed to ride more frequently than once every 12 months or longer than four hours at a time. Only one ride-along per shift is permitted.
D. At the time scheduled for the ride, the participant will report to the station officer, who notifies the Watch Commander. The Watch Commander assigns an officer for the participant.
E. If any substantial delay is anticipated in assigning the officer, the ride-along participant is so informed. Every effort shall be made to avoid such a delay and the participant should begin his ride as near as possible to the time he was scheduled to report.
F. See General Order 41.5.2 C reference pursuits when a passenger is present in the vehicle.

45.3.3 COMPLETION OF WAIVER AGREEMENT
A. All persons participating in ride-alongs, except those who are employed by the Naperville Police Department, shall complete a waiver agreement prior to actually riding. If the participant is under age 18, the parent or guardian section shall also be completed (see attachments A and B).
B. The participant must present the form properly filled out prior to the ride-along.
C. Upon completion of the ride-along, the original waiver agreement shall be returned to the Watch Commanders' secretary by the field supervisor.
I, ___________________________________________________________ LAST
NAME ________________________ FIRST _______ MIDDLE ______ DATE OF BIRTH
________________________________________________________________________
ADDRESS ____________________________________________________________
TELEPHONE ______________________________ DRIVER LICENSE NUMBER

hereby agree to the following terms with respect to the City of Naperville Police Department allowing me to ride in a police unit as an observer.

1. That I will ride in a police unit with a police officer during his/her tour of duty only as scheduled in writing by the Chief of Police or his designate.

2. That in the event of any disturbance or emergency, I will remain in said police unit and not place myself in a position whereby I would hinder the investigation or place myself in danger of bodily harm.

3. That I hereby release and waive all responsibility to the City of Naperville, the Naperville Police Department, and the employees of said Police Department, for myself, my heirs and personal representatives, for any injuries, physical or mental, that I might receive as a result of any disturbance, emergency, or traffic accident while accompanying members of the Naperville Police Department on this project, and that I shall not have any right for a cause of action against the said City of Naperville, the Naperville Police Department, and/or any member or employee of the City of Naperville and the Naperville Police Department for any act or neglect to act, whatsoever occurring while I am involved in this project.

4. That this agreement shall not be construed as or deemed to be an agreement for the benefit of any third party, or parties nor shall they have any right of action hereunder for any cause whatsoever and have no ideas for personal gain from this project.

5. I voluntarily agree to a background check to confirm my suitability for the ride-along program.

In witness whereof, this waiver agreement has been executed this _______day of ___________________, 19_____ and written above by the party/parties hereto.

SIGNATURE:____________________________________________________________________________________________
_____________________________________________________________________________________________________

WAIVER AND CONSENT OF PARENTS (Must be completed if person is under 18 years of age):

The undersigned, parents of_______________________________________________, have read and understand the above waiver and release, consent to same, and hereby waive any claim for damage of any nature against said City, its officers, agents, or employees, arising out of, or in connection with, the activities described herein.

Parent Date Address
________________________________________________________________________________________________________________________________________

Shift Preference: 6AM-10AM 7AM-11AM 10AM-2PM  Have you been on a prior Naperville Police Department ride-along? ____________________
            11AM-3PM 2PM-6PM 3PM-7PM
            6PM-10PM 7PM-11PM 10PM-2AM
            11PM-3AM 2AM-6AM 3AM-7AM  How many times? ___________________

Officer Preference: ________________________________________________ When was the last time? _________________

Date & Time Preference: ______________________________________________ With what officer? ___________________

DO NOT WRITE BELOW THIS LINE----FOR OFFICE USE ONLY

Scheduled: Date:__________________________Time:_________________
Watch Commander’s Approval Date:__________________________
Officer’s Name Date/Time Completed __________________________
PIMS_______ CRIMES_______ LEADS_______ CONFIRMED______________________

NPD #215 REV.
I, _____________________________________________________________________________________________________
LAST NAME   FIRST    MIDDLE    DATE OF BIRTH
_____________________________________________________________________________________________________
ADDRESS         TELEPHONE

hereby agree to the following terms with respect to the City of Naperville Police Department allowing me to ride in a police unit as an observer.

1. That I will ride in a police unit with a police officer during his/her tour of duty only as scheduled in writing by the Chief of Police or his designate.
2. That in the event of any disturbance or emergency, I will remain in said police unit and not place myself in a position whereby I would hinder the investigation or place myself in danger of bodily harm.
3. That I hereby release and waive all responsibility to the City of Naperville, the Naperville Police Department, and the employees of said Police Department, for myself, my heirs and personal representatives, for any injuries, physical or mental, that I might receive as a result of any disturbance, emergency, or traffic accident while accompanying members of the Naperville Police Department on this project, and that I shall not have any right for a cause of action against the said City of Naperville, the Naperville Police Department, and/or any member or employee of the City of Naperville and the Naperville Police Department for any act or neglect to act, whatsoever occurring while I am involved in this project.
4. That this agreement shall not be construed as or deemed to be an agreement for the benefit of any third party, or parties nor shall they have any right of action hereunder for any cause whatsoever and have no ideas for personal gain from this project.

In witness whereof, this waiver agreement has been executed this __________ day of __________________, 19____ and written above by the party/parties hereto.

Signature

ADVISOR’S APPROVAL

WAIVER AND CONSENT OF PARENTS (Must be completed if person is under 18 years of age):

The undersigned, parents of ______________________________, have read and understand the above waiver and release, consent to same, and hereby waive any claim for damage of any nature against said City, its officers, agents, or employees, arising out of, or in connection with, the activities described herein.

Parent       Date        Address

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Officer Preference: ________________________________

Date & Time Preference: ________________________________

With what officer? ________________________________

DO NOT WRITE BELOW THIS LINE---FOR OFFICE USE ONLY

Scheduled: Date:__________________________Time:______________

Watch Commander’s Approval __________________________Date:______________

Officer’s Name ________________________________

Date/Time Completed ________________________________

PIMS _______ CRIMES _______ LEADS _______ CONFIRMED ________________

NPD #249 REV.
INDEX AS:
46.1.1 CRITICAL INCIDENT PLANNING RESPONSIBILITY
46.1.2 ALL HAZARD PLAN
46.1.3 COMMAND FUNCTION
46.1.4 OPERATIONS FUNCTION
46.1.5 PLANNING FUNCTION
46.1.6 LOGISTICS FUNCTION
46.1.7 FINANCE/ADMINISTRATION FUNCTION
46.1.8 EQUIPMENT/OPERATIONAL READINESS
46.1.9 TRAINING ON ALL HAZARD PLAN
46.1.10 BOMB THREATS
46.1.11 RAPID DEPLOYMENT/ACTIVE SHOOTER
46.1.12 SUSPECTED BIOTERRORISM HAZARDS

PURPOSE:
The purpose of this order is to establish guidelines to be used in the event of a critical incident affecting the City of Naperville which is beyond the capabilities of the Department’s normal daily operations. Procedures listed are not necessarily in priority or chronological order.

DEFINITIONS:
Active Shooter: An offender actively engaged in causing death or great bodily harm to persons at a location containing multiple victims during an on-going event.

Critical Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land or urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response, such as major planned events and law enforcement incidents.

Incident Command System (ICS): A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property, and the environment. There are five major components: command, planning, operation, logistics, and finance/administration.

ORDER:

46.1.1 CRITICAL INCIDENT PLANNING RESPONSIBILITY
The Patrol Division Commander is tasked with planning a response to critical incidents and will be the principal advisor to the Chief of Police on critical incidents.

46.1.2 ALL HAZARD PLAN- INCIDENT COMMAND SYSTEM (ICS)
A. The Department maintains written plans for responding to critical incidents such as natural and man-made disasters, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, and other unusual occurrences. The plans follow the Federal Emergency Management Agency’s Incident Command System (ICS) protocols. The Naperville Police Department All Hazard Plan encompasses this directive as well as:

1. The City of Naperville Emergency Operating Plan.
2. Other related directives including General Order 46.2.7, Special Events; General Order 46.4, Hostage/Barricaded Person Situations; General Order 46.5, Security of VIPs; General Order 46.7, Mass Arrests; and General Order 46.1.12, Suspected Bioterrorism Hazards.

B. The system’s organizational structure is able to adapt to any emergency or incident in which public safety agencies would be expected to respond. The system is able to expand in a rapid manner from crisis phase to scene management phase and, if necessary, to the executive management phase (EOC). It is able to reduce its size, just as readily as the organizational needs to the situation decrease. The system is able to expand in a logical manner as the incident grows and accelerates.

46.1.3 COMMAND FUNCTION
A. Activating the Incident Command System
It is the responsibility of the supervisor in charge of the incident to verify the report of an incident, determine that it meets the criteria for a critical incident and begin the ICS. The supervisor in charge of the incident will establish the ICS and remain the Incident Commander until relieved by a higher ranking officer.

1. Categories and Types of Critical Incidents include, but are not limited to:
   a. Terrorist Activities and Weapons of Mass Destruction:
      (1) Chemical
      (2) Biological
      (3) Radiological
      (4) Nuclear
      (5) Bombings/Explosions
   b. Natural Disasters:
      (1) Tornados
      (2) Floods
      (3) Ice Storms/Blizzards
   c. Transportation Accidents:
      (1) Serious motor vehicle accidents
      (2) Plane crash
      (3) Train derailment/collisions
   d. Criminal Activities:
      (1) Barricaded gunman (bomber, etc.)
      (2) Hostage-taking incidents
      (3) Arson causing major fire or explosion
      (4) Civil disorder
      (5) Criminal incidents where the public is at risk or where there is a threat to property or major property damage has occurred.
e. Fire/Hazardous Materials Accidents:
   (1) Hazardous material spills or explosions
   (2) Industrial fires/accidents
   (3) High-rise, hotel, and multiple dwelling fires

B. Incident Command
The ICS organizational structure develops in a modular fashion based upon the size and type of incident. The organization’s staff builds from the top down with responsibility and performance placed initially with the Incident Commander. Specific organizational structure established for any given incident is based upon the management needs of the incident. If one or more of the areas requires management, an individual is named to be responsible for that area. The Incident Commander may activate specific staff positions based on the nature and type of incident. Command Staff positions reporting directly to the Incident Commander are:
1. Public Information Officer
2. Safety Officer
3. Liaison Officer

General Staff positions reporting to the Incident Commander are:
1. Operations Section Chief
2. Planning Section Chief
3. Logistics Section Chief
4. Finance/Administration Section Chief

C. Unified Command Structure
1. The need for a Unified Command is brought about because incidents have no regard for jurisdictional boundaries. The concept of “Unified Command” simply means that all agencies that have a jurisdictional responsibility for a multi-jurisdictional incident will contribute to the process of:
   b. Selection of strategies.
   c. Ensuring that joint planning for tactical activities is accomplished.
   d. Ensuring that integrated tactical operations are conducted.
   e. Making maximum use of all assigned resources.
2. A Unified Command structure consists of a responsible key official from each jurisdiction involved or it could consist of several functional departments within a single political jurisdiction.
3. Common objectives and strategies for major multi-jurisdictional incidents should be written. The objectives and strategies (Incident Action Plan) guide the mission of the ICS. The implementation of the Incident Action Plan will be accomplished under the direction of the Incident Commander.

D. Action Plan
1. Every incident requires some form of an action plan. For small incidents of short duration, the plan need not be written. The following are examples of when written action plans should be used:
   a. Resources from multiple agencies are being used.
   b. Several jurisdictions are involved.
   c. The incident will require change in shifts of personnel and/or equipment.
2. The Incident Commander will establish goals and determine strategies for the incident based upon the size, seriousness, and scope of the incident. When a Unified Command structure has been implemented, incident objectives must adequately reflect the policy and requirements of all jurisdictional agencies. The action plan for the incident should cover all tactical and support activities for the operational period.

E. Resource Management
1. Incident Commander:
   a. The Incident Commander is charged with the overall responsibility for all Incident activities, including the development and implementation of the Incident Action Plan and approval and release of resources.
   b. Normally, the first responding Supervisor to the scene will assume the role of the Incident Commander and, if relieved, may be reassigned to another position.
   c. The Incident Commander Checklist:
      (1) Assume command of the scene.
      (2) Establish a Command Post. Also see General Order 46.4.1.D, Hostage/Barricaded Persons Situations.
      (3) Direct the establishment of a perimeter, if not previously established.
      (4) Initiate the notification and mobilization of additional Department personnel. Ensure that all notifications are made to City and Department personnel by PSAP. Also see Naperville Public Safety Answering Point General Order 6.9.
      (5) Assess the incident using all available information that is provided by members of the police and fire departments, the public, and other governmental officials that are available.
      (6) Obtain support from other agencies, if needed.
      (7) Establish a staging area, if necessary.
      (8) Determine the need for mutual aid and request same. Also see General Order 2.1.3, Mutual Aid Procedures. Determine the need for Community Emergency Response Team (CERT) personnel or other volunteers.
      (9) Determine whether a unified Command structure with assisting agencies is necessary.
      (9) Appoint Command Officers, as needed, and conduct initial briefings of Command Officers.
      (10) Appoint Staff Officers, as needed, and conduct initial briefings of Staff Officers. Personnel assigned by the Incident Commander have the authority of their assigned positions regardless of the rank they hold within the Department or within their respective agencies.
      (11) Continually review and update the Incident Action Plan with staff.
a. The Planning, Training and Research Section Commander, or assigned designee, is designated as the Public Information Officer and is responsible for the formulation and release of information regarding the incident to the news media and other appropriate agencies and personnel. See also General Order 54.1.1, Public Information Function.

b. Public Information Officer Checklist:
   (1) Obtain briefing from the Incident Commander.
   (2) Establish a single and separate incident information briefing center if possible.
   (3) Obtain copies of all media releases pertaining to the incident.
   (4) Prepare information summary on media coverage for specific Command Post personnel.
   (5) Consult with the Incident Commander prior to the release of information to the news media.
   (6) Provide press briefings and news releases as appropriate. Post all news releases in Command Post for review.
   (7) Arrange for meetings between news media and incident personnel after consulting with the Incident Commander.
   (8) Provide escort services to the media and other officials as necessary.
   (9) Maintain a log of all activities.

3. Safety Officer
   a. The Safety Officer monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
   b. The Safety Officer is responsible for the safety function of the entire ICS organization and reports directly to the Incident Commander.

4. Liaison Officer
   a. The Liaison Officer is a supervisor responsible for initiating Mutual Aid agreements. The Liaison Officer serves as the point of contact for assisting and cooperating agencies. This could include agency representatives and other jurisdictions in which Mutual Aid agreements are initiated; i.e., Illinois Law Enforcement Alarm System Mutual Aid Plan, fire, EMS, public works, etc.
   b. Liaison Officer Checklist:
      (1) Obtain briefing from the Incident Commander.
      (2) Provide a point of contact for assisting Mutual Aid agency representatives.
      (3) Identify agency representatives from each jurisdiction including communications links and location of all personnel assigned to assist with the incident.
      (4) Handle requests from Command Post personnel for inter-organizational contacts.
      (5) Monitor incident operations to identify current or potential inter-organizational conflicts or problems.

F. Command authority during critical incidents.
   To provide for unity of command during critical incidents within the City of Naperville, which may include personnel from different/neighborhood agencies, the highest ranking department member on the scene shall exercise command and control over all civil law enforcement resources committed to the resolution of the incident until relieved of such responsibility by a higher ranking department authority.

G. The order of command precedence during critical incidents will be:
   1. Chief of Police.
   2. Patrol Division Commander.
   3. Investigations Division Commander.
   4. Support Services Division Commander.
   5. Duty Watch Commander.
   6. Senior Sworn Supervisor.

H. After Action Report
   1. The required Offense/Incident Reports will be forwarded to the Incident Commander. The Incident Commander will prepare a documented after action report which will include at a minimum:
      a. The first indications of impending disaster (if any).
      b. When required, departmental notifications were made.
      c. The number of department personnel required to handle the disaster.
      d. The level of response required (if any) of mutual aid departments.
      e. The identification of assigned key personnel during the disaster.
      f. What special equipment was required (if any).
      g. The identification of any special issues/problems.
      h. Cost calculations.
      i. Recommendations for any improvements to future events.

   2. The after action report will be forwarded by the Incident Commander to the Chief of Police.

46.1.4 OPERATIONS FUNCTION

A. Until Operations is established as a separate Section, the Incident Commander has direct control of tactical resources. The Incident Commander will determine the need for a separate Section at an incident. When the Incident Commander activates an Operations Section, an Operations Section Chief will be assigned. The Operations Section Chief will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander. The Operations Section Chief is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand.

B. Operations Responsibilities
1. Establish perimeters, if not previously established by the Incident Commander.
2. Conduct evacuations.
3. Maintain Command Post and scene security.
4. Provide for detainee transportation, processing, and confinement.
5. Direct and control traffic.
6. Conduct the post-incident investigation.

C. The Operations Section Chief will expand the Section, as necessary, to deal with the situation. The Operations Section Chief may add supervisory levels to help manage the span of control:
1. Divisions are used to divide an incident geographically.
2. Groups are used to describe functional areas of operation.
3. Branches are used when the number of Divisions or Groups exceeds the span of control and can be either geographical or functional.

46.1.5 PLANNING FUNCTION

A. The Incident Commander will determine the need for a Planning Section and designate a Planning Section Chief. If no Planning Section is established, the Incident Commander will perform all planning functions. It is up to the Planning Section Chief to activate any needed additional staffing.

B. Planning Responsibilities
1. Preparing a documented Incident Action Plan.
2. Gathering and disseminating information and intelligence.

C. The Planning Section can be further staffed with four units, as needed:
1. Resources Unit - Conducts check-in activities and maintains status of resources.
2. Situation Unit - Collects and analyzes information on the situation, prepares displays, summaries, maps and projections.
3. Documentation Unit - Provides duplication services including the written Incident Action Plan. Maintains and archives all incident-related documentation.
4. Demobilization Unit - Assists in ensuring that resources are released from the incident in an orderly, safe, and cost-effective manner.

46.1.6 LOGISTICS FUNCTION

A. The Incident Commander will determine the need for a Logistics Section and designate a Logistics Section Chief. If no Logistics Section is established, the Incident Commander will perform all logistics functions. It is up to the Logistics Section Chief to activate any needed additional staffing.

B. Logistics Responsibilities
Provide personnel, facilities, services, and materials in support of the incident:
1. Communications.
2. Transportation.
3. Medical Support.
4. Supplies.
5. Specialized team and equipment needs.

C. The Logistics Section can be further staffed by two branches and six units as needed:
1. Service Branch - Encompassing:
   a. Communications Unit.
   b. Medical Unit.
   c. Food Unit.
2. Support Branch - Encompassing:
   a. Supply Unit.
   b. Facilities Unit.
   c. Ground Support Unit.

46.1.7 FINANCE/ADMINISTRATION FUNCTION

A. The Incident Commander will determine the need for a Finance/Administration Section and designate a Finance/Administration Section Chief. If no Finance/Administration Section is established, the Incident Commander will perform all finance functions.

B. Finance/Administration Responsibilities
1. Recording personnel time.
2. Procuring additional resources.
3. Recording expenses.
4. Documenting injuries and liability issues.

46.1.8 CRITICAL INCIDENT EQUIPMENT/OPERATIONAL READINESS

A. The Department shall complete a documented quarterly inspection, for operational readiness, of equipment designated for use in support of its critical incident plan. This inspection shall be the responsibility of the Division Commanders who may designate supervisors to inspect the operational component for which they are responsible. In addition to SRT equipment, personnel who are assigned to field duty or staffing of drug distribution sites according to the Department’s Emergency Staffing Roster will have issued critical incident response equipment inspected. This equipment includes gas masks, cartridges and other CBRN PPE. Riot gear (helmet and riot batons) will be inspected for any components to which it was issued. See General Order 53.1.1 and attachments for further.

46.1.9 TRAINING ON ALL HAZARD PLAN

A. The Support Services Division Commander will be responsible for conducting documented annual training on the All Hazard Plan for affected Department personnel. Training will draw from available personnel and will not deplete field personnel to have a significant negative effect on normal field operations. The annual training may include tabletop, actual exercises, and multiple agency involvement.

46.1.10 BOMB THREATS

A. Responsibility.
Bomb threat calls are primarily the responsibility of the Naperville Police Department. The Naperville Fire Department acts in a supporting role.

B. Response procedures.
1. Due to the many variations of explosive devices and detonators, it is necessary to respond to bomb incidents with great caution. Because some explosive devices may be set off by radio waves, officers will advise the Communications Center that they are in the area prior to arrival. At all times while within a building with a suspected explosive device and otherwise, while within 500 feet of a suspected explosive device, officers should turn off their radios until the situation has been stabilized.

   a. Cellular/mobile phones and MDCs operate via radio waves and should be treated as radios.

2. The responsibility for a decision to search and/or evacuate a building will generally fall to the person in charge of the property involved. Officers may give advice and limited assistance in the search of a building.

   a. Employees will be briefed that unusual items or those that seem out of place should be reported to the investigating officer.

   b. If a decision is made to evacuate a building, the officer will recommend that it be completed at least 30 minutes prior to the alleged detonation time if known. The evacuation should remain in effect for at least 30 minutes after the alleged detonation time.

   c. If a responsible party is not available and there is a necessity to conduct a search of a building, officers may search with supervisory approval.

3. If the officer has reason to believe an emergency situation exists, he or she will take action necessary to protect lives. When possible, a supervisor shall review the situation prior to any order to evacuate and coordinate with Investigations and evidence personnel.

4. All persons should be instructed not to touch or move any objects.

5. In the event a suspected or actual device is located, the officer will assume command of the scene until the arrival of a supervisor.

   a. Necessary evacuation will be undertaken and the item will be removed by the Bomb Disposal Unit.

   b. A perimeter will be established until the nature of the device has been established. Persons will be kept at least 100 yards from the scene if possible.

6. The investigating officer is responsible for completing the appropriate report describing the circumstances and actions taken.

C. Public schools.

   The Naperville School Districts have established procedures to be used in the event of a bomb threat at a school. Officers will assist in the search only at the direction of a police supervisor. It will be the sole responsibility of the school administrator to evacuate the school.

D. The Department does not provide bomb disposal services. Bomb disposal operations will be handled by requesting the services of the Bomb Disposal Unit of the DuPage County Sheriff’s Police regardless of the county of occurrence.

46.1.11 RAPID DEPLOYMENT/ACTIVE SHOOTER

Rapid deployment involves the swift and immediate deployment of law enforcement resources to on-going, life-threatening situations where delayed deployment could otherwise result in death or great bodily injury to innocent persons. By definition, this will not wait for the activation and deployment of the Special Response Team (though this will likely occur concurrently).

   A. Appropriate Deployments

      1. The event is ongoing and the offender(s) is actively engaged in causing death or great bodily harm to persons, and

      2. The involved location is believed to contain multiple victims, or potential victims.

   B. First Responding Officer Responsibilities

      1. Secure communications.

      2. Identify the Kill Zone.

      3. Determine inner perimeter, if practical.

      4. Identify and request any needed additional resources including, but not limited to:

         a. Additional Patrol units, especially those with patrol rifles.

         b. Special Response Team.

         c. Bomb Squad.

         d. Fire Department.

      5. Relay critical information.

         a. Location and number of offenders if known.

         b. Type of weapons or improvised explosive devices involved.

         c. Type of location.

         d. Safe approach route.

         e. Identify entrance point for contact and rescue teams.

      6. Assemble the contact team.

   C. Secondary Responsibilities of on-scene personnel. These may not precede the assembly and entry of the contact team(s):

      1. Establish inner and outer perimeters.

      2. Establish Command Post.

      3. Establish staging area.

      4. Identify and request any further needed additional resources including, but not limited to:

         a. Additional Patrol units, especially those with patrol rifles.

         b. Special Response Team.

         c. Bomb Squad.

         d. Fire Department.

      5. Continue to relay critical information.

         a. Location and number of offenders if known.

         b. Type of weapons or improvised explosive devices involved.

         c. Type of location.

         d. Safe approach route.
c. Offender information, description, location, and
b. Victim information, location, number, medical needs.
a. Progress/location.

4. Communicate with other teams.
   a. Progress/location.
   b. Victim information, location, number, medical needs.
   c. Offender information, description, location, and
   d. Explosives, if present, locations, types, sizes.

E. Evacuation Teams
   Teams of up to five officers whose primary task is to locate and extract victims and witnesses. Evacuation Teams will also communicate above information as needed, while extracting victims for EMS and witnesses for identification and debriefing.

46.1.12 SUSPECTED BIOTERRORISM HAZARDS
Due to terrorism threats, reports of letters, packages, and suspicious substances that may be contaminated with a chemical or biological agent should be considered legitimate until further investigation determines otherwise. Department personnel should take all necessary precautions to prevent contamination to themselves and Department equipment.

A. COMMUNICATIONS PROCEDURES:
1. Upon receiving a call regarding suspicious materials or substances, Communications personnel will:
   a. Obtain the location of the caller and the suspicious material.
   b. Ask why the caller believes the package/letter or substance is suspicious.
   c. Ask the caller to isolate the area where the material or substance is and advise the caller not to have anyone touch the material or substance. If possible, have the caller wait outside the building/residence for the responding units.
   d. Notify a patrol sergeant via telephone of the call prior to the dispatch. The Naperville Fire Department will be notified via radio.
   e. Dispatch the police and fire units to a “Suspicious Materials” call, limiting information to be given over the radio and placing it in CAD.

B. RESPONSE PROCEDURES:
1. A patrol sergeant and patrol officer will be dispatched to the scene.
2. Respond to the scene Code 1 – non-emergency, unless directed to a higher code response by a patrol supervisor.
3. Coordinate response with the Naperville Fire Department units responding.
4. Meet with the caller and determine where the suspicious material or substance is.

5. Prior to taking any action with the suspicious material or substance, begin preliminary investigation with the caller.
6. Initial screening questions include, but are not limited to:
   a. Is the reporting person or business associated with a government entity or high profile activity (news agency, professional sports, celebrity, political figure, etc.)?
   b. Does the reporting person know someone or are they related to someone in the above category?
   c. Does the reporting person have any ties to any foreign or domestic terrorist group or to any person or business that may be a target of such a group?
   d. Did a direct threat accompany the package/letter (i.e. phone call, note, or letter attached)?
   e. Did anyone become ill or injured as a result of having contact with the material or substance?
   f. Why do you think you (or the business) would be a target?
   g. Is the return address familiar to you?
   h. Did you expect this package or letter?

7. If the answer to any of the first five questions is “yes,” notify a police supervisor. If the answer to question “e” is “yes,” or if the supervisor determines (after actual visualization of the package by fire and/or police personnel) that the contents of the package are suspicious, the supervisor will initiate a telephonic threat assessment by calling the Federal Bureau of Investigations, Chicago Field Office, at 312-431-1333. The supervisor will request the duty person to locate/contact the FBI Weapons of Mass Destruction Coordinator.

C. ON-SCENE PROCEDURES/THREAT CREDIBILITY
1. The Naperville Fire Department will be responsible for the scene.
2. HAZ-MAT personnel only will enter the scene after the initial screening questions are completed. HAZ-MAT personnel have the ability to field test substances on scene to determine whether a substance could possibly contain a biological or other threat substance.
3. Police personnel will remain on scene with the Fire Department to provide assistance with securing the scene, locating and interviewing potential witnesses, and other duties at the discretion of the on-scene patrol sergeant.
4. Fire Department personnel will notify the on-scene patrol sergeant of the results of the field tests. The patrol sergeant will then determine the course of action.
5. The patrol sergeant will be responsible for the following notifications in the event of a bona fide incident or hoax:
   a. Public information officer or the on-duty watch commander in the absence of the PIO.
   b. Patrol Division Commander.
   c. Chief of Police
   d. Investigations supervisor, at the discretion of the patrol sergeant

6. Follow-up with the caller – The patrol officer and/or sergeant will meet with the caller and explain the field test findings to
D. REPORTING/DOCUMENTING THE INCIDENT

1. If the call is determined not to be a credible threat, but there was genuine concern, class as 7324, Biohazard Investigation. This can be classed out without a written report, but the CAD disposition should contain the identifiers and contact number(s) for the caller, as well as a brief description of what had occurred, whether the Fire Department responded, and the determination by the Fire Department.

2. If the call is determined to be a hoax or prank, it will be classified as Disorderly Conduct with a written report required. This will then be forwarded to the Investigations Division for follow-up. Sub-class with 7324, Biohazard Investigation.

3. If the call is determined to be bona fide, it will be initially classified as a Reckless Conduct, with a written report required. This report will be forwarded to the Investigations Division for follow-up. Sub-class with 7324, Biohazard Investigation.

E. STATEWIDE PROTOCOL

1. See “Handling Unknown Substance/Package and Biological Testing” Statewide Protocol published by the Illinois Terrorism Task Force (July 2004) for further.

2. No substance should be submitted to the Illinois Department of Public Health for testing until telephonic screening with the FBI and hazard assessment including, but not limited to, radiation, corrosivity, flammability, and volatility.
DEFINITIONS:

Anderson Blasgauge: An instrument that provides an accurate measurement of blast peak (pressure) when a distraction device is deployed.

Assistant Team Leader: A Special Response Team Member designated by the SRT Commander who assists the Team Leader, and if needed, assumes Team Leader duties.

Barricaded Person: An individual who resists being taken into custody by using (or threatening the use of) firearms, other weapons, explosives, etc. Generally, the barricaded person is behind cover. Barricaded persons may or may not have taken a hostage or made a threat to their own life.

Concealment: A position which provides a visual shield but no physical protection from gunfire.

Cover: A position which provides physical protection from gunfire. Cover may or may not also provide concealment.

Hostage: Anyone being held involuntarily by a barricaded person.

Incident Commander: The ranking officer at the scene of a special operations incident who has assumed command. This will be no less than a field or unit supervisor holding the rank of sergeant.

Inner Perimeter: The area in which officers and/or citizens are vulnerable to direct fire or other harm from an assailant and/or police countermeasures. The location of the inner perimeter may be dependent upon the firepower and field of fire available to the armed person, or other considerations as may be determined by the on-scene commander, to ensure against interference with the police response. If the assailant is using weapons other than firearms, a similar application is appropriate. If an assailant is located in a room in a building without shooting access to the outside, the inner perimeter may be in the same building. If the assailant is outside with large areas of open space, the inner perimeter may be established several hundred yards from the location. Only SRT personnel will penetrate the inner perimeter unless otherwise directed by the Incident Commander or SRT Commander in cases of an emergency.

Intelligence Officers: Officers assigned to collect and relay information to the Incident Commander, SRT commander, and SRT team leader.

Negotiator: Naperville police officer selected and trained to perform negotiation functions.

Outer Perimeter: That area in which officers or the public are not vulnerable to direct fire or other attack from assailant(s). All vehicular and pedestrian traffic will be kept from entering and all civilian and non-essential police will be evacuated.

Pre-Planned Arrests: Any pre-planned arrest situation where there is a probability that the subject(s) will resist with the use of lethal weapons.

Special Event: An activity, such as a parade, festival, athletic contest, or public demonstration, that results in the need for control of traffic, crowds or crimes.

Special Response Team (SRT): Police officers who are selected by the Chief of Police and are specially trained to perform tactical missions as required under the specific direction of one of the following: Chief of Police, SRT Commander or Incident Commander.

Team Leader: A Special Response Team member designated by the SRT Commander who will be responsible for deploying and directing the SRT members during a special operations incident.

VIP: A "very important person," dignitary, famous personality, notorious person, or any other person in need of special security.

PURPOSE:

The purpose of this order is to establish procedures and guidelines for the utilization of the Special Response Team (SRT), and procedures for responses to situations including barricaded person(s), hostage situations, bomb threats, VIP security, pre-planned arrests, search warrants/raids and special events.

ORDER:

46.2.1 SPECIAL OPERATIONS ACTIVITIES

A. Organization of the Special Response Team.

1. The Special Response Team Commander is in charge of the Special Response Team members and negotiators and will perform the following duties:

a. Ensure that all members of the unit maintain proficiency and readiness.

b. Maintain documentation of all selection, training and incidents, which will then be forwarded to the Training Unit.

c. Familiarize other members of the Department with the capabilities and proper utilization of the Special Response Team and coordinate the use of the Special Response Team.

d. When at a scene in which the Special Response Team is being utilized, the Special Response Team Commander will take command of the entire scene unless a higher ranking officer chooses to assume the position of Incident Commander. In the absence of a higher ranking officer, the SRT Commander may designate an Incident Commander from available supervisory personnel on-scene.

e. The Special Response Team Commander will report through the normal chain of command to the Chief of Police and will obtain the approval of the Chief of Police for staffing levels, training requests and equipment needs.
B. The Special Response Team Leader and Assistant Team Leader will be designated by the SRT Commander. The Team Leader will:

1. Formulate plans of action for the resolution of the high risk situation, in coordination with the negotiator when necessary, with all plans having the approval of the Special Response Team Commander or Incident Commander.
2. Initiate approved plan of action to resolve a high risk situation.
3. Coordinate surrender/release of suspect(s)/hostage(s) when indicated by the negotiator.

C. Special Response Team Members.

1. Will follow all orders issued to them by the SRT Team Leader or SRT Commander.
2. Keep the SRT Team Leader or SRT Commander apprised of all information that may affect the operation.

D. Negotiators.

1. Will follow all orders issued to them by the Incident Commander or SRT Commander.
2. No concession will be made or demand granted to the hostage taker until approved by the Incident Commander.
3. Negotiating Tasks:
   a. The negotiating tasks include, but are not limited to, the following:
      1) Buying time.
      2) Obtaining information from offender(s).
      3) Allowing the offender(s) to express anxieties or vent emotion to de-escalate the incident.
      4) Developing trust with the offender(s).
      5) Assisting the offender(s) with solving problems in a realistic and non-violent manner.
      6) Influencing the offender(s) to release the hostages and surrender.
   b. The Hostage Negotiator Team Leader will:
      a. Monitor all negotiations and keep the incident commander apprised.
      b. Supervise the negotiators, including the changing of negotiators and the tactics employed with the incident commander’s approval.
      c. Supervise and coordinate intelligence officers.
      d. See General Order 46.4.2.4.1.

E. Deployment of the Special Response Team to supplement other operational components.

1. The Special Response Team will be utilized for the following situations:
   a. Barricaded persons (see General Order 46.4).
   b. Pre-planned arrests.
   c. Execution of search warrants/raids.
   d. Civil disturbance.
   e. Any other situation as determined by the Chief of Police or designee.
   f. Requests for mutual aid responses will be made by the Chief of Police or designee.
2. The following special operations needs will require assistance from the DuPage County Sheriff’s Office:
   a. Special purpose vehicles.
      1) Bomb disposal.
   b. Bomb disposal personnel.

F. Special Response Team Call-Out.

1. The Chief of Police, any division commander or the SRT Commander have the authority to call out the SRT.
2. The SRT call-out (or activation of SRT personnel) is accomplished by calling the “group” pager number and, if needed, the individual numbers of the pagers for negotiators, with a call-back number to Communications.
   a. Communications should check shift schedules for working members and notify appropriate member(s) via radio to respond to the police department to obtain equipment and further orders.
   b. Team members who do not respond to pagers within 10 minutes will be called at home.
   c. Team members contacting Communications should give their ETA to the police department. Communications will keep a written log of times including the page, return call, and ETA of each member.

G. Responsibilities Prior to SRT Arrival

For most incidents for which the SRT is called out, the following are the responsibilities that Department personnel are to assume until SRT arrival. One exception to this is a Rapid Deployment/Active Shooter situation (see G.O. 46.1.11).

1. First officer on the scene.
   a. The first concern and objective is containment. Confrontation should be avoided in favor of controlling and containing the situation until the arrival of the SRT and negotiators. It is important to establish a tight inner perimeter by seeking an advantageous position which provides at least cover and, if possible, concealment. It is then possible to direct other responding units to establish complete control of access to and from the incident location. Only uniformed officers and police officers clearly identifiable as such shall be used on the inner perimeter.
   b. Advise the Communications Center and supervisors of the numbers of offenders, hostages, injuries, etc.
   c. Recommend placement of a command post (CP).

2. Additional units.
   a. Unless otherwise advised, response by all units shall be Code 1, using a route to avoid alerting offenders to their approach.
   b. Officers responding to their assigned inner perimeter positions shall park their vehicles nearby and make the final approach on foot unless their vehicle provides the only reasonable cover.
c. All non-SRT personnel shall be prohibited from entering the inner perimeter. All persons leaving the inner perimeter must be withdrawn from the perimeter, identified and interviewed concerning their knowledge of the incident, subjects, etc.

d. Evacuation of bystanders and injured persons will generally be conducted by uniformed personnel.

e. Evacuation of injured persons from within the inner perimeter will generally be conducted by SRT personnel.

3. Responsibilities of first arriving supervisor.

a. Establish a Command Post (CP) considering the following:

1. The Command Post should be out of view of the public, if possible.

2. The Command Post should be upwind, if possible, in the event of chemical weapon dispersal.

3. A view of the scene is highly desirable. However, the physical security of the Command Post and the safety of responding units and occupants are paramount.

4. The Command Post should have access to communication other than police radio, such as commercial telephone lines or cellular phones.

b. Take charge as Incident Commander until, and unless, relieved by a higher ranking officer.

1. If staffing permits, the Incident Commander should designate an officer who may utilize the incident check list forms (see Attachments A and B) to record time and order of occurrences. In addition, it may be desirable to designate an interim public information officer.

2. Instruct the Communications Center to apprise appropriate District Commander of Naperville Fire Department in order to arrange for necessary ambulance, rescue and fire equipment.

3. Arrange for the Investigations Division to provide surveillance equipment as necessary.

c. Upon establishing the inner perimeter, the Incident Commander shall make a determination of the need to establish an outer perimeter. Such determination shall consider:

1. The potential for danger to extend beyond the inner perimeter. The Incident Commander shall order such further evacuation as is necessary to remove civilians from the danger area.

2. The potential for a crowd to form and intrude on police operations or the inner perimeter.

3. The potential for media representatives to intrude on police operations or the inner perimeter (see General Order 54.1).

4. Communications Center responsibilities.

a. Minimize radio traffic as much as possible while still conducting priority police business. The Communications Center will assign all units involved in the incident to a separate channel.

b. Notify the Watch Commander immediately after dispatching units to incident, whether the incident is confirmed or not.

c. Once the incident has been confirmed, notify the commanders of the Patrol and Investigations Divisions, SRT Commander, the Chief of Police, and other agencies as necessary.

d. The SRT Commander will instruct the Communications Center to page out the SRT and negotiators, recording the time.

e. The Investigations Division Commander will have Communications personnel page out two investigators to act as intelligence officers.

1) The intelligence officers will report to the scene and take direction from the Incident Commander.

H. Coordination and Cooperation between SRT and Other Operational Components.

1. SRT Callouts.

At incidents in which SRT is called out, coordination and cooperation between the SRT and other operational components will be through the SRT Commander. The SRT Commander will coordinate with other components through the Incident Commander.

2. Pre-Planned Arrests, Search Warrants and Raids

Coordination and cooperation between the SRT and other operational components will be through the SRT Commander. The SRT Commander will coordinate with other components through the Investigations Division Commander (see G.O. 43.2).

46.2.2 SELECTION OF SPECIAL RESPONSE TEAM MEMBERS

A. Special Response Team member is a collateral assignment which is voluntary.

B. The selection criteria for Special Response Team members include those for specialized assignment selection (see General Order 16.2) and additionally the following requirements:

1. Ability to respond well under pressure, especially in changing situations.

2. Ability to work closely and successfully with others in an environment that emphasizes teamwork.

3. Excellent physical condition, possessing superior agility, stamina and strength.

C. Selection Process

Openings on the Special Response Team will be advertised to sworn personnel to solicit applicants.

1. A memorandum of interest shall be submitted by interested officers, to the SRT Commander via the chain of command.

2. Applicants must pass a thorough medical examination by a licensed physician confirming their ability to engage in strenuous physical exertion. The applicant can utilize the physical examination provided by the City or through a physician of their choice. Confirmation from the physician will be submitted with the application to the unit.

3. Applicants must successfully complete the physical fitness assessment test. The Chief of Police may add additional tests to better assess the applicants' strength, agility or stamina.

4. Applicants will be given oral interviews by the selection committee appointed by the Chief of Police. The selection
committee will forward its recommendations to the Chief of Police.

5. Applicants will be required to take and pass a psychological screening exam showing the ability to perform as a Special Response Team member.

6. The Special Response Team Commander will be selected by the Chief of Police after successfully completing the above selection process.

D. Members of the team are subject to the same disciplinary measures that apply to all officers and may also be removed from the Special Response Team at the discretion of the Chief of Police. Factors that may make this necessary include:

1. Failure to pass the annual physical fitness assessment test.
   a. The physical fitness assessment test will be given twice a year; one scheduled by the Special Response Team commander and the second test will be given at a random date at the discretion of the Chief of Police.
   b. All SRT members will annually pass a thorough examination by a licensed physician confirming their ability to engage in strenuous physical exertion. SRT members can utilize the physical examination provided by the City or through a physician of their choice. Confirmation from the physician will be submitted with the application to the unit.
   c. Special Response Team members who do not achieve a passing grade will be allowed a period of three months and then be retested at the direction of the Special Response Team Commander.
   d. Failure of physical fitness assessment retest will result in a recommendation of removal from SRT by the SRT Commander forwarded to the Chief of Police.

2. Failure to qualify with required firearms.

3. Failure to perform assigned duties within the team.

4. Failure to display the required discipline to function as a team member.

5. General lack of performance based upon the objective judgment of the SRT Commander.

6. Failure to maintain employee Performance Evaluations at an acceptable level, either as a team member or in the officer’s normal capacity.

E. All decisions concerning selection and exclusion will be made by the Chief of Police.

46.2.3 SPECIAL RESPONSE TEAM EQUIPMENT

A. Special Response Team members will wear protective clothing and items for their safety. These items include nomex hood, nomex and/or leather protective gloves, goggles or protective glasses, ballistic helmets, ballistic vests, gas masks, elbow pads, and knee pads. These items may be removed when the threat of the special operation is not imminent or their specialized duties do not require their use.

B. Equipment is issued to each Special Response Team member (see Attachment A).

C. For a list of team equipment which is designated as support equipment not issued to an individual, see Attachment B.

D. Storage of all support weapons and equipment will be in the designated SRT vehicles.

E. SRT equipment and weapons can be removed from these locations only by SRT members who have qualified with those weapons and who have obtained permission from the Special Response Team Commander, a division commander or the Chief of Police.

F. All equipment is to be kept clean and serviceable by SRT members. Equipment which cannot be serviced by SRT members will be serviced by qualified personnel.

G. The Special Response Team Commander or designee will inspect weapons and equipment used by members of the team after each use, and at least quarterly. A log will be kept for all equipment inspections.

H. Distraction Devices

Distraction devices can be used to obtain a tactical advantage over a suspect(s) in barricaded person situations, execution of search warrants, or pre-planned arrest situations.

1. Only SRT members may deploy distraction devices.
   a. All SRT members will be trained by a certified instructor in the use of distraction devices and training and proficiency will be documented.
   b. All SRT members will utilize appropriate equipment when deploying distraction devices. Only Department-approved distraction devices will be used. (See Attachment C.)

2. All distraction devices will be secured in the range armory or SRT vehicles when not in use. No distraction device will be removed from the range or SRT vehicles without authorization of the SRT Commander, a Division Commander, or Chief of Police.

3. It is the responsibility of the SRT Commander to maintain a log of all distraction devices and nature of use to include training or duty.

4. After using a distraction device in the course of live tactical situations, the Andersen Blasgauge will be used.
   a. The Anderson Blasgauge gives a simple, but accurate, blast peak over pressure gauge.
   b. The SRT Commander or SRT distraction device instructor will conduct the test, which will require the deployment of a distraction device, in the area where the distraction device was used.
   c. The results of the test will be documented and entered into evidence.

46.2.4 SELECTION OF HOSTAGE NEGOTIATORS

A. Hostage Negotiator is a collateral assignment which is voluntary.

B. The selection criteria for Hostage Negotiators include those for specialized assignment selection (General Order 16.2). The applicant must additionally possess the following abilities and traits:
1. Excellent communication skills: possessing outstanding verbal skills with the ability to speak with people at various levels and be a close and active listener.

2. Emotional maturity with the capacity to absorb verbal abuse without reacting in a negative manner.

3. Ability to respond well under pressure especially in changing situations.

4. Ability to conceal and control emotions.

C. Selection Process
Openings for Hostage Negotiator will be advertised to sworn personnel to solicit applicants.

1. A memorandum of interest shall be submitted by interested officers, to the SRT Commander via the chain of command.

2. Applicants will be given oral interviews by the selection committee appointed by the Chief of Police. The selection committee will then forward its recommendations to the Chief of Police.

3. Applicants will be required to take and pass a psychological screening exam showing the ability to perform as a Hostage Negotiator.

D. The SRT Commander will designate the Hostage Negotiator Team Leader, from the Department’s Hostage Negotiators, with the approval of the Chief.

46.2.5 NOT APPLICABLE

46.2.6 SECURITY OF VIPs
The specific requirements of this directive are delineated in General Order 46.5.

46.2.7 SPECIAL EVENTS
A. The responsibility for the coordination of special events rests with the Traffic Unit supervisor. Special events include any scheduled activities that involve large amounts of vehicular and/or pedestrian traffic for a short period of time. Special events may include parades, carnivals, demonstrations, picketing, sports events, or major road maintenance or repairs.

1. Prior to each special event, the Traffic Unit supervisor shall provide to each affected commander a report which shall contain, but not be limited to:
   a. Designation of the special event coordinator.
   b. Designation of on-scene supervisor or supervisors.
   c. Written estimates of traffic, crowd control and crime problems anticipated.
   d. Personnel requirements.

2. The Traffic Unit supervisor will coordinate personnel and logistical requirements with the Patrol and Investigations Division Commanders.
   a. Requests for the assignment of the Special Enforcement Unit will be forwarded to the Investigations Division Commander as far in advance of the special event as practicable.
   b. The Investigations Division Commander is the contact for such civilian support as the Police Explorer Post and Community Radio Watch.

B. Personnel may be assigned to control or to assist in the control or movement of traffic during these events to reduce traffic problems and traffic congestion. The Traffic Unit supervisor coordinating special events, or a designated representative, will coordinate the planning process for traffic direction and control functions at special events.

C. The planning process will address the following:

1. Planning routes which allow normal and emergency activities to continue with minimal disruption.

2. Providing for unrestricted access from at least one direction for emergency services.

3. Assessing the need to provide temporary traffic control devices.

4. Assessing the need to provide adequate crowd control.

5. Providing for relations with the news media.

6. Identifying persons working directly with the event.

7. When private security services are involved, the need to review and determine the adequacy of such services for the particular event.

8. Provisions for:
   a. Parking (including handicapped parking).
   b. Personnel scheduling and relief.
   c. Use of temporary traffic control devices.
   d. Interagency assistance and cooperation.
   e. Ingress and egress of vehicular and pedestrian traffic.
   f. Detour routes to alleviate congestion.

D. An after-action report will be prepared by the Traffic Unit supervisor at the conclusion of significant special events and forwarded to the Patrol Division Commander.
SPECIAL RESPONSE TEAM EQUIPMENT

1. Helmet
2. Tactical Vest Level IIIA
3. Radio Headset
5. 16” ASP Expandable Baton
6. Streamlight Stinger Flashlight w/charger
7. S&W Handcuffs
8. Avon SF 10 Gas Mask
9. Avon SF 10 Gas Mask Canister
10. Boots
11. BDU Pants, navy blue
12. BDU Dress Shirt, navy blue
13. Nomex Hood
14. Nomex Gloves
15. Bolle Goggles
16. Elbow Pads
17. Knee Pads
18. M-65 Field Jacket
19. M-65 Field Jacket Liner
20. Duty Bag
21. Gas Mask Pouch
22. Tactical Style Leg Holster
23. Tactical Style Magazine Holder
24. Nylon Duty Cuff Pouch
25. Nylon Duty Mag Pouch
27. ASP Carrier
28. Duty Flashlight Holder, black nylon
29. Spring-Loaded Center Punch
30. Canteen w/Case
31. TACM III Weapon Light
32. Riot Face Shield
SPECIAL RESPONSE TEAM SUPPORT EQUIPMENT

1. Remington 700 .308 bolt-action rifle w/Leupold 3.5x10 scope - 4
2. H&K MP5 sub-machine gun 9MM - 3
3. H&K UMP45 sub-machine gun .45 ACP – 1
4. Def. Tec. 37MM Gas Gun - 2
5. Colt AR 15 Carabines .223 caliber - 6
6. Colt M-16 A2 .223 selective fire rifle – 5
7. Armalite M15 A4 .223 rifle - 4
8. Mossberg 500 14" barrel 12-gauge Shotgun – 2
9. Benelli Semi-auto 12-gauge Shotgun – 1
10. Mossberg 500 12-gauge Shotgun for less than lethal use – 1
11. Pen-Arms 40mm multi-launcher - 1
12. MP5 Cleaning Kit - 1
13. MP5 Sight Adjustment Tool - 1
14. MP5 Loading/Unloading Tool - 1
15. Pro Tech Ceramic Plate Inserts - 4
16. Pro Tech Ballistic "Defender" Shields - 3
17. Pro Tech Ballistic Face Shields - 4
18. H.I.L. Entry Light w/Pressure Switch - 1
19. Gas Mask Voice Projection Units - 2
20. AR 15 Cleaning Kit - 1
21. Hostage Phone AT&T VR Agency Version - 1

06/07
NAPERVILLE POLICE DEPARTMENT

DISTRACTION DEVICES

- Def-tec #25 distraction device - steel body
- Def-tec #25 distraction device reload
INDEX AS:
46.3.1 LIAISON WITH OTHER ORGANIZATIONS
46.3.2 TERRORISM RELATED INTELLIGENCE
46.3.3 PROVIDING AWARENESS INFORMATION
46.3.4 CBRN AWARENESS
46.3.5 HOMELAND SECURITY ADVISORY SYSTEM

PURPOSE:
The purpose of this order is to establish guidelines and procedures relating to Homeland Security.

46.3.1 LIAISON WITH OTHER ORGANIZATIONS
A. The Department maintains liaison with other organizations for the exchange of information relating to terrorism. The Special Operations Section of the Investigations Division will be responsible for liaising with other organizations.

46.3.2 TERRORISM RELATED INTELLIGENCE
A. Contact with Subject of a Terrorist Alert/List
Department personnel who, as a result of a LEADS inquiry, receive an NCIC or LEADS hit for a possible subject of a terrorist alert/list shall:
1. If the Department personnel are non-sworn, they will immediately summon an officer.
2. Not let the person know that they may be the subject of such an alert.
3. Determine, as best they can, whether the person matches the alert. If the hit is bona fide for the person:
   a. Notify Communications and a field supervisor.
   b. Follow the directions given in the NCIC/LEADS hit.
   c. Ensure immediate notification of a Special Operations Section supervisor.
   d. Complete a report documenting the incident.
4. If the person is determined not to match the hit, the officer will also complete a brief report. The report will document the circumstances of the contact and the measures taken to determine that the person did not match the hit.
B. Reporting of Terrorism Related Intelligence Information
Officers receiving reports of terrorism related intelligence information will document that information on a police report. If the nature of the information is urgent, the officer will make immediate notification to their supervisor. Reports will be turned in to the supervisor for review.
1. The supervisor will make notification to the Special Operations Section and relay the report after it is approved. Reports completed under section A above will be routed in the same manner.
C. Relaying Information to Proper Agency
Except in a situation covered by section A.3 above, terrorism related intelligence information will be routed directly to the Special Operations Section. The Special Operations Section will then relay the information to the appropriate agencies.

46.3.3 PROVIDING AWARENESS INFORMATION
A. The Department provides terrorism awareness information within the City of Naperville. The Special Operations Section will disseminate information to the public encouraging and identifying methods for reporting suspicious activity that may be related to terrorism.

46.3.4 CBRN AWARENESS
A. First Responder CBRN Equipment.
First responder personal protective equipment (PPE) for events involving chemical, biological, radiological, and nuclear weapons, will follow the U.S. Department of Homeland Security’s Science and Technology Division standards. This personal protective equipment includes gloves, eye protection, gas masks, and protective ensembles (clothing cover).
B. Awareness Level Guidelines for Events Involving CBRN.
The Department utilizes the awareness level guidelines of the State of Illinois Hazardous Material Awareness Training (required annually) and the Emergency Response Guidebook developed by the U.S. Department of Transportation.
C. Use of Issued PPE.
Department issued PPE is for the use of personnel responding to a terrorist attack. In normal hazardous material situations, police personnel are aware of level responders recognizing and identifying the hazard and reporting it. PPE is to be used for response to terrorist CBRN attacks for which the PPE is rated. The PPE cannot protect from all possible chemical, biological, radiological, and nuclear hazards. Current PPE is for chemical, biological, and some radiological hazards.

46.3.5 HOMELAND SECURITY ADVISORY SYSTEM
A. The U.S. Department of Homeland Security interacts with state and local emergency management agencies, provides guidance, and is responsible for the National Warning System and the dissemination of threat condition advisories. The Homeland Security Advisory System consists of five levels, each color coded to a different associated risk. The following list provides the threat condition, color, and associated response necessary from the Department.
1. Upon receipt of notification of a change in the advisory level, the Watch Commander or his designee will ensure that a copy is faxed to EMA, the City Manager’s Office, Public Works, and the Fire Department. If the advisory is an increase in level above “Elevated” (Yellow), notification is to be made via telephone.
2. Threat Condition GREEN: Low
Continue with regular Department operations. A low risk of terrorist attack.
3. Threat Condition BLUE: Guarded
Threats have been received that do not warrant actions beyond the normal notifications or placing resources on a heightened alert. Supervisors should:
   a. Review all applicable emergency plans and staff readiness (schedules).
b. Ensure Department vehicles remain secured while parked.

c. Check equipment for operational readiness.

d. Review and update public and private critical infrastructure target listings.

4. Threat Condition YELLOW: Elevated

Intelligence or an articulated threat indicates a potential for a terrorist incident. However, this threat has not yet been assessed as credible. A significant risk of terrorist attack is present. Supervisors should:

a. Ensure that all measures for Threat Condition BLUE have been taken, PLUS:

b. Remind all personnel to be suspicious and inquisitive while maintaining a heightened awareness of people, vehicles, and activities; and

c. Thoroughly check all deliveries to the police facility.

5. Threat Condition ORANGE: High

A threat assessment indicates that the potential threat is credible, and confirms the involvement of Weapons of Mass Destruction (WMD) in the developing terrorist incident. Supervisors should:

a. Ensure that all measures for all lower threat levels are completed, PLUS:

b. Review planned public tours of the police facility and determine if any should be cancelled;

c. Institute further security within the police facility. All visitors will be required to wear a visitor pass and have it visible at all times. All unfamiliar visitors will be escorted to their destination within the police facility;

d. Identify any planned community events where a large attendance is expected;

e. Traffic Unit supervisors will consult with the event planners regarding contingency plans, security awareness, site accessibility, and control. Consider a recommendation of canceling events if the current situation warrants it;

f. Contact critical infrastructure facilities including businesses, hospitals, schools, etc., to discuss the heightened threat, security, and contingency plans; and

g. Ensure that Patrol increases security around critical infrastructure facilities, including the Public Safety campus.

6. Threat Condition RED: Severe – Department Notification and Mobilization

A WMD terrorism event has occurred which requires an immediate process to identify, acquire, and plan the use of federal and state resources in response to consequences of terrorist use or employment of WMD. There is a severe risk of further terrorist attacks.

a. The on-duty Watch Commander or designee will begin the notification procedure in the following order:

(1) Chief of Police or designee.

If the Chief of Police cannot be reached via telephone, a patrol unit will be sent to the residence for notification.

(2) Watch Commander will activate the 12 hour shift emergency roster to include supervisors

(3) Captains

(4) Lieutenants

(5) Planning, Training and Research Section Commander/Public Information Officer

(6) Special Response Team

b. The Chief of Police or designee will provide direction on any further notifications (internal or external) and determine the personnel response beyond the next scheduled shift.

c. If the Chief of Police cannot be reached, the Order of Command Precedence will follow that specified in General Order 46.1.3.G, with the Patrol Commander next in the chain of command, followed by the Investigations Commander.

d. The Watch Commander or Acting Watch Commander will immediately designate a supervisor to record emergency operations and note all activity undertaken. This supervisor should be prepared to brief Police Management Staff at a meeting which will be convened upon the arrival of Management Staff at the police facility.

e. The Watch Commander or Acting Watch Commander will determine call priorities and response levels based on call loads and the developing situation. This direction will be relayed to PSAP, Records Personnel, and on-duty shift personnel.

f. The Records Section, PSAP employees, and Front Desk personnel will be advised to direct citizens contacting the police to remain calm and monitor local media (television or radio) for further information.

g. Upon arrival of Management Staff Team members, a situational assessment meeting will immediately take place. The following will be reviewed:

(1) Department All-Hazard Plan

(2) City Emergency Operating Plan

(3) Relevant General Orders

h. An Operational Plan will be developed which will include a chain of command and operational assignments including, but not limited to:

(1) Patrol Operations

(2) Off-Site Security

(3) Public Safety Campus Security

(4) Intelligence

(5) Logistics (Internal for Police)

(6) Equipment Needed

(7) Vehicles Needed

i. The Management Staff will set a meeting within the following six hours to analyze and evaluate the Operational Plan.

j. In the follow-up meeting, the following areas will be analyzed and evaluated:

(1) Evaluate the current situation.

(2) Review of all personnel assignments.

(3) Report changes or modifications of the Operational Plan to the Police Command Personnel assigned to the EOC.

(4) Set the next meeting time to analyze and re-evaluate the Operational Plan.
7. Threat Condition RED: Severe - Department Responsibilities

a. Ensure all lower threat level measures have been taken, PLUS.

b. Make a positive identification of all vehicles parked within the Public Safety Campus lots.

c. Control access and implement positive identification of ALL personnel – no exceptions.

d. Maintain a security presence on a single point of access to the police facility, City Hall, and Fire Department facilities to determine the validity of purpose of the visit and to inspect all packages, briefcases, and bags.

e. Ensure frequent checks of all critical facilities and begin spot checks of lower risk targets not identified in the infrastructure target list.

f. All sworn personnel will be in uniform, unless specified by the Chief of Police or designee.

g. A Police Representative to the Emergency Operations Center (EOC) will be designated by the Watch Commander or Acting Watch Commande.
46.4.1 HOSTAGE/BARRICADED PERSON SITUATIONS

DEFINITIONS:

Assistant Team Leader: A Special Response Team Member designated by the SRT Commander who assists the Team Leader in their duties, and if needed, assume Team Leader duties.

Barricaded Person: An individual who resists being taken into custody by using (or threatening the use of) firearms, other weapons, explosives, etc. Generally, the barricaded person is behind cover. Barricaded persons may or may not have taken a hostage or made a threat to their own life.

Concealment: A position which provides a visual shield but no physical protection from gunfire.

Cover: A position which provides physical protection from gunfire. Cover may or may not also provide concealment.

Hostage: Anyone being held involuntarily by a barricaded person.

Incident Commander: The ranking officer at the scene of a special operations incident who has assumed command. This will be no less than a field or unit supervisor holding the rank of sergeant.

Inner Perimeter: The area in which officers and/or citizens are vulnerable to direct fire or other harm from an assailant and/or police countermeasures. The location of the inner perimeter may be dependent upon the firepower and field of fire available to the armed person, or other considerations as may be determined by the on-scene commander, to ensure against interference with the police response. If the assailant is using weapons other than firearms, a similar application is appropriate. If an assailant is located in a room in a building without shooting access to the outside, the inner perimeter may be in the same building. If the assailant has shooting access to the outside, the inner perimeter may be established several hundred feet from the outside of the building. If the assailant is outside with large areas of open space, the inner perimeter may be established several hundred yards from the location. Only SRT personnel will penetrate the inner perimeter unless otherwise directed by the Incident Commander or SRT Commander in cases of an emergency.

Intelligence Officers: Officers assigned to collect and relay information to the Incident Commander, SRT Commander and SRT team leader.

Negotiator: Naperville police officer selected and trained to perform negotiation functions.

Outer Perimeter: That area in which officers or the public are not vulnerable to direct fire or other attack from assailant(s). All non-police vehicular and pedestrian traffic will be kept from entering and all civilian and non-essential police will be evacuated.

Special Response Team (SRT): Police officers who are selected by the Chief of Police and are specially trained to perform tactical missions under the specific direction of one of the following: Chief of Police, SRT Commander or Incident Commander.

Special Response Team Commander: SRT member selected by the Chief of Police having responsibility for operational and training aspects of Special Response Team and negotiators.

Team Leader: A Special Response Team member designated by the SRT Commander who will be responsible for deploying and directing the SRT members during a special operations incident.

PURPOSE:

The purpose of this order is to establish procedures and guidelines for the utilization of the Special Response Team (SRT), and procedures for responses to situations involving hostages/barricaded person(s).

ORDER:

46.4.1 HOSTAGE/BARRICADED PERSON SITUATIONS

A. The purpose of this section is to establish a procedure to be followed when responding to barricaded subjects, mentally deranged persons, hostage situations, and other high risk incidents of a like nature. Research and experience have shown that the longer such incidents continue, the more likely they are to be resolved without violence. Therefore, it is the policy of the Naperville Police Department to make all reasonable efforts to negotiate a resolution and use force only as a last resort. The exception to this rule is Rapid Deployment/Active Shooter situations (see General Order 46.1.11).

B. Responsibilities of the first officer at the scene.

1. The first concern and objective is containment. Confrontation should be avoided in favor of controlling and containing the situation until the arrival of the SRT and negotiators. It is important to establish a tight inner perimeter by seeking an advantageous position which provides at least cover and, if possible, concealment. It is then possible to direct other responding units to establish complete control of access to and from the incident location. Only uniformed officers and police officers clearly identifiable as such shall be used on the inner perimeter.

2. Advise the Communications Center and supervisors of the number and nature of offenders, hostages, injuries, etc.

3. Recommend placement of a command post (CP).

C. Additional units.

1. Unless otherwise advised, response by all units shall be Code 1, using a route to avoid alerting offenders to their approach.

2. Officers responding to their assigned inner perimeter positions shall park their vehicles nearby and make the final approach on foot unless their vehicle provides the only reasonable cover.

3. All non-SRT personnel shall be prohibited from entering the inner perimeter. All persons leaving the inner perimeter must be withdrawn from the perimeter, identified and interviewed concerning their knowledge of the incident, subjects, etc.

   a. Evacuation of bystanders and injured persons will generally be conducted by uniformed personnel.

   b. Evacuation of injured persons from within the inner perimeter will generally be conducted by SRT personnel.

D. Responsibilities of first arriving supervisor.
1. Establish a Command Post (CP) considering the following:
   a. The Command Post should be out of view of the public, if possible.
   b. The Command Post should be upwind, if possible, in the event of chemical weapon dispersal.
   c. A view of the scene is highly desirable. However, the physical security of the Command Post and the safety of responding units and occupants are paramount.
   d. The Command Post should have access to communication other than police radio, such as commercial telephone lines or cellular phones.

2. Take charge as Incident Commander until, and unless, relieved by a higher ranking officer.
   a. If staffing permits, the Incident Commander should designate an officer who may utilize the incident check list forms (see Attachments A and B) to record time and order of occurrences. In addition, it may be desirable to designate an interm public information officer.
   b. Instruct the Communications Center to apprise the Naperville Fire Department in order to arrange for necessary ambulance, rescue and fire equipment.
   c. Arrange for the Investigations Division to provide surveillance equipment as necessary.

3. Upon establishing the inner perimeter, the Incident Commander shall make a determination of the need to establish an outer perimeter. Such determination shall consider:
   a. The potential for danger to extend beyond the inner perimeter.
      1) The Incident Commander shall order such further evacuation as is necessary to remove civilians from the danger area.
   b. The potential for a crowd to form and intrude on police operations or the inner perimeter.
   c. The potential for media representatives to intrude on police operations or the inner perimeter.

4. The Incident Commander will be the sole source of instructions, orders and information regarding the overall police involvement in the incident.
   a. The SRT Commander has the authority to assume the position of Incident Commander when the SRT Commander arrives on the scene of the incident. The SRT Commander must clearly inform the Incident Commander that he or she is being relieved of Incident Commander duties.
      1) Should the situation and personnel needs dictate, the SRT Commander may need to assume the specific duties of team leader of the Special Response Team, at which time the SRT Commander shall clearly communicate those facts to the former Incident Commander, who will then resume the duties of Incident Commander.
      2) The SRT Commander should not assume the duties of both SRT Leader and Incident Commander unless personnel and emergency circumstances so dictate.
   b. The Incident Commander has the sole authority to authorize the use of chemical weapons and/or begin a physical assault.
      1) Use of chemical munitions (see General Order 1.3.4.C, Chemical Munitions).

E. Higher ranking police officials.
   1. The arrival at the Command Post by an officer of higher rank than the Incident Commander does not automatically relieve the Incident Commander of command. Such higher ranking officers may choose to act as observers. However, should they choose to assume the position of Incident Commander, they must clearly inform the present Incident Commander that he or she is being relieved.
   2. Such higher ranking officer who chooses to act as an observer will refrain from giving direction, orders or suggestions to anyone other than the Incident Commander.

F. Communications Center responsibilities.
   1. Minimize radio traffic as much as possible while still conducting priority police business.
      a. The Communications Center will assign all units involved in the incident to a separate channel.
   2. Notify the Watch Commander immediately after dispatching units to incident, whether the incident is confirmed or not.
   3. Once the incident has been confirmed, notify the commanders of the Patrol and Investigations Divisions, SRT Commander, the Chief of Police, and other agencies as necessary.
      a. The SRT Commander will instruct the Communications Center to page out the SRT and negotiators, recording the time.
      1) See General Order 46.2, Special Operations.
      2) SRT members will provide Communications personnel with their ETA to the police department.
      3) Negotiators will proceed to the scene after picking up proper equipment and report to the Incident Commander.
   b. The Investigations Division Commander will have Communications personnel page out two investigators to act as intelligence officers.
      1) The intelligence officers will report to the scene and take direction from the Incident Commander.

G. Negotiator.
   1. The negotiator shall not be the Incident Commander. The responsibilities of each do not allow both to be done by one person.
   2. The negotiator shall keep the Incident Commander advised of the status of negotiations.
      a. The negotiator shall advise the Incident Commander immediately, should it become apparent that there is imminent danger to hostages or other people.

H. For SRT and negotiator interaction and responsibilities, see General Order 46.2.1.

I. Intelligence Officers.
1. Two investigators will be assigned to a barricaded person situation.

2. The Incident Commander may assign an officer to assume the duties of intelligence officer until an investigator arrives.

3. The intelligence officers will report directly to the Hostage Negotiator Team Leader who will relay gathered information to the Incident Commander.

4. The duties of the intelligence officer include:
   a. Checking for developed intelligence from the first patrol units on the scene.
   b. Interviewing relieved patrol officers from the perimeter for any further information.
   c. Interviewing released hostages.
   d. Interviewing suspects who might have been apprehended or given up during the situation.
   e. Interviewing witnesses.
   f. Interviewing neighbors.
   g. Interviewing family members.
   h. Interviewing friends.

5. To assist in gathering information, the intelligence officers may utilize intelligence field report forms. (See Attachments C, D, and E.)

J. General considerations.

1. Only the Incident Commander can make the decision to physically assault a barricaded position.

2. Escalation of force principles.
   a. When the use of force is necessary, Naperville Police shall, upon reasonable belief and to the extent possible, utilize an escalating continuum of force options and use only that amount of force reasonably necessary to control and take custody of the subject(s).
   b. The continuum of use of force options, in order of increasing severity, include:
      1) Verbal persuasion.
      2) Non-deadly force.
      3) Deadly force.
   c. The risk of injury to Naperville Police personnel, victims, the public and the suspects shall be taken into account in making a determination as to the level of force to be employed.
   d. It is not intended by this Order that any suspect should ever be allowed to be first to exercise force, thus gaining an advantage in a physical confrontation.
   e. Nothing in this order should be interpreted to require an officer to engage in a physical confrontation, with all its risks, before resorting to the use of such reasonable force as is necessary to bring an arrestee under control.

3. Ordering the use of deadly force by marksmen.
   a. The Incident Commander has authority to:
      1) Authorize the use of deadly force by marksmen, and
      2) To cancel such an authorization.
   b. As required for any use of deadly force, the following conditions must be met before the Incident Commander may authorize the marksmen to use deadly force:
      1) Reasonable belief that such force is necessary to prevent death or great bodily harm to another, or
      2) Reasonable belief that:
         a) Such force is necessary to prevent the arrest from being defeated by resistance or escape; and
         b) The person to be arrested has committed or attempted a forcible felony which involves the infliction or threatened infliction of great bodily harm, or is attempting to escape by use of a deadly weapon, or otherwise indicates that the person will endanger human life or inflict great bodily harm unless arrested without delay; and
         c) Escalation of force principles in Section J.2 has been employed to the extent practical.
   c. Prior to ordering the use of deadly force by marksmen, the Incident Commander shall:
      1) Consider and evaluate the following:
         a) The risks to victims, law enforcement personnel, citizens and suspect(s).
         b) All intelligence available.
         c) Assessments made by negotiation personnel or Special Response Team, or both when possible.
      2) Whenever possible, review the totality of the circumstances, with an Assistant State's Attorney and the Chief of Police, or designee.
   d. Team Leader authority:
      1) The Team Leader may order the use of deadly force by marksmen, when the Team Leader has been authorized by the Incident Commander.
      2) Recognizing the possibility of unforeseen and rapidly changing circumstances, the Team Leader may authorize the use of deadly force by marksmen without authorization from the Incident Commander when the Team Leader has determined that the tactical situation requires immediate action and that deadly force is justified, based upon the requirements of J.2 above and a review of the available criteria set forth in J.3 above.
      3) The Team Leader may also cancel or refuse to authorize the use of deadly force by marksmen when the Team Leader has determined that the tactical situation does not require immediate action or that deadly force is not justified, based upon the requirements of J.2 above and a review of the available criteria set forth in J.3 above.
   e. Marksmen’s responsibilities:
1) Marksmen, ordered to use deadly force by the Incident Commander or Team Leader, shall rely upon that order and comply if the situation permits.

2) The marksman will not use deadly force when he/she has determined that the tactical situation does not require immediate action.

4. The following are not subject to negotiations:
   a. Weapons will not be exchanged for hostages.
   b. Officers will not be exchanged for hostages.
   c. Officers will not disarm and enter the barricaded scene to engage in face-to-face negotiations.
      1) This is not to preclude luring the offender out of the barricaded area for face-to-face negotiations.
   d. The offender will not be provided with alcohol or psychotropic drugs. Medications which will not impair the offender, but may actually assist them and a peaceful resolution, are not prohibited.

5. It is highly undesirable to allow the situation to become mobile by use of vehicles. In the event that it becomes inevitable, the exit route should be controlled by the use of marked police vehicles. Police actions of pursuing officers are governed by General Order 41.5, Motor Vehicle Pursuit.
   a. The Incident Commander shall confer with Investigations Division personnel on the feasibility and desirability of covert surveillance of the mobile suspect.
   b. Once the situation becomes mobile, surrounding law enforcement agencies should be apprised of the situation by use of ISPERN.

K. After action.

1. Upon resolution of the hostage/barricaded person incident, the Incident Commander shall assign responsibility for conducting the initial investigation and report, crime scene processing, etc.
   a. Follow-up investigation responsibility will be assigned by the Investigations Division Commander.

2. All personnel who took part shall participate in a debriefing session. This session shall be conducted by the Patrol Division Commander unless he or she acted as Incident Commander, in which case it shall be conducted by the Chief of Police.

3. The Incident Commander shall submit a written report to the Patrol Division Commander within three business days of the incident.
   a. The purpose of this report is to review for operational issues.
   b. If the Patrol Division Commander assumed the role of Incident Commander, the report shall be submitted to the Chief of Police.
NAPERVILLE POLICE DEPARTMENT

INCIDENT LOG

Date ___________________  Day ___________________  Arrival Time ___________________

Address/Location _____________________________________________________________

____________________________________________________________________________

Time Incident Began __________________________________________________________

Incident Commander __________________________________________________________

Log Officer _________________________________________________________________

Intelligence Officer __________________________________________________________

LOG

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<th>TIME</th>
<th>COMMENTS</th>
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NAPERVILLE POLICE DEPARTMENT

INCIDENT COMMANDER’ S CHECK LIST

Date__________________  Time_________  Day of Week__________________

1. Location________________________________________
   Type of Premises______________________________________
   Owner____________________  Phone_______________________

2. Suspect__________________________________________
   Physical Description__________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   Weapon______________________________________________
   Hostages____________________________________________
   __________________________________________________________________________

3. Supervisor Requesting SRT__________________________

4. First Patrol Unit on Scene
   Officers____________________________________________

5. Special Response Team Commander _____________________

6. Log Officer________________________________________

7. Intelligence Officers__________________________________
   __________________________________________________________________________
   __________________________________________________________________________
INCIDENT COMMANDER’S CHECK LIST - PAGE TWO

8. SRT Leader

Perimeter Complete at ____________ AM   ___________ PM

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<th>Inner perimeter Location</th>
<th>Outer Perimeter Location</th>
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9. Marksman & Observers – Location and Weapon

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<thead>
<tr>
<th>Marksman Location</th>
<th>Marksman Location</th>
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<tbody>
<tr>
<td>1. Marksman</td>
<td>3. Marksman</td>
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<tr>
<td>Observer Location</td>
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<td>Observer Location</td>
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10. SRT Team

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<th>Arrest Team One</th>
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<th>Arrest Team Two</th>
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Assault Began At ____________ AM   ____________ PM
Time concluded ____________ AM   ____________ PM
### INCIDENT COMMANDER’S CHECK LIST - PAGE THREE

**11. Additional Police Personnel**

<table>
<thead>
<tr>
<th>OFFICER</th>
<th>ASSIGNMENT</th>
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</table>

**12. Negotiators**

<table>
<thead>
<tr>
<th>OFFICER</th>
<th>LOCATION</th>
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Contact With Suspect Attempted At _______AM _______PM
Contact Made With Suspect At _______AM _______PM
Made Contact By: ___Phone ___Voice ___Bullhorn ___Other Phone # ______
Intelligence Officer Working With Negotiators ____________________________

**13. Press Information Officer**

Location ____________________________

**14. Command Staff Present**

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Overall Command By ____________________________
Relieved By ____________________________ At ______AM ______PM
15. Assistant SA Present

16. Fire Department Supervisor on the Scene

   Location

   Ambulance Unit # Location

   Fire Truck Unit 

   LZ for Helicopter

17. Utility Company Representatives

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
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<td>Water</td>
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Notes

18. E.S.T. Action Concluded  _____________  _____AM  _____PM
INCIDENT COMMANDER’ S CHECK LIST - PAGE FIVE

19. Scene Turned Over To ___________________________ Time _______ ____AM ____PM
20. Debriefing At ___________________________ ____AM ____PM
21. Entire Operation Concluded At ___________________________ ____AM ____PM

NOTES

____________________________________________________________________________________

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NAPERVILLE POLICE DEPARTMENT

INTELLIGENCE FIELD REPORT - FORM ONE

Incident #_______________________

I. GENERAL INFORMATION

A. Date ___________________________ Time ___________________________

B. Type Situation ____________Barricaded Subject(s) ____________Hostage(s)

C. Objective____________________________ Phone(s)__________________
   a. Objective Owner__________________________________________
   b. Owner’s Address__________________________________________ Phone__________________
   c. Objective Occupant________________________________________

D. Command Post Locations:
   a. Negotiating Team____________________ Phone__________________
   b. Incident Command Post____________________________________

E. Negotiating Team Members Involved:
   a. Primary 1________________________ 2_________________________
   b. Secondary 1________________________ 2________________________
   c. Intelligence 1______________________ 2________________________

F. First Unit on Scene: Name______________________________________
   a. Type Call_________________________________________________
   b. Time Arrived_______________________________________________
   c. Brief Overview____________________________________________

G. Intelligence Officer____________________________________________
II. SUSPECT(S)
A. Total Number of Suspects
B. Name________________________ Alias________________
C. Address________________________ Phone(s)________________
D. Social Security No.________________________ Status to Objective________________
E. Description:
   a. Race__________ Sex__________ Age__________ DOB________________
   b. Height____________ Weight___________ Build________________
   c. Hair__________ Facial Hair__________ Complexion________________
   d. Scars, Marks, Tattoos__________________ Glasses________________
   e. Hat____________ Shirt____________ Pants________________
   f. Shoes____________ Jacket________________
   g. Other____________________________________
F. Additional Data
   a. Religion________________________ Other Language________________
   b. Medical/Drug/Alcohol History____________________________________
   c. Psychological Profile___________________________________________
G. Relatives/Friends (list name, address, phone, relationship)________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
H. Arrest Record _____ Yes _____ No Photo _____ Yes _____ No
   SID#________________________ FBI#________________________ CQH Summary________________
I. Weapon(s)_______________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
J. Intelligence Source_______________________________________________
K. Intelligence Officer______________________________________________

(ONE PAGE FOR EACH SUBJECT)
NAPERVILLE POLICE DEPARTMENT
INTELLIGENCE FIELD REPORT - FORM THREE

III. HOSTAGE(S)

A. Total Number of Hostages

B. Name_________________________Alias_________________________

C. Address_________________________Phone(s)_________________________

D. Social Security No._________________________Status to Objective_________________________

E. Description:
   a. Race__________________ Sex____________ Age_________DOB____________
   b. Height_________Weight_________Build_________________________
   c. Hair________________Facial Hair________Complexion________________
   d. Scars, Marks, Tattoos________________Glasses________________
   e. Hat_________________Shirt_________________Pants________________
   f. Shoes_______________Jacket_________________
   g. Other________________________________________

F. Additional Data
   a. Religion__________________________Other Language________________
   b. Medical/Drug/Alcohol History_________________________
   c. Psychological Profile_________________________

G. Relatives/Friends (list name, address, phone, relationship)

H. Arrest Record ____ Yes ____No Photo ____Yes ____No
   SID#_________________________FBI#_________________CQH Summary________________

I. Weapon(s)_________________________
   Ammo Quantity_________________________
   Special/Military Training_________________________

J. Intelligence Source_________________________

K. Intelligence Officer_________________________

(ONE PAGE FOR EACH HOSTAGE)
IV. WEAPONS INFORMATION (Kept in Objective)

A. Type
   1. Amount of Ammo Available
   2. Location Kept

B. Type
   1. Amount of Ammo Available
   2. Location Kept

C. Type
   1. Amount of Ammo Available
   2. Location Kept

D. Type
   1. Amount of Ammo Available
   2. Location Kept

V. VEHICLES

A. License Plate Color Year
   1. Make Model
   2. Registered Owner
   3. Location of Owner
   4. Location of Keys
   5. Available to Suspects

B. License Plate Color Year
   1. Make Model
   2. Registered Owner
   3. Location of Owner
   4. Location of Keys
   5. Available to Suspects

C. License Plate Color Year
   1. Make Model
   2. Registered Owner
   3. Location of Owner
   4. Location of Keys
   5. Available to Suspects

D. License Plate Color Year
   1. Make Model
   2. Registered Owner
   3. Location of Owner
   4. Location of Keys
   5. Available to Suspects
NAPERVILLE POLICE DEPARTMENT

INTELLIGENCE FIELD REPORT - FORM FOUR

IV. WEAPONS INFORMATION (Kept in Objective)

A. Type __________________________________________________________
   1. Amount of Ammo Available _________________________________________
   2. Location Kept ____________________________________________________

B. Type __________________________________________________________
   1. Amount of Ammo Available _________________________________________
   2. Location Kept ____________________________________________________

C. Type __________________________________________________________
   1. Amount of Ammo Available _________________________________________
   2. Location Kept ____________________________________________________

D. Type __________________________________________________________
   1. Amount of Ammo Available _________________________________________
   2. Location Kept ____________________________________________________

V. VEHICLES

A. License Plate _________________________ Color __________________ Year _____________
   1. Make ____________________________ Model ____________________________
   2. Registered Owner _________________________________________________
   3. Location of Owner ________________________________________________
   4. Location of Keys __________________________________________________
   5. Available to Suspects ______________________________________________

B. License Plate _________________________ Color __________________ Year _____________
   1. Make ____________________________ Model ____________________________
   2. Registered Owner _________________________________________________
   3. Location of Owner ________________________________________________
   4. Location of Keys __________________________________________________
   5. Available to Suspects ______________________________________________

C. License Plate _________________________ Color __________________ Year _____________
   1. Make ____________________________ Model ____________________________
   2. Registered Owner _________________________________________________
   3. Location of Owner ________________________________________________
   4. Location of Keys __________________________________________________
   5. Available to Suspects ______________________________________________

D. License Plate _________________________ Color __________________ Year _____________
   1. Make ____________________________ Model ____________________________
   2. Registered Owner _________________________________________________
   3. Location of Owner ________________________________________________
   4. Location of Keys __________________________________________________
   5. Available to Suspects ______________________________________________
VI. OBJECTIVE

A. Identification Information
   1. Type Structure
   2. Exterior Color and Construction
   3. Roof Color and Construction
   4. Address
   5. Other Identification Information

B. Utilities
   1. Electricity
   2. Gas
   3. Water
   4. Phone Box
   5. Fire Equipment
   6. Alarm System

C. Construction
   1. Floor Construction
   2. Ceiling Construction
   3. Interior Wall Construction
   4. Any Known Unlocked Door/Windows
   5. Door Construction # Material
      Lock Information
      Keys
   6. Door Construction # Material
      Lock Information
      Keys
   7. Door Construction # Material
      Lock Information
      Keys
   8. Window Construction Material
      Locking
   9. Type Heating
      A/C Unit
  10. Plans Available
      Yes
      No

D. Phones
   1. Total Number of Phones
   2. Primary # Other #s &
   3. Location
      Radius
   4. Location
      Radius
   5. Location
      Radius
NAPERVILLE POLICE DEPARTMENT
TARGET IDENTIFICATION

I. GENERAL DESCRIPTION OF STRUCTURE

A. Address__________________________________________________________

B. Phone___________________________________________________________

II. PERSONS, PHONES AND ADDRESSES

A. President/Manager

1. Name___________________________________________________________

2. Home Phone_____________  3. Office Phone_________________________

4. Home Address____________________________________________________

5. Keys: _____ Yes _____ No

6. Blueprints: _____ Yes _____ No

B. Building Engineer

1. Name___________________________________________________________

2. Home Phone_____________  3. Office Phone_________________________

4. Home Address____________________________________________________

5. Keys: _____ Yes _____ No

6. Blueprints: _____ Yes _____ No

C. Security Representative_________________________________________________________________________

D. Alarm Company Representative________________________________________

1. Company Name__________________________________________________

2. Phone__________________________ Keys______ Yes _____ No
III. LOGISTICS SUPPLIED BY BUILDING REPRESENTATIVE

A. Keys

B. Blueprints (two sets on and off)
   1. On-site Location
   2. Off-site Location

C. In-house Communications List
   1. Extension numbers

D. In-house Security System
   1. Type Alarm System

E. Location of Utilities Cut Off
   1. Water
   2. Gas
   3. Electric

F. Elevator Cut Off

IV. UNIQUENESS OF LOCATION/BUILDING
IV. UNIQUENESS OF LOCATION/BUILDING (Cont.)

A. Possible Hazards

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

B. Must Know Information

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

V. SPECIAL TRAINING OR EQUIPMENT NEEDS

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
REFERENCE: CALEA 46.2.6

INDEX AS:

46.5.1 SECURITY OF VIPs

PURPOSE:

The purpose of this order is to establish procedures and guidelines for organizing and providing security for VIPs.

DEFINITION:

VIP: A “very important person,” dignitary, famous personality, notorious person, or any other person in need of special security.

46.5.1 SECURITY OF VIPs

A. Coordination and supervision.

1. Should the impending presence of a VIP within the City of Naperville give rise to concerns regarding the safety of the VIP and/or his family, a security detail will be established.
   a. The Investigations Division Commander, or designee, will coordinate and supervise all security measures.
   b. If the VIP has his own security detail, the Investigations Division Commander, or designee, will arrange for coordination between the Naperville Police security detail and the outside security detail.

B. Equipment requirements.

1. Arrangements should be made to obtain the following equipment and personnel, as necessary:
   a. Body armor for VIPs.
   b. Communications equipment.
   c. Riot gear.
   d. Vehicles.
   e. Special Response Team (SRT) and special weapons.
   f. Canine units.
   g. Crowd Management Team.

2. Interagency agreements should be arranged to provide any of the following deemed necessary:
   a. Aircraft.
   b. Special purpose vehicles, of a type or quantity which the Department does not have.
   c. Additional SWAT units.
   d. Heavy ballistic protection.
   e. Bomb disposal unit.


C. Planning and reconnaissance.

1. Travel routes should be reviewed and/or prepared.
   a. Local expertise should be used to make suggestions in the route to avoid potential problem areas.
   b. Planned stops should be inspected to determine unique security challenges they may present.

D. Advance inspections.

1. Investigations Division personnel are responsible for the advance inspection of sites and facilities.

E. Intelligence information.

1. Investigations Division personnel are responsible for gathering and disseminating intelligence to enhance the preparedness of the security detail.

F. Coordination of operations.

1. The Investigations Division Commander, or designee, is responsible for designating a contact person who will coordinate all interagency assistance needed or anticipated for:
   a. Fire/ambulance.
   b. State and county police.
   c. City, county and state transportation departments.
   d. Mutual aid agreement members.

G. Emergency services.

1. Steps will be taken to ensure adequate emergency medical care.
   a. Naperville Fire Department Emergency Medical Services personnel will be briefed to provide them with the information necessary to plan their emergency response needs.
   b. Edward Hospital personnel will be provided with information as appropriate to allow them to prepare for any special needs of the VIP, i.e., blood type, allergies, medications, significant medical history.

H. Communications.

1. Communications will be coordinated to allow all security detail personnel access to electronic communications.
   a. Whenever possible, all detail members will have portable radios on a Naperville Police Department frequency.

   1) The Communication Center will assign all units in the security detail to a separate channel.
b. Secure communications will be carried out via mobile data computer or hard line telephone.

I. Identification.

1. All members of the security detail shall be identifiable by both radio and visual identification.

   a. The Investigations Division Commander, or designee, will ensure that all personnel are assigned distinctive radio call signs.

   b. A standard system of identification will be devised, consisting of distinctive identification symbols to be worn by all members of the security detail.
6. Analyzing the reports of assignments to encourage an increased level of efficiency, effectiveness and safety.

C. The URT Commander shall coordinate diving operations with the incident commander, who shall retain responsibility for the operation.

46.6.2 URT RESPONSIBILITIES

A. The URT shall have responsibility for underwater operations in bodies of water within the corporate limits of the City of Naperville including, but not limited to:

1. Performing underwater search and recovery missions involving victims, evidence and other property.

2. Investigating underwater crime scenes and associated scenes in the immediate area to include scene evaluation, search, recovery of evidence, documentation, and court presentation of such scene analysis.

3. Performing search and recovery missions for non-evidentiary property with the approval of the URT Commander.

4. Performing or assisting other water missions, such as emergency rescue dives, and investigating drowning and diving accidents as approved by the URT Commander.

5. Cooperating in mutual aid plans approved by the Chief of Police.

46.6.3 URT BUDGET

A. Annually, the URT Commander will develop and submit a budget for the upcoming fiscal year. The budget will include, but not be limited to:

1. Training.

2. New equipment.

3. Equipment maintenance.


B. Funds budgeted for URT activities by the Naperville Police Department will be included in the Investigations Division budget.

46.6.4 URT UNIFORMS AND EQUIPMENT

A. URT members shall conform to the following equipment regulations:

1. URT members shall use Department-owned diving equipment during the performance of official duties.

2. Personal equipment may be used during URT training only with the express permission of the URT Commander.

3. Department and personal equipment will be used only after approval by the URT Commander.

4. URT equipment shall not be loaned to any personnel without the approval of the URT Commander.
5. It is the responsibility of each URT member to ensure that maintenance, repair, safety checks, hydrostats, etc., are completed on time and that such equipment is in a constant state of readiness, including air fills.

46.6.5 URT CALL-OUT

A. Requests for URT, except those classified as emergency rescue dives, will be made to the URT Commander.

B. The URT Commander or any URT member may refuse to perform a mission or cancel a mission in progress when such action can be justified by risk versus benefit consideration.

C. When the services of URT are needed for general purposes, said request shall be through the URT Commander or designee.

D. Requests for mutual aid responses will be made through the URT Commander, or URT member who will then notify the URT Commander.

46.6.6 URT TRAINING

A. Each URT member must hold current certification in the following:

1. Up-to-date basic, or higher, SCUBA diver's certification from a recognized training group (e.g., PADI, YMCA, Navy, etc.).

2. First aid and CPR.

B. Recurrent training standards include:

1. Each diver must attend a minimum number of training hours so that no diver receives an average of less than two hours per month during the previous 12-month period.

2. If a diver falls below the minimum training requirements, he shall be suspended from diving duty until such time as the standards are met or he is recertified.

3. If a diver's competence is in question, the URT Commander will administer a water check-out and written test which may result in the diver being suspended from diving duty until such time as the test can be passed. The tested skills will be limited to those required at the entry level.

4. No training will be conducted until a lesson plan (General Order 33.1) is completed by the instructor and approved by the URT Commander and Training Coordinator.

5. Written training records will be maintained by the URT Commander, and originals will be forwarded to the Department training unit.

46.6.7 URT OPERATIONAL PROCEDURES

A. An operational manual describing procedures to follow at dive scenes shall be developed and maintained.

B. Copies of the URT Operations Manual shall be distributed as follows:

1. Each member of the team.

2. Each Watch Commander.

3. Communications Center.

4. Department library.

5. Fire Department.

46.6.8 PHYSICAL FITNESS STANDARDS

A. Each diver must pass a medical examination not less than once every 12-month period.

B. All examinations will be documented in URT files.

C. Any time a diver is injured, ill, or develops any other condition which could precipitate a physical hazard when performing any diving function, the diver can be suspended from diving duty until he is cleared to resume duty by the above approved physician.

D. The URT Commander will be responsible for seeing that all divers have current physicals and are physically fit to dive before assigning them to diving duties.

E. Any diver who suffers any ill effects subsequent to a diving mission will report such to the URT Commander.

F. The URT Commander will be responsible for the testing of the divers' performance whenever their fitness is in question. Any diver not meeting basic standards of fitness or training will be suspended from diving duty until he is in full compliance.

1. The test for divers' performance shall be the same as the basic qualification criteria as outlined in section 9.

46.6.9 SELECTION OF URT MEMBERS

A. Regular URT members must meet all criteria contained in the Underwater Recovery Team operational manual as well as complete the basic qualification criteria.

B. Basic qualifications will be evaluated by the URT Commander only after receipt of a written memo of intent signed and approved by the candidate's chain of command (see General Order 16.2, Specialized Assignments).

C. URT members must be sworn personnel who have successfully passed probation.

D. No candidate will be permitted to function on a mission other than training unless he is under the direct supervision of an instructor who reports the candidate's participation as internship training.

E. Basic qualification criteria shall include, but not be limited to:

1. The ability to swim 500 yards without equipment.

2. The ability to tread water using only feet for five minutes without equipment.

3. The ability to survival float with minimal effort for ten minutes.

4. The ability to swim underwater without equipment for 15 yards with no push-off.

5. The ability to tow an inert swimmer for 30 yards without equipment.
REFERENCE: CALEA 46.1.2

INDEX AS:

46.7.1 MASS ARREST PLAN

PURPOSE:

The purpose of this order is to establish the guidelines for situations that require mass arrests.

DEFINITION:

Mass Arrest: A situation which exists when, in the judgment of the Watch Commander, the number of persons to be arrested out of a single incident exceeds the Department's ability to perform normal arrest, booking and reporting procedures.

ORDER:

46.7.1 MASS ARREST PLAN

A. The Department will actively seek alternatives to mass arrest. However, there will be situations when mass arrest will become necessary.

B. Response.

In the event that a mass arrest situation arises, the following response procedures will be initiated:

1. The situation will be contained as soon as possible. The Watch Commander will respond to the scene to assume control of the operation.
   a. The Watch Commander will immediately assess the situation to determine the appropriate police response.
   b. A command post and staging area will be established.
   c. All responding personnel will be instructed to report to a designated staging area.
      1) Personnel shall report in uniform unless otherwise advised.
      2) Personnel may be utilized in assignments other than their normal duties.

2. Sufficient police personnel will be gathered before any enforcement action is taken at the scene of a mass arrest. This shall not preclude the arrest and removal of a limited number of subjects, if they are inciting the larger group of arrestees. Additional personnel may include, but not be limited to:
   a. Calling in off-duty personnel.
   b. Activating a mutual aid response (General Order 2.1, Agency Jurisdiction and Mutual Aid).

3. The Chief of Police and all Division Commanders shall be notified as soon as possible.

C. Transportation.

Arrestees will be removed from the scene and taken to the Detention Center or a secure field processing center (see General Order 72.5, Detainee Processing).

1. If feasible, arrestees may be transported wearing flex cuffs.

2. Prisoners will be transported in accordance with the provisions of General Orders 70.1, Detainee Transportation, 70.3, Special Detainee Transportation Situations, and 70.2, Detainee Restraining Devices.

3. In the event that buses or other mass transportation vehicles are used, care should be taken to ensure that arrestees are properly secured with handcuffs or flex cuffs, and a sufficient number of officers are on hand to maintain security.

D. Processing.

Upon arrival at the Detention Center or secure field processing center, normal booking and reporting procedures shall be used unless the volume of prisoners and/or the incident circumstances make the normal process impractical.

1. When the volume of arrests or anticipated arrests is too great for the use of normal procedures, the Watch Commander may initiate any of the following procedures:
   a. A detention officer or forensic specialist may be assigned to the processing point.
   b. If processing is not at the Detention Center, a location may be established for a field processing center as near as practical to the affected area. This location will be determined by the Watch Commander.
   c. If prisoners are processed in a field processing center, fingerprinting and photography equipment will be brought from the police facility.

2. Arresting officers will complete appropriate paperwork on all arrestees (i.e., field reports, charges, property inventories, etc.).

3. In the event adults and juveniles are arrested at the same time and their numbers are such that they cannot be booked at the Detention Center, juvenile prisoners will be taken to a separate processing site.

4. A formal booking process for arrestees will be accomplished. An abbreviated processing for identification purposes will be completed upon initial arrival at the Detention Center or field processing center, to include the following:
   a. Polaroid photograph of the arrestee with name.
   b. Fingerprint from the right index finger on the rear of the photograph.
   c. Documentation including:
      1) Name of arrestee.
      2) Arresting officer.
      3) Criminal charges.
   d. Bag containing prisoner's personal property, with name attached.

E. Detention.

Arrestees will be transported directly to an appropriate place of confinement or released as soon as possible after processing.
1. As soon as the approximate number of persons to be incarcerated (unable to post bond) is known, the appropriate confinement facilities will be contacted by the Watch Commander.

2. If practical, loading and unloading of prisoners will occur in the sally port area only.

3. No more than three persons shall be placed in any holding room at any time for sanitation and security reasons.

4. Once mass arrests have begun, at least one officer shall remain in the Detention Center at all times. Additional officers shall be assigned by the Watch Commander as security needs dictate.

5. When the Detention Center is near or at maximum capacity, steps shall be taken to obtain other holding areas to include the DuPage and Will County Jails.

F. Evidence collection.
Any evidence seized as the result of a mass arrest incident will be turned over by the arresting officer to a designated forensic specialist at the processing area.

1. All evidence will be placed in a secure location by the forensic specialist and transported by that employee to the property lockers/storage at the police facility.

G. Security.
1. At the arrest scene, police vehicles will be parked and secured at one location, with at least one officer remaining with the vehicles for security.

2. Police personnel at the scene will remain together as much as possible. No officer will leave the group to pursue a subject into or through a crowd.
   a. Whenever possible, officers should be paired so that at least two officers will be together at all times.

3. Persons not to be taken into custody will be left an escape route by which to peacefully leave the area, either on foot or by vehicle. Police vehicles will not be parked so as to block streets unnecessarily.

H. Identification.
No prisoner shall be released until identification has been satisfactorily determined. The releasing officer shall confirm the identity of the detainee to guarantee that the correct prisoner is being released.

I. Release.
Arrestees who are processed and can post bond are normally released at the police facility. If the facility is in close proximity to the disturbance area (increasing the likelihood that released prisoners will again become involved in the disturbance), an alternate release location may be arranged by the Watch Commander.

J. Defense counsel visits.
Prisoners shall be afforded their rights under the Miranda decision, including defense counsel visitation or consultation, ONLY if the prisoner is going to be questioned regarding the arrest or other incident.

1. Defense attorneys will be advised of the location of the confinement facilities if they wish to visit their client.

2. Attorneys will not be allowed visitation in the field during mass arrest (also see General Order 72.7, Prisoner Rights).

K. Prosecutorial liaison.

The State's Attorney or an assistant will provide legal advice to officers as appropriate.

1. In situations that require immediate contact with the State's Attorney's office, the duty screening Assistant State's Attorney should be contacted.

2. The duty Assistant State's Attorney may elect to respond to the processing facility or give advice over the telephone.

L. Public information.
The Public Information Officer will respond to the area of the incident (or a designee appointed) to give any press release(s).

1. A media briefing will be conducted to provide the media with as timely and accurate information as possible while maintaining the integrity of the response to and control of the emergency situation (see General Order 54.1, Public Information).

M. Food, water and sanitation.
Proper food, water and sanitation facilities will be provided to arrestees.

1. Portable sanitary facilities can be transported to the holding facility, if required.

2. During mass arrest situations, all prisoners who are held in the Detention Center in excess of ten hours shall be provided with a meal. When feeding prisoners becomes necessary, security precautions shall be taken to avoid escape and/or injury to prisoners and officers.

3. If necessary, additional meals will be catered to the custodial location.

N. Interagency cooperation.
The Illinois Law Enforcement Alarm System (ILEAS) Agreement and General Order 2.1, Agency Jurisdiction and Mutual Aid, will be the controlling documents concerning interagency cooperation.

O. Medical treatment.
Area hospitals will be notified, and a Fire Department ambulance may be requested to stand by.

1. See General Order 72.6, Prisoner Health and Medical Care.

P. Debriefing.
Following the operation, the Patrol Division Commander will conduct a debriefing session with command and supervisory personnel involved in the operation. A written report of this debriefing shall be forwarded to the Chief of Police following the session.
C. Personnel who need monocle inserts for their respirators will make arrangements with the program administrator for production of the inserts to their prescription.

D. If the LHCP feels a medical condition of the employee may restrict the employee’s ability to safely wear and use a respirator, the employee may be referred to a physician for follow-up.

E. After consulting with the employee, the physician will then be requested to communicate the findings to the Chief of Police regarding the employee’s ability to safely wear and use the respirator.

F. The medical evaluation questionnaire will be maintained on file by the Training Unit Supervisor for the Naperville Police Department.

G. If an employee develops medical signs or symptoms related to the ability to use an APR, they will complete a new medical questionnaire and forward it to the Program Administrator. The Program Administrator will forward the questionnaire to the LHCP for evaluation and further action, if necessary.

46.8.2 FIT TESTING PROCEDURES

A. At the time of initial issuance and thereafter on an annual basis, a respirator fit testing shall be used to determine the ability of each employee to obtain a satisfactory fit with the issued APR.

B. Fit testing will be conducted by a trained employee from either the Police or Fire Department.

C. A written record of the fit testing will be completed, forwarded to and maintained by the Administrator of the Respiratory Protection Program.

D. Any facial hair that interferes with a clean seal between the user’s face and the respirator’s face piece is prohibited.

E. If, during fit testing or actual use of an APR, any observations are made related to an employee’s ability to use an APR, the employee will complete a new medical questionnaire and forward it to the Program Administrator. The Program Administrator will forward the questionnaire to the LHCP for evaluation and further action, if necessary.

46.8.3 ISSUANCE OF RESPIRATORS

Each sworn officer and certain civilians assigned to patrol field duties will be issued the following equipment:

A. One NIOSH-approved CBRN full-face Air Purifying Respirator
B. One CBRN Filter Canister
C. One Storage Bag
D. One Riot Control Agent Filter Canister

46.8.4 PRESCRIPTION EYEWEAR

A. Use of ordinary prescription eyewear, including contact lenses, is prohibited when an employee is wearing an APR respirator.

B. Personnel who use prescription eyewear to correct their normal vision will be provided with monocle inserts for the respirator that have been made to the individual’s prescription by an optometrist of the Department’s choosing at no cost to the individual.

C. Personnel who need monocle inserts for their respirators will make arrangements with the program administrator for production of the inserts to their prescription.
46.8.5 LIMITATIONS ON RESPIRATOR USE

A. The full-face APR respirator shall not be used for fire fighting or other possibly oxygen deficient environments.

B. The respirator is intended to be used as a means of personal respiratory protection in an incident involving chemical, biological, radiological or nuclear hazards. Since it is impossible to know when an incident may occur, it is recommended that this equipment be carried by employees in their vehicles during their regular tours or duty. The duty Watch Commander may require all on-duty field personnel to carry their APR, based on Homeland Security National Threat Level or other circumstances.

46.8.6 USE OF RESPIRATORS

A. Whenever an employee reasonably believes that an imminent threat of a chemical, biological, radiological or nuclear nature exists, they should put the respirator on, along with the canister 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 training.

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.

46.8.7 MAINTENANCE AND INSPECTION

A. Cleaning

1. Employees shall be responsible for cleaning the respirator after each use and replacing the filters when necessary.

2. Cleaning will be done according to the procedures set forth in the training conducted for the Respiratory Protection Program.

B. Inspection

Personnel assigned a respirator will have the respirator and canister inspected at least quarterly to ensure a state of operational readiness. This inspection shall be part of the quarterly inspection of equipment designated for use in critical incidents, see General Orders 46.1.8, 53.1.1.

46.8.8 TRAINING

A. All sworn and civilian personnel assigned to patrol field duties shall be trained prior to using a respirator.

B. Training shall cover the proper use of respirators including:

1. Putting the respirator on.
2. Putting the canister on the respirator.
3. Taking the respirator off.
4. Storage of the respirator.
5. Proper care and cleaning.

C. Refresher training shall be conducted on a periodic basis.
OSHA RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

Employer: Answers to all questions in Section 1 and to question 9 in Section 2 of Part A do not require a medical examination.

Employee: Can you read? ☐ Yes ☐ No

Your employer must allow you to answer this questionnaire during normal working hours or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

PART A

Section 1 (Mandatory): The following information must be provided by every employee who has been selected to use any type of respirator. Please print.

1. Today's date: _______________________ 
2. Your name: _______________________ 
3. Your age (to the nearest year): ________ 
4. Sex: ☐ Male ☐ Female
5. Your height: _____ Ft. _______ In. 
7. Your job title: _______________________ 
8. A phone number where you can be reached by the health care professional who will review this questionnaire (include the area code): _______________________
9. The best time to reach you at the above phone number: _______________________
10. Has your employer told you how to contact the health care professional who will review this questionnaire? ☐ Yes ☐ No
11. Check all applicable types of respirators you will use: 
   _____ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
Other type (half- or full-face piece type, powered-air purifying, supplied-air, self-contained breathing apparatus, etc.)

12. Have you ever worn a respirator? □ Yes □ No

If yes, please describe: ________________________________________________
__________________________________________

Section 2 (Mandatory): Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator.

1. Do currently smoke tobacco or have you smoked tobacco in the last month?
   □ Yes □ No

2. Have you ever had any of the following conditions?
   Seizures (fits): □ Yes □ No
   Diabetes (sugar disease): □ Yes □ No
   Allergic reactions that interfere with your breathing: □ Yes □ No
   Claustrophobia (fear of closed-in places): □ Yes □ No
   Difficulty smelling odors: □ Yes □ No

3. Have you ever had any of the following pulmonary or lung problems?
   Asbestosis: □ Yes □ No
   Asthma: □ Yes □ No
   Chronic bronchitis: □ Yes □ No
   Emphysema: □ Yes □ No
   Pneumonia: □ Yes □ No
   Tuberculosis: □ Yes □ No
   Silicosis: □ Yes □ No
   Pneumothorax (collapsed lung): □ Yes □ No
Lung cancer:  □ Yes □ No

Broken ribs:  □ Yes □ No

Any chest injuries or surgeries:  □ Yes □ No

Any other lung problem you are aware of:  □ Yes □ No

4. Do you currently have any of the following symptoms of pulmonary or lung illness?

Shortness of breath:  □ Yes □ No

Shortness of breath when walking fast on level ground or walking up a slight hill or incline:  □ Yes □ No

Shortness of breath when walking with other people at an ordinary pace on level ground:  □ Yes □ No

Need to stop for breath when walking at your own pace on level ground:  □ Yes □ No

Shortness of breath when washing or dressing yourself:  □ Yes □ No

Shortness of breath that interferes with your job:  □ Yes □ No

Coughing that produces phlegm (thick sputum):  □ Yes □ No

Coughing that wakes you early in the morning:  □ Yes □ No

Coughing that occurs mostly when you are lying down:  □ Yes □ No

Coughing up blood in the last month:  □ Yes □ No

Wheezing:  □ Yes □ No

Wheezing that interferes with your job:  □ Yes □ No

Chest pain when you breathe deeply:  □ Yes □ No

Any other symptoms you think may be related to lung problems:  □ Yes □ No
5. Have you ever had any of the following cardiovascular or heart problems?

Heart attack: □ Yes □ No

Stroke: □ Yes □ No

Angina: □ Yes □ No

Heart failure: □ Yes □ No

Swelling in your legs or feet (not caused by walking): □ Yes □ No

Heart arrhythmia (heart beating irregularly): □ Yes □ No

High blood pressure: □ Yes □ No

Any other heart problem you are aware of: □ Yes □ No

If yes, please describe: ___________________________________________________________
                                                                                   ____________________________________________________________

6. Have you ever had any of the following cardiovascular or heart symptoms?

Frequent pain or tightness in your chest: □ Yes □ No

Pain or tightness in your chest during physical activity: □ Yes □ No

Pain or tightness in your chest that interferes with your job: □ Yes □ No

During the past two years, have you noticed your heart skipping or missing a beat? □ Yes □ No

Heartburn or indigestion that is not related to eating: □ Yes □ No

Any other symptoms you think may be related to heart or circulation problems: □ Yes □ No

If yes, please describe: ___________________________________________________________
                                                                                   ____________________________________________________________
7. Do you currently take medication for any of the following problems?

Breathing or lung problems:  □ Yes  □ No
Heart trouble:  □ Yes  □ No
Blood pressure:  □ Yes  □ No
Seizures (fits):  □ Yes  □ No

8. If you have previously used a respirator, did you experience any of the following problems? (If you have never used a respirator, please go to question 9.)

Eye irritation:  □ Yes  □ No
Skin allergies or rashes:  □ Yes  □ No
Anxiety:  □ Yes  □ No
General weakness or fatigue:  □ Yes  □ No
Any other problem that interferes with your use of a respirator?  □ Yes  □ No
If yes, please describe: _______________________________________________________
________________________________________________________________________

9. Would you like to discuss your answers with the health care professional who will review this questionnaire?  □ Yes  □ No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-face piece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ever lost vision in either eye (temporarily or permanently)?  □ Yes  □ No

11. Do you currently have any of the following vision problems:

   Wear contact lenses:  □ Yes  □ No
   Wear glasses:  □ Yes  □ No
   Color blind:  □ Yes  □ No
Any other eye or vision problem: □ Yes □ No
If yes, please describe: ___________________________________________________________
__________________________________________________________

12. Have you ever had an injury to your ears, including a broken ear drum? □ Yes □ No

13. Do you currently have any of the following hearing problems:
   Difficulty hearing: □ Yes □ No
   Wear a hearing aid: □ Yes □ No
   Any other hearing or ear problem: □ Yes □ No
   If yes, please describe: ___________________________________________________________
   ____________________________________________________________

14. Have you ever had a back injury? □ Yes □ No

15. Do you currently have any of the following musculoskeletal problems:
   Weakness in your arms, hands, legs, or feet: □ Yes □ No
   If yes, please describe: ___________________________________________________________
   ____________________________________________________________
   Back pain: □ Yes □ No
   Difficulty fully moving your arms and legs: □ Yes □ No
   Pain or stiffness when you lean forward or backward at the waist: □ Yes □ No
   Difficulty fully moving your head up or down: □ Yes □ No
   Difficulty fully moving your head from side to side: □ Yes □ No
   Difficulty bending at your knees: □ Yes □ No
   Difficulty squatting to the ground: □ Yes □ No
Climbing a flight of stairs or a ladder carrying more than 25 lbs.:  □ Yes  □ No

Any other musculoskeletal problem(s) that may interfere with using a respirator:  □ Yes  □ No

If yes, please describe: ___________________________________________________________
______________________________________________________________________________

PART B

Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen?  □ Yes  □ No

   If yes, do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you are working under these conditions?  □ Yes  □ No

   If yes, please describe: __________________________________________________________
______________________________________________________________________________

2. At work or at home, have you ever been exposed to hazardous solvents or airborne chemicals (e.g., gases, fumes, or dust) or have you come into skin contact with hazardous chemicals?  □ Yes  □ No

   If yes, please list the hazardous chemicals if known: ____________________________
______________________________________________________________________________

3. Have you ever worked with any of the materials or under any of the conditions listed below:

   Asbestos:  □ Yes  □ No

   Silica (e.g., in sandblasting):  □ Yes  □ No

   Tungsten/cobalt (e.g. grinding or welding this material):  □ Yes  □ No

   Beryllium:  □ Yes  □ No

   Aluminum:  □ Yes  □ No
Coal (e.g., mining): □ Yes □ No

Iron: □ Yes □ No

Tin: □ Yes □ No

Dusty environments: □ Yes □ No

Any other hazardous exposures: □ Yes □ No

If yes, please describe: ____________________________________________________________
______________________________________________________________________________

4. List any secondary employment you have: _________________________________________
______________________________________________________________________________

5. List your previous occupations: ________________________________________________
______________________________________________________________________________

6. List your current and previous hobbies: __________________________________________
______________________________________________________________________________

7. Have you been in the military services? □ Yes □ No

If yes, were you exposed to biological or chemical agents (either in training or combat)?

8. Have you ever worked on a HAZMAT team? □ Yes □ No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications)? □ Yes □ No

If yes, please list the medications: ________________________________________________
______________________________________________________________________________

10. Will you be using any of the following item(s) with your respirator:

HEPA filters: □ Yes □ No
Canisters (e.g., gas masks):  □ Yes □ No

Cartridges: □ Yes □ No

11. How often are you expected to use the respirator(s)?

   Escape only (no rescue):  □ Yes □ No

   Emergency rescue only:  □ Yes □ No

   Less than 5 hours/week:  □ Yes □ No

   Less than 2 hours/day:  □ Yes □ No

   2-4 hours/day:  □ Yes □ No

   Over 4 hours/day:  □ Yes □ No

12. During the period you are using the respirator(s), is your work effort:

   Light (less than 200 kcal/hour):  □ Yes □ No

   If yes, how long does this period last during the average shift?
   _______ Hours _______ Minutes

   Examples of a light work effort are sitting while writing, typing, drafting, or
   performing light assembly work; or standing while operating a drill press (1-3 lbs.)
   or controlling machines.

   Moderate (200-350 kcal/hour):  □ Yes □ No

   If yes, how long does this period last during the average shift?
   _______ Hours _______ Minutes

   Examples of moderate work effort are sitting while nailing or filing; driving a truck
   or bus in urban traffic; standing while drilling, nailing, performing assembly work,
   or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level
   surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a
   wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

   Heavy (about 350 kcal/hour):  □ Yes □ No

   If yes, how long does this period last during the average shift?
   _______ Hours _______ Minutes
Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you are using your respirator? ☐ Yes ☐ No

If yes, please describe: ______________________________________________________
________________________________________________
________________________________________________

14. Will you be working under hot conditions (temperatures exceeding 77°F): ☐ Yes ☐ No

15. Will you be working under humid conditions? ☐ Yes ☐ No

16. Describe the work you will be doing while you are using your respirator:

________________________________________________
________________________________________________
________________________________________________
________________________________________________

17. Describe any special or hazardous conditions you might encounter when you are using your respirator(s) (e.g., confined spaces, life-threatening gases):

________________________________________________
________________________________________________
________________________________________________
________________________________________________
________________________________________________

18. If known, provide the following information for each toxic substance that you will be exposed to when you are using your respirator(s):

Toxic substance: ________________________________
Estimated maximum exposure level/shift: ________________________________
Duration of exposure/shift: ________________________________
Toxic substance: 
Estimated maximum exposure level/shift: 
Duration of exposure/shift: 

Toxic substance: 
Estimated maximum exposure level/shift: 
Duration of exposure/shift: 

The name(s) of any other toxic substances you will be exposed to while using your respirator: 

19. Describe any special responsibilities you will have while using your respirator(s) that may affect the safety and well-being of others (e.g., rescue, security, etc.):
REFERENCE: CALEA 42.1.6

INDEX AS:

51.1.1 CRIMINAL INTELLIGENCE ADMINISTRATION
51.1.2 SECURITY OF INTELLIGENCE INFORMATION
51.1.3 CONTROL AND DISSEMINATION OF CRIMINAL INTELLIGENCE INFORMATION

PURPOSE:

The purpose of this order is to provide for the gathering, analysis, and dissemination of intelligence information, define guidelines for collection of intelligence information, outline methods for maintaining the intelligence files, and provide a statement of responsibility for the security of intelligence records within the intelligence component.

DEFINITION:

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. Criminal intelligence information is not submitted or included in the Department’s Records Management Systems including, but not limited to, CRIMES, OnBase or LG Crimes.

ORDER:

51.1.1 CRIMINAL INTELLIGENCE ADMINISTRATION

The Naperville Police Department recognizes the importance of the criminal intelligence function and has designated the Criminal Intelligence Unit of the Investigations Division to assume this responsibility. An established set of procedures ensures the legality and integrity of criminal intelligence activities.

A. The Special Operations Section Commander ensures that the information gathered is related to criminal conduct or potential threats to the community. Examples of criminal activities and potential threats to be monitored by the intelligence investigator(s) include, but are not limited to:

1. Organized crime activities.
2. Gang-related criminal activities.
4. Subversive (of government) criminal activities.
5. Narcotic, gambling, and vice criminal activities.
6. Terrorism.
7. Civil disorder/Anarchist activities.
8. Habitual criminal activities.

B. The intelligence activities performed by the Department include, but are not limited to:

1. Obtaining and integrating information into a cohesive and logical case file, or description of crime trends, to be disseminated to proper law enforcement authorities if needed.
2. Identifying crimes and crime trends through the use of deduction, information assessment, report review, data comparisons, and crime analysis.
3. Identifying criminals through the use of deduction, information assessment, and application of scientific methods.
4. Developing cases for prosecution in court.
5. Providing support to investigators involved in long-term, short-term, and complex case investigations.
6. Developing information related to any of the areas in Section A.

C. Intelligence case files will be regularly reviewed, updated, corrected and/or purged by the intelligence investigator(s) and approved and monitored by the Special Operations Section Commander. Files which are not related to criminal conduct or activities that present a threat to the community will be terminated and purged by the Special Operations Section Commander.

1. Criminal intelligence information that has been determined to be incorrect will have a supplemental report completed by the investigating officer requesting the case be classified “unfounded.”
2. Out-of-date criminal intelligence information, along with “incorrect information,” will be purged from Intelligence records and may be released to the central records system upon approval of the Special Operations Section Commander. Information is reviewed and validated for continuing compliance with submission criteria before the expiration of its retention period which is not longer than five years. All intelligence information is retained and purged in compliance with 28 Code of Federal Regulations Part 23.

D. The Special Operations Section Commander shall deploy intelligence personnel and equipment and utilize intelligence techniques when appropriate and necessary in accordance with applicable directives of the Naperville Police Department.

1. The intelligence investigator is to collect, evaluate, analyze, and disseminate intelligence data regarding criminal activities in the City of Naperville, DuPage and Will Counties, and surrounding communities.
2. Investigators may also consult Intelligence Network to assist in a criminal intelligence investigation and/or contribute intelligence information to their data banks.
3. The use of any specialized intelligence equipment is limited to those officers who have been trained in the safe, effective, and legal use of such equipment.

51.1.2 SECURITY OF INTELLIGENCE INFORMATION

All reports and investigative documents regarding criminal intelligence shall be maintained in a locked file cabinet or secure computer file within the Special Operations Section. The criminal intelligence files are maintained separately from all other Department records. Information in these files is maintained by the investigators and analyst assigned to criminal intelligence.
A. The Special Operations Section Commander is responsible for the integrity of the files and access is limited to the following:

1. Chief of Police.
2. Investigations Division Commander.
3. Investigations Section Supervisors.
4. Those individuals actively involved in criminal intelligence activities with an Investigations Section supervisor’s approval.

51.1.3 CONTROL AND DISSEMINATION OF CRIMINAL INTELLIGENCE

A. All information disseminated from the intelligence file shall be noted in an intelligence log book including the following:

1. Date and time of release of information.
2. Recipient of the information.
4. Agency to which information was disseminated (when applicable).
5. Applicable case incident number.

B. All intelligence files maintained within the Investigations Division shall be deemed to be classified and under direct control of the Special Operations Section Commander. The dissemination and use of intelligence information shall be for cause and responsive to specific and well-founded law enforcement needs only. Therefore, all dissemination of intelligence information shall conform to the following guidelines:

1. Intelligence information will be disclosed on a need-to-know or right-to-know basis. A need-to-know situation is where another Naperville Police investigator or officer, and/or other recognized law enforcement agency, has need of an item of information that is necessary to its investigation. For the purpose of these guidelines, the following are recognized law enforcement agencies:

   a. Federal Bureau of Investigation.
   b. United States Immigration and Customs Enforcement.
   c. Internal Revenue Service.
   d. United States Secret Service.
   e. Bureau of Alcohol, Tobacco, and Firearms.
   f. United States Marshals.
   g. United States Postal Inspectors.
   h. Armed Forces Police.
   i. Illinois State Terrorism Information Center.
   j. Drug Enforcement Agency.
   k. United States Park Police.
   l. State police agencies and bureaus of law enforcement.
   m. County police departments.
   n. Local police departments.

C. Daily Intelligence Bulletin.
INDEX AS:
52.1.1 COMPLAINT INVESTIGATION
52.1.2 COMPLAINT RECORDS
52.1.3 INTERNAL AFFAIRS DIRECTION AND CONTROL
52.1.4 COMPLAINT PROCEDURE DISSEMINATION
52.1.5 INTERNAL AFFAIRS INVESTIGATION SUMMARIES

PURPOSE:
The purpose of this order is to ensure that the integrity of the Department is maintained through an internal system where objectivity, fairness, and justice are assured by intensive investigation and review of all complaints and allegations of misconduct involving Department personnel.

DEFINITIONS:
Misconduct: Wrongful actions by an employee which result (intentionally or unintentionally) from erroneous judgment or a disregard for established policies or procedures.

Complaint: An allegation by any individual (including a member of the Police Department) that a Department employee has:

1. Misused authority.
2. Acted illegally or unethically.
3. Violated City or Department rules.

ORDER:
52.1.1 COMPLAINT INVESTIGATION
All complaints against the Department or its employees will be investigated, including anonymous complaints.

52.1.2 COMPLAINT RECORDS
A. The Naperville Police Department investigates and maintains a record of all complaints against the Department or any of its employees. Allegations of employee misconduct are recorded on Internal Affairs reports and may be received from any source outside or inside the Department.

B. The Internal Affairs Unit shall maintain a record of all inquiries and allegations of misconduct filed against the Department or its employees. The Internal Affairs Unit will maintain/expunge Internal Affairs files for all employees following the provisions of applicable labor agreements between the City of Naperville and the bargaining units.

C. All records of allegations of misconduct, written inquiries, or investigative reports shall be filed in the Internal Affairs Unit office. These files are not public record. All files are to be securely maintained by the Internal Affairs Unit Sergeant. Reviewing and/or copying of all such files is restricted to the following:

1. Copies of Internal Affairs investigation files will only be prepared at the direction of the Chief of Police. A record of all copies made shall be maintained by the Internal Affairs Unit. Internal Affairs Unit files are confidential and shall not be released without the approval of the Chief of Police.

2. In all Internal Affairs investigations, after the conclusion of the review process, an employee will have access to copies of statements provided by the employee to the Internal Affairs Unit. Statements include memoranda, supplemental reports, and transcribed interviews.

3. Supervisors will have access to review Internal Affairs files involving employees under their supervision.

4. Requests by employees or their supervisors to access their Internal Affairs files are made through the Internal Affairs Unit Sergeant.

5. In circumstances where a court order requires the disclosure of Internal Affairs Unit investigation records to an outside party, the Internal Affairs Unit Sergeant will provide concerned employees with access to all materials that were ordered by the court to be disclosed. No material shall be released without approval of the Chief of Police.

52.1.3 INTERNAL AFFAIRS DIRECTION AND CONTROL
A. The Internal Affairs Unit is staffed by a sergeant who is responsible for the activities of the unit.

B. The Internal Affairs Sergeant is appointed by, and has the authority to report directly to, the Chief of Police. Day-to-day supervision is the responsibility of the Support Services Division Deputy Chief. The Chief of Police shall receive all pertinent Internal Affairs information directly from the Internal Affairs Sergeant.

52.1.4 COMPLAINT PROCEDURE DISSEMINATION
The Department makes available information to the public on procedures to be followed in registering complaints against the Department or its employees.

A. Information will be given upon request by any employee of the Department. Any employee not familiar with the procedures shall refer the requesting individual to the Internal Affairs Unit or a sworn supervisor for an explanation of the procedures.

B. Contact information for registering complaints is listed on the City website, and in City and regional telephone directories.

52.1.5 INTERNAL AFFAIRS INVESTIGATION SUMMARIES
A. The Internal Affairs Unit will compile annual statistical summaries based upon records of Internal Affairs investigations which are made available to the public and Department employees.

B. Annual Internal Affairs investigation statistical reports shall be maintained indefinitely by the Internal Affairs Unit.

C. The annual Internal Affairs Report shall be included with the Department's published annual report. The Department's annual report is posted on the City's website, as well as published and distributed.
INDEX AS:

52.2.1  INTERNAL AFFAIRS FUNCTION
52.2.2  NOTIFICATION TO CHIEF OF POLICE
52.2.3  INTERNAL AFFAIRS INVESTIGATIVE TIME LIMIT
52.2.4  NOTIFICATION TO REPORTING PARTY
52.2.5  INTERNAL AFFAIRS AND EMPLOYEE RIGHTS
52.2.6  INTERNAL AFFAIRS - INVESTIGATIVE CONDITIONS
52.2.7  RELIEVING AN EMPLOYEE FROM DUTY
52.2.8  "CONCLUSION OF FACT" FINDINGS
52.2.9  INTERNAL AFFAIRS COMPLAINT PROCESSING

PURPOSE:

The purpose of this order is to ensure that the integrity of the Department is maintained through an internal system where objectivity, fairness, and justice are assured by intensive investigation and review of all complaints and allegations of misconduct involving Department personnel.

DEFINITIONS:

Misconduct: Wrongful actions by an employee which result (intentionally or unintentionally) from erroneous judgment or a disregard for established policies or procedures.

Complaint: An allegation by any individual (including a member of the Police Department) that a Department employee has:

1. Misused authority.
2. Acted illegally or unethically.
3. Violated City or Department rules.

ORDER:

52.2.1  INTERNAL AFFAIRS FUNCTION

A. The activities of the Internal Affairs function shall include:

1. Recording, registering, and controlling the investigation of complaints against Department employees.
2. Supervising and controlling the investigations of alleged or suspected misconduct or unlawful acts within the Department.
3. Maintaining the confidentiality of Internal Affairs investigations and records.
4. Recording, registering, and controlling all commendations for the Department and/or its employees.

B. All complaints against the Department or its employees will be investigated, including anonymous complaints. Based upon the nature and complexity of a complaint, all allegations of employee misconduct are classified as an "inquiry," an "informal investigation," or as a "formal investigation" by the Internal Affairs Unit Sergeant.

1. Inquiry.
   a. An inquiry is a classification used to address and document a citizen concern or question about a policy, procedure, or tactic used by the Department.
   b. Examples of an inquiry include, but are not limited to:
      1) Why did an officer handcuff a prisoner?
      2) Why was a field interview conducted?
      3) Why was vehicle emergency equipment used?
      4) Why was a felony vehicle stop made?
      5) Why was a citation issued?

2. Informal investigation.
   a. An informal investigation is conducted on minor allegations of misconduct. The investigation includes obtaining memoranda or verbal statements from employees concerned regarding the allegations. Generally, formal interviews or statements are not used. Instead, information is obtained via memoranda and existing records.
   b. Examples of investigations that may be classified as informal include, but are not limited to:
      1) Complaints of slow response.
      2) Alleged failure to take proper police action.
      3) Alleged discourtesy by a Department employee.

3. Formal investigation.
   a. A formal investigation is conducted on serious allegations of misconduct, unlawful acts, or issues of a highly confidential or sensitive nature.
   b. All formal investigation of sworn police officers must have a sworn affidavit signed by the complainant explaining the alleged misconduct. The affidavit process will be handled by the sergeant assigned to the Internal Affairs Unit.
   c. Examples of investigations that may be classified as formal include, but are not limited to:
      1) Allegations of violations of law (except minor traffic).
      2) Allegations of immorality.
      3) Allegations of brutality.

C. Investigations at supervisory level.

1. Allegations of misconduct, other than those considered to be extremely serious in nature, may be investigated at the supervisory level.
   a. The supervisor who investigates an allegation of misconduct shall take the investigation to its conclusion, including a full documentation of the investigation and application of discipline which is within the supervisor’s authority to carry out.
   b. Supervisory investigations shall be a high priority until resolved to decrease duration of the investigation and to establish a cause and effect relationship between the misconduct and the administration of discipline.
c. To avoid duplication of effort, the line supervisor who intends to carry out an investigation shall notify the Internal Affairs Unit office as soon as possible of the nature of the investigation, the employees involved, and to receive an Internal Affairs case number.

d. Supervisors who conduct investigations of allegations of misconduct shall keep in mind these points:

1) All parties involved in the incident being investigated shall be checked for outstanding warrants, criminal histories, and other contacts with this Department.

2) Employees against whom allegations are made shall be kept aware of the progress of the investigation and informed of its outcome as soon as possible.

3) Employees shall not be routinely contacted when off duty for investigation of minor complaints.

4) When an allegation is sustained against an employee, that employee's disciplinary record and other pertinent files reflecting the employee’s performance shall be reviewed prior to the recommendation of, or the actual administration of, disciplinary action.

5) When an allegation of misconduct is sustained, a copy of all written reprimands or Weekly Employee Appraisal Log (WEAL) entries will be included with the completed Internal Affairs Unit file.

e. No formal or informal investigation is necessary where the complaint does not rise to the status of an allegation of misconduct. Generally, minor situations such as those which, if observed by a supervisor, would normally result in verbal counseling or a WEAL entry fall into this category. These include such things as tactics (handcuffing), officer safety (number of officers at a particular call), and enforcement decisions (warning versus a citation).

f. When a citizen questions the actions of a police employee and it is determined by the receiving supervisor that the employee acted within prescribed Police Department policy, procedure, or tactics, the matter is handled as an inquiry.

g. The supervisor or Internal Affairs Unit Sergeant receiving the inquiry from the citizen shall make every attempt to explain to the citizen why a particular policy, procedure, or tactic is sanctioned by the Police Department.

h. The resolution of questions or inquiries may be accomplished by any Departmental supervisor or by the Internal Affairs Unit.

i. Non-acceptance by the citizen of an inquiry explanation shall be cause for the inquiry to be reduced to writing (inquiry report) and forwarded to the Internal Affairs Unit.

j. The Internal Affairs Unit Sergeant shall review the inquiry and draft a letter to the complaining party for the Chief's signature.

This notification shall ordinarily be through a copy of the Internal Affairs report.

B. If, during the course of the administrative investigation, the Internal Affairs Unit Sergeant reasonably believes that a crime may have been committed by an employee, the Chief of Police shall be notified immediately.

C. If a supervisor is confronted with a significant allegation of misconduct requiring immediate investigation, the appropriate Division Commander and the Internal Affairs Unit Sergeant will be notified immediately. These could include allegations of criminal activity, sexual harassment, incidents involving serious injury or death, misuse of leave, officer-involved shootings, and incidents which will require extensive follow-up investigation such as mass arrest or civil disobedience situations.

1. If an allegation of misconduct is extremely serious in nature, the Chief of Police shall be notified immediately and supplied with a copy of the Internal Affairs report. The entire original report shall be immediately forwarded to the Internal Affairs Unit office.

52.2.3 INTERNAL AFFAIRS INVESTIGATIVE TIME LIMITS

Allegations of misconduct shall be investigated and completed within 30 days unless more extensive investigation or review is required. Status reports on the progress of the investigation shall be given by the Internal Affairs Unit Sergeant to the Chief of Police not less than once during every seven-day period. Extensions may be granted by the Chief of Police based upon extenuating circumstances.

52.2.4 NOTIFICATION TO REPORTING PARTY

The Internal Affairs Unit will keep the complainant informed concerning the status of a complaint.

A. The Internal Affairs Unit will mail a letter (verification of receipt that the complaint has been received for processing) to the reporting party of every allegation of misconduct. This letter will include a description of the investigation and review process that will be conducted and the telephone number of the Internal Affairs Unit Sergeant.

B. Periodic status reports will be provided by the Internal Affairs Unit to the complainant when the case extends beyond 30 days.

C. A letter approved and signed by the Chief of Police shall be mailed to the reporting party by the Internal Affairs Unit notifying them of the results of the Department's investigation upon conclusion.

D. Completed inquiries do not ordinarily require a letter to the citizen from the Chief of Police, except in cases where the reporting party cannot be verbally satisfied.

1. When, for any reason, a verbal response cannot be made to an inquiry, a letter approved and signed by the Chief of Police shall be forwarded as soon as possible by the Internal Affairs Unit to the reporting party.

52.2.5 INTERNAL AFFAIRS AND EMPLOYEE RIGHTS

A. Employee Notification.

When an employee becomes the subject of a formal investigation, the employee will be issued a written statement of the allegation(s) and the employee's rights and responsibilities relative to the investigation providing that the investigation will not be compromised by this notification.

1. Written notification will come from the Internal Affairs Unit.

2. All questioning will be conducted in accordance with the Uniform Peace Officers' Disciplinary Act, Illinois Compiled Statutes 50 ILCS 725, et seq.
The interview of any Department employee shall be conducted at a reasonable hour, preferably when the employee is on duty, unless the urgency of the investigation dictates otherwise. If such interview occurs during the off-duty time of the employee being interviewed, the employee shall be compensated for off-duty time in accordance with existing City procedures and/or as covered under collective bargaining agreements.

2. Place of interviews. The interview shall take place at a location designated by the investigating supervisor, usually the Naperville Police Department building.

3. Disclosure to employee of those present during interview. The employee being interviewed shall be informed of the name and rank of all persons present. Whenever possible, every attempt will be made to notify the supervisor of an employee who is to be interviewed. The employee being interviewed shall be asked questions by and through no more than two investigators.

4. Disclosure of information regarding the nature of the investigation and complainants. The employee being interviewed shall be informed of the nature of the investigation and the names of all complaining parties before the interview commences, unless the disclosure of the complaining party’s name will have a detrimental effect on the investigation.

5. Duration of interview sessions. The interview session shall be for a reasonable period of time depending upon the seriousness of the investigation. Unless the Chief of Police or designee directs otherwise, a period of two hours shall be the maximum time allowed for any one session of interview. Reasonable rest periods shall be allowed within the two-hour period. When requested, time shall be provided for personal necessities.

6. Abusive and offensive language is prohibited in interviews. The employee being interviewed shall not be subjected to any offensive or abusive language or threatened with dismissal or other disciplinary action. (Nothing herein is to be construed as to prohibit the interviewer from informing the employee that the conduct can be the subject of disciplinary action should the employee refuse to obey a lawful order from the ranking officer.) No promise of reward shall be made as an inducement to answering any question.

7. Exposure to media. The employee shall not be required to be interviewed by or provide information to the news media, nor shall the employee’s home address, telephone number, or photograph be given to the media without the employee’s express consent. However, this shall not affect records or documents that are otherwise available to the public by law.

8. Constitutional rights and right to counsel.
   a. When an employee is being interviewed for criminal charges, the employee shall be informed of their constitutional rights, including their right to be represented by counsel of their choice.
   b. If an employee is being interviewed for administrative purposes in cases that may involve post-critical incident trauma (e.g., serious accident/pursuit, use of force, fatality), the employee will be permitted to consult with an attorney prior to the administrative interview.

9. Recording of interviews. During administrative investigations, tape recordings of the interview will be made at the direction of the interviewing officer. No tape recording will be made of the interview without prior advisement. There will be no “off-the-record” questions during a recorded interview.

C. If an employee is suspected of committing a criminal act, two separate investigations shall be conducted. One investigation shall be for administrative purposes only and the other shall be for the potential filing of criminal charges. Any criminal investigation will be at the direction of the Chief of Police. Upon completion of the criminal investigation, the criminal case will be presented to the State’s Attorney’s office for review and determination of action.

D. When a police officer is being interviewed for administrative purposes, the employee shall be advised of their rights in accordance with the Uniform Peace Officers Disciplinary Act (Illinois Compiled Statutes 50 ILCS 725, et seq.).

E. All employees shall truthfully and completely answer all questions concerning an administrative investigation posed to them by the interviewing officer. If the employee refuses to answer such questions, the employee will be informed that a refusal to answer can become the subject for disciplinary action.

F. When an employee is being interviewed in an administrative matter and there is a likelihood that the interview may reveal criminal conduct on the part of the employee, the results of the interview cannot and will not be used against the employee in a criminal prosecution. However, the employee will be required to answer all questions to assist in the administrative process. This does not mean that criminal charges cannot result from a separate criminal investigation.

G. This directive shall not be construed to supersede in part or in whole any city ordinance, city administrative directive, Rules of the Board of Fire and Police Commission, Police Officer Bill of Rights, or any collective bargaining agreement in force. Failure to abide by this directive shall not preclude the Department from taking disciplinary action against any employee.

52.2.6 INTERNAL AFFAIRS - INVESTIGATIVE CONDITIONS

A. All employees are required to cooperate fully with internal affairs investigations. They are required to disclose all pertinent information known to them regarding the matter under investigation. Employees are required to submit to the gathering of non-testimonial evidence, including but not limited to:
   1. Medical or laboratory examinations.
   2. Photographs.
   3. Line-ups.
   4. Financial disclosure statements.

B. Provisions of this section shall not supersede any collective bargaining agreement.

52.2.7 RELIEVING AN EMPLOYEE FROM DUTY
A. Any supervisor may place an employee on leave with pay when it appears that such action is in the best interest of the Department. See:

2. Collective bargaining agreements.

B. An employee placed on such leave shall have no Department authority and shall not engage in any duty-related functions. The employee may be required to surrender all or part of Department-owned property such as badge, identification cards, clothing, and pistol if deemed appropriate by the suspending supervisor.

C. The supervisor initiating the leave shall make immediate notification to the appropriate Division Commander. The supervisor shall also prepare a written memorandum to the supervisor’s Division Commander via the chain of command outlining the facts leading up to the removal from duty. This written memorandum shall be completed prior to the end of the supervisor’s tour of duty. A copy of the memorandum shall immediately be forwarded to the Internal Affairs Unit. The Internal Affairs Unit will then assign a case number.

D. The employee on leave and the supervisor causing the action shall report to the Office of the Chief of Police at 10:00 a.m. on the next regular business day unless directed otherwise by the supervisor initiating the action.

52.2.8 "CONCLUSION OF FACT" FINDINGS

A. At the conclusion of the investigation, for every allegation of misconduct, the involved employee shall receive a written "conclusion of fact" which will contain the findings as related to the particular allegation.

1. Possible findings include:
   a. Misconduct not related to complaint: Substantiated employee misconduct, not alleged in the complaint, but disclosed by the investigation.
   b. Sustained: Substantiated misconduct as alleged in the complaint.
   c. Unfounded: The allegation is false or not factual.
   d. No conclusion: The allegation is not substantiated. There is not sufficient evidence to prove or disprove the allegation.
   e. Policy/procedure evaluation: Employee conduct was within guidelines or established policy and procedure. However, the complaint has given cause to re-evaluate policy and procedure for possible improvement. Any finding which indicates a need for policy or procedure evaluation will be forwarded to the Planning, Training and Research Section Commander pursuant to General Order 12.2, Written Directives.
   f. Exonerated: Employee conduct was within established policy and procedure: The employee's actions were proper, even if the facts contained in the allegation are true.

B. For each finding related to an allegation of misconduct, a specific action shall be pursued. Actions include:

1. None, no action to be taken.
2. Training.
3. Verbal counseling.
4. Written reprimand.
5. Suspension from duty.
6. Transfer or demotion.
7. Resignation.
8. Discharge or dismissal.
9. Discharge with criminal charges to be pursued.

52.2.9 INTERNAL AFFAIRS COMPLAINT PROCESSING

A. The Naperville Police Department investigates all complaints against the Department or any of its employees. Allegations of employee misconduct are recorded on Internal Affairs reports and may be received from any source outside or inside the Department.

1. The information recorded is that which is necessary to begin the investigation into the events involving the allegation.

2. The Internal Affairs report concerning alleged misconduct is completed, whether the allegation is received in person at the Department, by telephone, at some other location, or by some other means.

3. Complaints against the Department or any of its employees should be initially classified as an allegation or inquiry. The final determination pertaining to the classification used for the complaint shall be made by the employee’s chain of command during the recommendation phase after the investigation is completed.

B. During the normal working hours of the Internal Affairs Unit, a person wanting to lodge a complaint is referred to the Internal Affairs Unit Sergeant. The Internal Affairs Unit Sergeant interviews the person and completes the report. If the Internal Affairs Unit Sergeant is not immediately available, the complainant shall be referred to a sworn supervisor who shall complete the report.

C. During other than normal working hours of the Internal Affairs Unit, a sworn supervisor shall complete the Internal Affairs report.

D. If a sworn supervisor is not available within a reasonable amount of time, a police officer shall complete the report. The reporting party shall be notified that they will be re-contacted by a sworn supervisor to review the report.

1. The officer shall then notify a supervisor as soon as possible, and prior to ending of the current tour of duty, and give the supervisor the Internal Affairs report.

2. Upon notification, the supervisor shall re-contact the reporting party as soon as possible in order to review the Internal Affairs report.

E. If a telephone complaint is brought to the attention of an employee of the Records or Communications Sections, the employee shall inform the reporting party that the call will be transferred to the Internal Affairs Unit Sergeant, the Watch Commander, or to the supervisor in charge to be handled by the appropriate sworn personnel. The employee shall then transfer the call.

F. It is anticipated that the above procedure cannot be strictly adhered to at all times. When such circumstances arise, the employee made aware of the allegation should obtain all information for follow-up by the Internal Affairs Unit (for example, the anonymous caller who quickly hangs up the telephone or the reporting party who “has no time” to wait for a supervisor) or complete the report form to be forwarded to a supervisor or Internal Affairs.

G. The following documents are necessary for the completion of the investigation of an allegation of misconduct:

1. Internal Affairs preliminary report.
2. Disposition/recommendation form.
3. Case final disposition form.

4. All reports pertaining to investigation.

5. Case status reports, if applicable.


H. In every case reported to the Internal Affairs Unit in which an obvious potential for significant City liability exists, the Internal Affairs sergeant or other investigating supervisor, will make notification to the City Attorney. The City Attorney will acknowledge the notification and, where appropriate, will generate a memorandum declaring the investigation and subsequent disposition/discipline actions as “Confidential Attorney-Client Privilege.” Unless otherwise determined by the Chief of Police, under no circumstances will the investigation proceed and/or disposition recommendations be sought in such a case prior to notification of the City Attorney.
INDEX AS:

53.1.1 CONDUCTING LINE INSPECTIONS

PURPOSE:

The purpose of this order is to establish procedures for conducting line inspections of uniformed personnel and sworn non-uniformed personnel within different components of the Department. The purpose of a line inspection is to identify deficiencies within the organizational components, facilities, property, equipment, activities, and personnel and to provide measures to correct these deficiencies. Identifying and correcting deficiencies in the earliest stage ensure the highest level of service possible to the community.

DEFINITION:

Line Inspection: An inspection conducted by a supervisor in charge of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who are responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

ORDER:

53.1.1 CONDUCTING LINE INSPECTIONS

A. Components of the Naperville Police Department shall conduct regular line inspections of uniformed personnel and sworn non-uniformed personnel to ensure that the personnel are acting in concert with Department requirements in such areas as personal appearance, use and maintenance of equipment, adherence to Department directives and orders, and status and conditions of physical facilities.

1. Inspections. Inspections shall be conducted in a fair, impartial, and objective manner. Inspections may include, but are not limited to:

a. Documented personal appearance, uniform/apparel, and equipment inspections at least annually as directed by the appropriate Division Commander. These inspections will be documented on Attachment A.

b. Documented quarterly inspection of equipment designated for use in support of the Department’s critical incident plan for operational readiness. See General Order 46.1.8. These inspections will be documented on either Attachment A or B (depending on the unit inspected) and Attachment C.

c. Documented inspections of stored Department property conducted pursuant to General Order 17.5.3. Inspections are quarterly for Patrol, annually for Investigations and Support Services.

2. Supervisors in each organizational component are responsible for conducting line inspections of uniformed personnel and sworn non-uniformed personnel within their organizational component and the correction of any deficiencies as specified within this General Order.

3. Documentation. Inspections shall be documented in writing (see attachments). The inspecting supervisor will submit a written report, including any deficiency identified during the inspection process, to the next ranking supervisor in his chain of command.

a. Serious deficiencies identified during inspections shall be documented and forwarded to the appropriate Division Commander.

4. Re-inspection procedure.

The following re-inspection procedures will be utilized when a deficiency has been identified through inspection:

a. The inspecting supervisor will notify the affected employee that a re-inspection of the deficiency will be held within 72 hours to ensure it has been corrected.

b. If, upon re-inspection, the supervisor finds the deficiency has not been corrected, the employee will be subject to disciplinary action.

B. Vehicle inspections.

All Watch/Section Commanders and Managers are responsible for the ongoing inspection of the general condition of the Department vehicles assigned to their respective section or watch.

1. An inspection of each vehicle will be conducted at least quarterly to include a thorough review of the general condition of the exterior and interior and the adequacy of installed equipment and supplies.

2. Results of inspections will be entered on a Vehicle Inspection Report with all completed reports forwarded to the Support Services Division Commander for follow-up and control purposes.

C. Facility inspection.

All Watch/Section Commanders and Managers are responsible for the ongoing inspection of the general condition and cleanliness of the Department’s facilities and furnishings within their areas of command.

1. On a quarterly basis, the Support Services Division Commander will be responsible for a complete inspection of the entire facility and grounds noting any deficiencies or problems.

a. All facility inspections shall be documented.

b. Requests for repair or maintenance will be forwarded to the Public Buildings Office of the City of Naperville utilizing their form. A record of work requests will be maintained on file for follow-up and control purposes.
# Personnel Inspection Form

**Naperville Police Department**

**G.O. 53.1  Attachment A**

**Date:**

**Unit/Shift:**

<table>
<thead>
<tr>
<th>Uniform/ Apparel</th>
<th>Physical Appearance</th>
<th>Badge, ID</th>
<th>Weapon/ Ammunition</th>
<th>Misc. Issued Equipment</th>
<th>At Least Quarterly</th>
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<td>Body Armor, if applicable</td>
<td>Hair, Facial Hair, Jewelry, Grooming and Hygiene</td>
<td>Nametag, Pen, DL (current), FOID (current, if applicable)</td>
<td>In-Holster inspection only</td>
<td>Radio, Duty Belt, Hand Cuffs, ASP/OC</td>
<td>Bio/Chem PPE</td>
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<td>Gas Mask, Coveralls</td>
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<th>Name/FOID # (if changed)</th>
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**Supervisor’s Comments:**

List personnel individually with applicable comments, as needed.

**Forward to Planning, Training and Research Commander via chain of command**

NPD 2007

Inspecting Supervisor’s Signature
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Supervisor’s Comments: ____________________________________________

List officers individually with applicable comments, as needed.

Forward to Planning, Training and Research Commander via chain of command

NPD 2007

Inspecting Supervisor’s Signature
NAPERVILLE POLICE DEPARTMENT
MEMORANDUM

DATE: ________________________________

TO: Officer Ernie Knight, Accreditation Manager

FROM: ________________________________________

SIGNATURE: ________________________________________

SUBJECT: Quarterly Inspection of Equipment for Response to Critical Incidents, General Orders 46.1.8, 53.1.1

On the above date, I personally inspected the Equipment for Response to Critical Incidents for the following section(s) or unit(s):

Check all that apply.

- Patrol Day Shift Company A
- Patrol Day Shift Company B
- Patrol Night Shift Company A
- Patrol Night Shift Company B
- Traffic Section
- Special Response Team
- Crowd Management Team
- Investigations-Major Crimes
- Investigations-General Assignment/Forensics
- Youth/Community Services
- Special Operations Section
INDEX AS:

53.2.1 STAFF INSPECTIONS

PURPOSE:

The purpose of staff inspections is to examine and evaluate the functions of Department organizational components and their ability to accomplish Departmental objectives in accordance with policies, rules and procedures. When adherence to rules and procedures does not result in the best possible use of personnel and equipment, alternatives which will facilitate accomplishment of assigned responsibilities must be identified to ensure that the highest level of service is provided at the lowest cost. Staff inspection personnel will be responsible to the Chief of Police and staff inspections will be accomplished using a constructive, positive approach and conducted in a fair, impartial, and objective manner.

DEFINITION:

Staff Inspection: An inspection conducted by personnel who are not responsible to the Commander of the units being inspected, nor are they responsible for the performance of the personnel in those units.

ORDER:

53.2.1 STAFF INSPECTIONS

A. The overall task of the staff inspection is to increase Departmental effectiveness by means of a cooperative effort with personnel of the affected organizational components. Staff inspection personnel will conduct a thorough review and analysis of the appropriate Department organizational component to assist in correcting organizational weaknesses, eliminate duplication of effort, and report new and innovative systems and procedures.

1. Staff inspections are a function of the Office of the Chief of Police. The Chief of Police will select personnel who will participate in the staff inspection process, and will be governed by the following:

   a. Staff inspection personnel will not issue orders or directives, except under circumstances where failure to do so may jeopardize the Department's reputation or the accomplishment of its objectives.

   b. Any personnel within an organizational component being inspected may request a private interview with any of the staff inspection personnel. All information will be considered confidential by the staff inspection personnel.

   c. During the course of any inspection activity, complete access to the Department's physical facilities and their contents shall be granted to the staff inspection personnel. Questions concerning the propriety of inspecting a particular record or file will be referred to the Chief of Police for resolution.

   d. Questions by staff inspection personnel, written or verbal, may be directed to any employee of the Department, and response to such questions should be prompt, accurate, and complete.

2. The following pre-inspection procedures will be utilized in conducting staff inspections:

   a. The Chief of Police will notify (by memorandum) the Division Commander and Section Commander/Manager of the organizational component to be inspected at least one week prior to the commencement of actual inspection activities.

   b. A request for specific materials and/or answers to specific questions which are considered necessary by the staff inspection personnel may be included in the notification memorandum.

   c. Staff inspection personnel will begin the actual inspection by meeting with the supervisor of the organizational component to be inspected. The purpose of this meeting is for orientation, and it may include any or all of the following:

      1) Establish the tone of the inspection.

      2) Share thoughts and ideas regarding inspection priorities and concerns.

      3) Identify and collect required data.

   d. A considerable amount of information gathered by the staff inspection personnel will come through personal observation. However, inspections shall also include the following:

      1) Material Resources.

      Attention will be devoted to the adequate and efficient use of Departmental equipment, physical facilities, and supplies.

      2) Procedures.

      Determine if the duties being performed are in accordance with prescribed policies, rules, and procedures.

      3) Personnel.

      Determine efficiency of performance of organizational activities such as execution of assigned tasks, adherence to policy and procedural guidelines, communication with and service to the public.

3. Upon completion of the inspection activity, a written report that identifies deficiencies, makes recommendations for improvement and identifies positive aspects of the inspected area, will be prepared and submitted to the Chief of Police. Following review and approval of the report, the Division Commander and Section Commander/Manager of the inspected organizational component will each receive a copy of the report for review and initiation of appropriate action. Other copies of the inspection reports may be distributed, as necessary with the authorization of the Chief of Police.

4. The Section Commander/Manager of the inspected component shall submit progress reports to their Division Commander on measures taken to address the findings of the report. Three progress reports are due respectively 30 days after the date of the staff inspection report, 90 days after the submission of the 30 day report, and 120 days after the submission of the 90 day report.
a. The first progress report shall indicate the Section Commander/Manager's concurrence or disagreement with the findings of the staff inspection.

1) For those findings in which disagreement is indicated, the report shall state in detail the reasons for the disagreement.

2) For those findings in which concurrence is indicated, the report shall describe the steps to be taken toward dealing with the issues raised by the staff inspection and shall define the progress made in this area.

b. The second progress report (submitted 90 days after the first progress report) shall further define the progress made since the first progress report.

c. The third progress report (submitted 120 days after the second progress report) shall define the continued progress made since the date of the second progress report. In addition, this report should document the achievement of the goals established in the initial findings of the staff inspection.

d. The original copies of all progress reports shall be forwarded to the Chief of Police via the chain of command. A copy of all progress reports shall be forwarded directly to the staff inspection personnel.

e. Upon receipt and consideration of all pertinent reports, the Chief of Police may schedule a review conference to include all Division Commanders, the Section Commander/Manager of the inspected organizational component, the staff inspection personnel, and others as designated by the Chief of Police.

1) The review conference shall follow, as closely as practical, the receipt of the first progress report.

2) The conference shall serve to evaluate the overall ramifications of the findings of the staff inspection, to consider the proposed actions developed to address the issues raised, and to resolve any disagreement with the findings of the staff inspection.

3) Upon completion of the staff conference, the personnel who conducted the original inspection shall conduct a follow-up inspection to confirm that deficiencies have been corrected as agreed upon. A report will be forwarded to the Chief of Police confirming the corrections and particularly noting deficiencies which cannot be corrected and stating the reason.

5. Staff inspections of all organizational components will be conducted at least every three years or as directed by the Chief of Police.
INDEX AS:
54.1.1 PUBLIC INFORMATION FUNCTION
54.1.2 MEDIA INPUT INTO DEPARTMENT POLICY
54.1.3 ON-SCENE ACCESS BY MEDIA PERSONNEL
54.1.4 MEDIA REPRESENTATIVES

PURPOSE:

The purpose of this order is to establish policies and procedures for the release of information to the community and the media. Law enforcement operations in a free society must not be shrouded in secrecy. It is necessary that there be full public disclosure of policies and an openness in matters of public interest. Consistent with the protection of the legal rights of individuals and considering the necessity for maintaining the confidentiality of Department records and other important Department responsibilities, the Department is to disseminate accurate and factual accounts of occurrences of public interest. Additionally, the Department must strive to make known and accepted its objectives and policies.

ORDER:

54.1.1 PUBLIC INFORMATION FUNCTION

A. The Planning, Training and Research Section Commander is designated as the Public Information Officer. The primary duties of the Public Information Officer consist of assisting members of the media in gathering information about cases investigated by the Department, handling publicity of special Department programs, and serving as the general liaison with the media. Responsibilities and functions of the Public Information Officer include, but are not limited to:

1. Serving as the central source of information about the Department and responding to various requests by members of the media (including an on-scene response when necessary).
2. Assisting media personnel in covering news stories at the scenes of incidents.
3. Preparing and distributing Department media releases.
4. Arranging for and assisting at media conferences.
5. Coordinating and authorizing the release of information about victims, witnesses, and suspects.
6. Assisting as media liaison during crisis situations.
7. Coordinating and authorizing the release of information concerning confidential Department investigations and operations.
8. Developing procedures for releasing information when other public service agencies are involved in a mutual effort.
9. Maintaining files of press releases issued by the Department.
10. Conferring regularly with section/unit commanders to keep abreast of cases that may be of interest to the media.
11. Assuming a proactive role, in contacting the media with information that might not otherwise come to their attention.
12. Working closely with the City of Naperville Community Relations Manager (for example, making arrangements for announcements for cable TV).

B. General release of information to the media shall be governed by the following:

1. Frequency.
   Members of the media are welcome at the Department at any time. It may, however, be advantageous for media representatives to maintain a regular schedule so the Public Information Officer will be available to assist them in obtaining information.
2. Content.
   Media personnel will be permitted to review only those reports that have been approved and made available on the press report board. These reports and official written press releases will be maintained in the Department’s press room.
3. Media recipients.
   Dissemination of information to the media will be accomplished in such a manner as to ensure its equal availability to all media members. Generally, press releases will be available in the Department’s press room, sent out by group email, fax, and posted on the city’s Internet website.
   In the event of a public news briefing or conference being held, all local news media representatives will be notified by the Public Information Officer. (See Attachment A for specific protocol regarding internal/external notifications.)
4. A listing of press contacts is available in the Public Information Officer’s office and the Watch Commander’s office.
5. Internal notifications.
   Before any press release is disseminated to the public, the following notifications shall be made:
   a. City Manager, Assistant City Manager, Mayor, and City Council.
      1) A copy of the press release will be faxed to the office of the City Manager, and to the homes of the City Manager, Assistant City Manager, Mayor, and all City Council members. A current list of applicable fax numbers can be obtained from the Planning, Training and Research Section/Public Information office, City Dispatch, or the City Manager’s office. To facilitate this process, these numbers will be maintained and stored as a group speed dial in fax machines located in the Patrol Supervisors area and in the office of the Public Information Officer. (See Attachment A for specific protocol regarding internal/external notifications.)
   b. City of Naperville Community Relations Manager.
      The Community Relations Manager will receive a copy of all press releases issued.
      1) The inter-office mail system may be used for press releases concerning current unpredicted events.
      2) For press releases of an informational nature generally issued in advance, such as
announcements of new programs, financial grants, auctions, etc., a copy will first be sent to the Community Relations Manager who will review and approve the release, then assist in dissemination of the material from the Community Relations office.

c. City of Naperville Legal Department.
Any press release describing an event with obvious potential for city liability will first be formulated, then sent for review to a representative of the City’s legal staff.

1) The telephone number for the Legal Department during normal business hours is 420-4171.

2) After normal business hours, on weekends, and on holidays, a representative from the Legal Department will be contacted at home. Home telephone numbers for Legal Department representatives are available from City Dispatch.

C. News release authority is governed as follows:

1. On-scene.
The accurate and timely dissemination of information at the scene of an incident is important to avoid confusion. Only sworn supervisory personnel or a designee are authorized to release information to the media in the absence of the Public Information Officer.

2. Department files.
The release of information to the media from Department files shall be accomplished in accordance with Department directives and under the supervision of the Public Information Officer or a designee.

3. Ongoing investigations.
Only the Public Information Officer, Investigations Division Commander, Chief of Police or their designee may release information to the media concerning an ongoing criminal investigation.

4. Public Information Officer unavailable.
It is understood that the Public Information Officer may not always be immediately available. At such times, the duties of Public Information Officer shall be assumed by the appropriate Watch or Section Commander or, in their absence, the highest ranking sworn supervisor on duty or designee. Generally, work hours for the Public Information Officer are 8:00 a.m. to 5:00 p.m., Monday through Friday.

a. When the Public Information Officer is unavailable and an urgent need for media information exists, the requesting party will be transferred to the Communications Center who will place them in contact with the person assuming the duties of the Public Information Officer.

D. Release of information is governed by the following general guidelines and restrictions:

1. Any release of information shall be done in accordance with Illinois Statutes and the Freedom of Information Act, Illinois Compiled Statutes 5 ILCS 140.

2. The Illinois Freedom of Information Act enumerates specific types of information that are exempt from release. The scope and content of each release of information must be determined according to the facts of the case.

3. Although each case should be examined in relation to its particular impact upon individual citizens or the community, the specific guidelines for release of information to the media shall be as follows:

a. Victim, complainant or witness information such as identity, address, phone number, age, etc., shall not be released for publication in the following instances:

1) The information is part of an on-going investigation and release of such information may jeopardize successful resolution and/or prosecution of the case.

2) The information is contained in any sex offense case or sex-related crime report or investigation.

b. In accordance with Illinois Compiled Statutes 705 ILCS 405/1-7, Confidentiality of Law Enforcement Records, any records that relate to a minor (under age 17) who has been arrested or taken into custody shall be restricted. Information concerning adult charges being filed shall be referred to the State's Attorney's Office of the proper county of jurisdiction.

c. Other exemptions include:

1) Identification of informants.

2) Identity of any deceased person unless:

a) The identity has been officially confirmed, and

b) A concerted effort to notify the decedent's immediate family has been made.

3) Exact details of evidence and statements made by the accused should not be released unless otherwise authorized by the Chief of Police. No information will be released concerning an arrestee's confession, admissions, alibis, or refusal of the arrestee to make such statements.

4) Any reference to results of investigative procedures such as fingerprints, polygraph exams, ballistics tests, or lab tests, or to the refusal of the accused to submit to such tests.

5) Statements concerning the testimony or credibility of prospective witnesses.

6) Any reference to the possibility of a plea of guilty or the possibility of a plea to a lesser offense.

7) Personal opinions as to the suspect's guilt or innocence or of the evidence or merits of the case.

d. Victim information in most other police reports shall be available for publication.

e. Information available for publication shall generally include the following:

1) Name, age, residence, and occupation of the accused.

2) The facts, time, and place of the offense, arrest, resistance, pursuit, and/or use of weapons.

3) The identity of investigating/arresting officers and the length of the investigation.

4) Any information necessary to aid in the apprehension of the accused or to warn the public of any dangers posed by the accused.

5) A brief description of the incident.

6) The nature or substance of the charge(s).
7) The scheduling or result of any step in the judicial process.

f. In order to ensure that the Department's specific guidelines are met, the Public Information Officer shall work closely with representatives of the media for daily and routine matters concerning the release and publication of information. The media shall not be allowed unrestricted review of all police incident reports.

g. For incidents in which it is deemed necessary to withhold information, the reasons shall be carefully explained to the media with an attempt to seek their understanding and cooperation.

h. Personal contact, rather than telephone contact, is preferred. Information may be disclosed by phone following positive identification of the caller and subject to the guidelines previously cited.

E. Notification of public information officer.

In the event a press release is formulated at the watch, section, or division level, the Public Information Officer shall be notified in a timely manner and be provided with a copy of the information released.

F. For incidents involving multiple public service agencies such as other police departments, fire departments, Coroner's office, State's Attorney's Office, etc., the agency having primary jurisdiction shall be responsible for coordinating the release of information.

54.1.2 MEDIA INPUT INTO DEPARTMENT POLICY

When modifications, additions, or deletions are being considered regarding policies and procedures relating to the public information function, attempts will be made to involve media representatives whenever possible. Media representatives will be contacted by the Public Information Officer who will furnish a general explanation of any significant changes proposed and provide an opportunity for input.

54.1.3 ON-SCENE ACCESS BY MEDIA PERSONNEL

Requests for information at the scene of a newsworthy incident including, but not limited to, major fires, natural disasters, catastrophic events, or major crime scenes, shall be referred to the ranking officer in charge of the investigation.

A. The ranking officer may refer the media to the Public Information Officer.

B. Perimeters may be established to prevent persons from entering the area of a serious incident or crime. Media members may be allowed access inside outer perimeters depending upon the situation; however, the private property rights of persons must be safeguarded. Normally, a specific area for media access and meeting will be established in order to provide a cooperative and accurate flow of information concerning the incident. Where possible, media personnel should be restricted to public property.

54.1.4 MEDIA REPRESENTATIVES

A. The Naperville Police Department does not issue press credentials. It does, however, recognize official press identification naming the individual as a representative of a news or media service. Proper identification is required before entry to the Department for the purpose of gaining information. Proper identification is also required at the scenes of incidents where the media are present to gather information.

B. The Department shall deny access to the scene of an incident or its files to any media representative who:

1. Interferes in an investigation while at the scene of an ongoing incident.

2. Interferes with the effective operation of the Department or any of its members.

C. In cases where a media representative is requesting information by phone from an employee of this Department, and the representative is not known or recognized, the employee may establish the person's identity, if necessary, by calling the person or agency back.
PROCEDURE FOR POLICE PRESS RELEASES

INTERNAL AND EXTERNAL NOTIFICATIONS

The Public Information Officer of the Naperville Police Department will normally issue most press releases and will maintain a file of all press releases that have been issued by the Department.

If the Public Information Officer is not available, the appropriate Watch or Section Commander or, if absent, the highest ranking supervisor on duty or designee will prepare the press release. When the press release is completed, the release shall be faxed to the City Manager, Assistant City Manager, Mayor and the entire City Council using either the fax machine in the patrol area or in the Public Information Office.

After the press release has been faxed to the City Officials, the press release will be emailed to the email group “Police Staff All” and then to the supervisor email group “Local Media and City Officials.” If the subject of the press release is determined to be of regional or national interest, the press release shall also be emailed to the email group “Chicago Media.”

After the press release has been faxed and emailed, ten (10) copies of the press release will be placed in the media room off the front lobby and a copy of the press release forwarded to the Public Information Officer.

07/07
GENERAL ORDER

SUBJECT: VICTIM/WITNESS ASSISTANCE - ADMINISTRATION

INDEX AS:
55.1.1 RIGHTS OF VICTIMS AND WITNESSES
55.1.2 ANALYSIS OF VICTIM/WITNESS SERVICES
55.1.3 ROLE IN VICTIM/WITNESS ASSISTANCE

PURPOSE:
The purpose of this order is to state the Department’s commitment to victim/witness assistance, outline the rights of victims and witnesses, provide for review of available services, and establish the Department’s role in victim/witness assistance.

DEFINITIONS:

Rights of Crime Victims and Witnesses Act: 725 ILCS 120/1, et seq.

Victim: For the purposes of this directive, means (1) a person physically injured in this State as a result of a violent crime perpetrated or attempted against that person; (2) a person who suffers injury to or loss of property as a result of a violent crime perpetrated or attempted against that person; (3) 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 the Illinois Bill of Rights for Victims and Witnesses of Violent Crimes who is physically or mentally incapable of exercising such rights, except where the spouse, parent, child, or sibling is also the defendant or prisoner; (4) any person against whom a violent crime has been committed; (5) any person who has suffered personal injury as a result of a violation of Illinois Compiled Statutes 720 ILCS 5/9-3 (or of a similar provision of a local ordinance).

Victim/Witness Coordinator: The Police Social Worker assigned to the Investigations Division is designated as the Victim/Witness Coordinator.

Violent Crime: Any felony in which force or threat of force was used against the victim, or any offense involving sexual exploitation, sexual conduct or sexual penetration, domestic battery, violation of an order of protection, stalking, or any misdemeanor which results in death or great bodily harm to the victim or any violation of Section 9-3 of the Criminal Code of 1961, or Section 11-501 of the Illinois Vehicle Code, or a similar provision of a local ordinance, if the violation resulted in personal injury or death, and includes any action committed by a juvenile that would be a violent crime if committed by an adult. For the purposes of this paragraph, “personal injury” shall include any Type A injury as indicated on the traffic accident report completed by a law enforcement officer that required immediate professional attention in either a doctor’s office or medical facility. A Type A injury shall include severely bleeding wounds, distorted extremities, and injuries that required the injured party to be carried from the scene.

Witness: Any person who personally observed the commission of a violent crime and who will testify on behalf of the State of Illinois in the criminal prosecution of the violent crime.

ORDER:

55.1.1 RIGHTS OF VICTIMS AND WITNESSES
The Naperville Police Department will treat victims and witnesses with fairness, compassion, and dignity. The specific rights of victims and witnesses are described in Illinois Compiled Statutes 725 ILCS 120/1, Rights of Crime Victims and Witnesses Act.

55.1.2 REVIEW OF VICTIM/WITNESS SERVICES
A. At least every three years, the Victim/Witness Coordinator will conduct a documented review of victim/witness assistance needs and available services within the Naperville area. The review shall be in report form and will include, at a minimum:

1. An overview of the extent and major types of victimization within the Department’s service area.

2. An inventory of information and service needs of victims/witnesses in general (including homicide or suicide situations) and special victims such as those victimized by domestic violence, abuse and neglect (especially children and the elderly), sexual crimes, and intoxicated motorists.

3. A listing of victim assistance and related community services available within the service area.

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

55.1.3 ROLE IN VICTIM/WITNESS ASSISTANCE
A. The Department’s role in victim/witness assistance is:

1. Implementation and delivery of victim/witness assistance services by Department personnel. Appropriate services and referrals shall be made on initial contact with victims and witnesses. The follow-up investigator shall conduct additional assessments and make further referrals as required. The Victim/Witness Coordinator shall be available to victims and witnesses with a need for special intervention, such as homicide or suicide incidents, those victimized by domestic violence, abuse and neglect situations involving children and elderly persons, sexual crimes, and intoxicated motorists.

2. Confidentiality. The confidentiality of victims/witnesses and their role in case development will be maintained to the extent consistent with applicable statutes.

3. Public Information. The Victim/Witness Coordinator will periodically inform the public and media about the Department’s victim/witness services.

4. Relationship between the Department and victim/witness efforts of other agencies and organizations. The needs of victims and witnesses will be determined and appropriate services will be provided in cooperation with, and without, duplicating assistance provided by other agencies and organizations.

B. Although the Police Social Worker is designated as the Victim/Witness Coordinator, victim/witness assistance remains a shared responsibility of all Department employees. Each employee is expected to ensure the fair and compassionate treatment of victims and witnesses and facilitate the delivery of appropriate services as necessary. The Victim/Witness Coordinator will have the authority and responsibility for administering and coordinating the Department’s victim/witness assistance activities.
A. The Department’s role in victim/witness assistance is:

1. Implementation and delivery of victim/witness services by Department personnel. Appropriate services and referrals shall be made on initial contact with victims and witnesses. The follow-up investigator shall conduct additional assessments and make further referrals as required. The Victim/Witness Coordinator shall be available to victims and witnesses with a need for special intervention, such as homicide or suicide incidents, those victimized by domestic violence, abuse and neglect (especially children and the elderly), sexual crimes, and intoxicated motorists.

2. Confidentiality. The confidentiality of victims/witnesses and their role in case development will be maintained to the extent consistent with applicable statutes.

3. Public Information. The Victim/Witness Coordinator will periodically inform the public and media about the Department’s victim/witness services.

4. Relationship between the Department and victim/witness efforts of other agencies and organizations. The needs of victims and witnesses will be determined and appropriate services will be provided in cooperation with, and without, duplicating assistance provided by other agencies and organizations.

B. Although the Police Social Worker is designated as the Victim/Witness Coordinator, victim/witness assistance remains a shared responsibility of all Department employees. Each employee is expected to ensure the fair and compassionate treatment of victims and witnesses and facilitate the delivery of appropriate services as necessary. The Victim/Witness Coordinator will have the authority and responsibility for administering and coordinating the Department’s victim/witness assistance activities.

A. At least every three years, the Victim/Witness Coordinator will conduct a documented review of victim/witness assistance needs and available services within the Naperville area. The review shall be in report form and will include, at a minimum:

1. An overview of the extent and major types of victimization within the Department’s service area.

2. An inventory of information and service needs of victims/witnesses in general (including homicide or suicide situations) and special victims such as those victimized by domestic violence, abuse and neglect (especially children and the elderly), sexual crimes, and intoxicated motorists.

3. A listing of victim assistance and related community services available within the service area.

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

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B. Although the Police Social Worker is designated as the Victim/Witness Coordinator, victim/witness assistance remains a shared responsibility of all Department employees. Each employee is expected to ensure the fair and compassionate treatment of victims and witnesses and facilitate the delivery of appropriate services as necessary. The Victim/Witness Coordinator will have the authority and responsibility for administering and coordinating the Department’s victim/witness assistance activities.
A. The Department provides appropriate assistance to victims/witnesses who have been threatened or who, in the judgment of the Department, express specific credible reasons for fearing intimidation or further victimization. Department employees, upon becoming aware of a threat made against a victim/witness, will obtain the information necessary to provide appropriate assistance and notify their supervisor. Criteria to be used in determining appropriate assistance include, but are not limited to:

1. Nature of the problem.
2. Type of help or remedy required.
3. Identification of the agency best suited to provide a remedy.

B. Any threats to a victim/witness will be documented and forwarded to an Investigations Division supervisor and the Victim/Witness Coordinator. Appropriate follow-up assistance will be determined by the nature of the individual case and the resources available to the Department and will be commensurate with the danger faced by the victim/witness.

1. Normally, the type of assistance will be determined by an Investigations supervisor.

C. If the victim/witness is in another jurisdiction, the Department will immediately contact the appropriate agency to advise it of the situation and request that reasonable precautions be taken. Normally, this contact will be made by a supervisor. The results of this contact will be confirmed by computer message during the same watch if possible.

D. The appropriate State’s Attorney’s Office will be advised of threats received by victims/witnesses. The threat and notification to the State’s Attorney’s office shall be documented in the appropriate police report and a copy forwarded to the State’s Attorney’s office.

E. For threats or intimidation to victims of domestic violence, see General Order 41.6.

55.2.3 VICTIM/WITNESS ASSISTANCE SERVICES

Officers shall render appropriate victim/witness services during the preliminary investigation, to include, at a minimum:

A. Giving information to the victim/witness about applicable services including counseling, medical attention, compensation programs or emergency financial assistance, and victim advocacy.

B. Advising the victim/witness what to do if the suspect or the suspect’s companions or family threatens or otherwise intimidates them.

C. Informing victims/witnesses of the case incident number and subsequent steps in the processing of the case.

D. Providing a telephone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case.

55.2.4 VICTIM/WITNESS ASSISTANCE - FOLLOW-UP INVESTIGATION

Victim/witness assistance services to be provided during the follow-up investigation (if any) by the investigating officer include, at a minimum:
A. Re-contacting the victim/witness periodically to determine whether their needs are being met, if in the opinion of the Department, the impact of a crime on a victim/witness has been unusually severe and has triggered above-average need for victim/witness assistance.

B. Explaining to victims/witnesses the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the case.

C. Scheduling line-ups, interviews, and other required appearances at the convenience of victim/witness and arranging or providing transportation if feasible.

D. Returning promptly victim/witness property taken as evidence where permitted by law or the rules of evidence if feasible.

E. Assigning a victim advocate, if available, to the victim/witness during follow-up investigation.

55.2.5 ARREST/POST ARREST VICTIM/WITNESS ASSISTANCE

A. When known, the investigating officer or the arresting officer will attempt to promptly notify the victim/witness of the following:
   1. The arrest of the offender, including charges and custody status.
   2. Information relating to intimidation or further victimization as outlined in section 55.2.2 of this directive.

B. Also see General Order 41.6, Domestic Violence Procedures.

55.2.6 NEXT OF KIN NOTIFICATION

The Naperville Police Department is called upon to notify citizens of the death, injury, or serious illness of a family member. It is Department policy to honor such requests whether they come from a citizen or another law enforcement agency.

A. In the event of a death notification, such notification will be made in person. The officer shall request either a supervisor, Police Chaplain, or the Victim/Witness Coordinator to assist with the notification.
   1. The notifying officer will ensure that a friend, neighbor, or family member is present or immediately available before leaving the notified party.

B. It is preferable that notification of injury or serious illness be made by medical authorities who are better equipped to answer questions which may arise.
   1. If medical authorities are unable to make notification, it will be made in person by police personnel. The next of kin will be assisted in contacting the medical authorities to obtain necessary information. The officer will determine what, if any, additional assistance is necessary.
INDEX AS:

55.3.1 SOCIAL SERVICES FUNCTION
55.3.2 SOCIAL SERVICES COMPONENT
55.3.3 INTERIM SOCIAL SERVICES

PURPOSE:

The function of this order is to establish the social services operations function and component.

ORDER:

55.3.1 SOCIAL SERVICES FUNCTION
The Department’s social services function shall include, but not be limited to:

A. Providing crisis intervention services for situations that are in need of immediate social services assistance including:

1. Conducting assessments on individuals that may be mentally ill and/or posing a danger to themselves or others, in order to determine the need for involuntary hospitalization.

2. Assisting with death notifications or providing grief assistance at the scenes of homicides, suicides, natural or accidental deaths.

3. Victim/witness assistance and advocacy (see General Order 55.2).

4. Offering intervention in domestic-related situations that are volatile and unable to be resolved by the responding officers.

5. Assisting with securing emergency shelter/food assistance that is beyond the scope of the police chaplains.

B. Providing short term (crisis) counseling to individuals and families that are experiencing specific, significant turmoil in their lives and are in need of stabilization and referrals.

C. Conducting follow-up contacts, either by phone or in person, with residents involved in domestic trouble, domestic violence, mental illness, physical disabilities, youth-related issues, substance abuse, neighborhood disputes, or any other circumstances that generate a police report and may benefit from social services intervention.

D. Providing resources and referrals to community members or agencies requesting information.

E. Maintaining ongoing professional relationships, attending meetings, and consulting with local social service agencies as needed.

F. Acting as a liaison with various community groups involved in prevention efforts.

G. Attending ongoing training to remain current on various trends and issues in the mental health, counseling, and social work fields.

55.3.2 SOCIAL SERVICES COMPONENT
The Department maintains a formally organized social services component in the Youth/Community Services Section of the Investigations Division.

A. This component is staffed by employees that have a Master’s degree in Social Work or a related field and who are Licensed Social Workers or have a related licensure.

B. Employees normally work between the hours of 8:00 a.m. and 10:00 p.m., Monday through Friday.

C. If a supervisor determines that Social Services personnel are needed during off-duty hours, employees can be paged or called at home. Employees shall determine the type of services needed and will either respond to the appropriate location or provide advice to the calling supervisor.

D. Social Services personnel are supervised by a sergeant who is responsible for overseeing and monitoring their activities.

55.3.3 INTERIM SOCIAL SERVICES
A. In the event that Police Social Services personnel are not available or are unable to be reached, it may be necessary to contact an outside agency including the following:

1. DUPAGE COUNTY MENTAL HEALTH CRISIS UNIT
   WILL COUNTY MENTAL HEALTH CRISIS UNIT
   The Crisis Unit is available 24 hours a day, seven days a week for emergency mental health matters. This includes suicidal subjects, mental health hospitalizations, and emergency assessments and referrals.

2. NAPERVILLE COMMUNITY OUTREACH YOUTH AND FAMILY SERVICES
   NCO provides 24-hour emergency crisis intervention services for DuPage County runaways that refuse to return home or for minors that are locked out of their homes.

3. AUNT MARTHA’S YOUTH SERVICE CENTER
   Provides the same services as NCO in Will County.

4. NAPERVILLE POLICE ASSOCIATION OF CHAPLAINS
   Can be used for death notifications, grief assistance, and transient assistance.

B. Emergency contact information is maintained in PSAP and/or can be accessed by contacting the on-duty or on-call Youth Investigations Unit personnel.
INDEX AS:

61.1.1 SELECTIVE TRAFFIC ENFORCEMENT ACTIVITIES
61.1.2 PROCEDURES FOR TRAFFIC LAW ENFORCEMENT
61.1.3 SPECIAL TRAFFIC VIOLATION PROCESSING
61.1.4 INFORMATION PROVIDED TO TRAFFIC VIOLATORS
61.1.5 TRAFFIC LAW ENFORCEMENT POLICIES
61.1.6 TRAFFIC ENFORCEMENT PRACTICES
61.1.7 TRAFFIC STOP PROCEDURES
61.1.8 PROCEDURES FOR CONTACT WITH TRAFFIC VIOLATORS
61.1.9 SPEED MEASURING DEVICES
61.1.10 DUI ENFORCEMENT PROGRAM
61.1.11 DUI ARRESTEE HANDLING
61.1.12 REFERRAL OF DRIVERS FOR RE-EXAMINATION
61.1.13 PARKING ENFORCEMENT
61.1.14 ZERO TOLERANCE PROCEDURES
61.1.15 PRELIMINARY BREATH SCREENING TEST UNITS

PURPOSE:

The purpose of this order is to establish policies and procedures related to the Department’s selective traffic enforcement efforts, deployment of personnel, traffic stops and enforcement.

DEFINITIONS:

Chronic Parking Violator: The registered owner of any vehicle which has been issued ten or more parking tickets in Naperville within a one year period of time. A registered owner shall not be considered a chronic parking violator if, after one year following the issuance of the last parking ticket, all outstanding tickets are paid (11-2A-14:2.1).

Concealed Observation: Stationary observation in which the observer is not visible to persons, using ordinary powers of observation, from the roadway being observed.

Preliminary Breath Screening Test Units: A portable breath testing unit (PBT) which meets the Illinois State Police standards as a device operationally capable of providing accurate results.

Roadside Safety Check: A temporary operation in which law enforcement or other authorized personnel stop some or all traffic to inspect individual vehicles or their contents or to interview drivers.

Selective Traffic Enforcement: The assignment of personnel to traffic enforcement activities at times and locations where hazardous or congested conditions exist. Such assignments are usually based on such factors as traffic volume, collision statistics, frequency of traffic violations and emergency and service needs.

Stationary Observation: Traffic observation at a selected place, usually one with unfavorable collision statistics or a traffic problem, for traffic law enforcement purposes - especially to detect violations and deter possible violators.

Traffic Law Enforcement: Law enforcement as it applies to statutes, ordinances, and regulations relating to the use of streets and highways and ownership and operation of motor vehicles and other road vehicles.

Traffic Law Enforcement Action: The part of traffic law enforcement involving arrest or citation of any person alleged to have violated a statute, ordinance, or regulation pertaining to the use of traffic ways.

Traffic Law Violation: Violation of any statute, ordinance, or regulation relating to the use of streets and highways or the operation and ownership of motor vehicles and other road vehicles.

Visible Observation: Stationary observation by an observer in full view but so located, such as on a side street, that effort is required by those in the traffic stream to discover the observer.

ORDER:

61.1.1 SELECTIVE TRAFFIC ENFORCEMENT ACTIVITIES
The overall goals of the Department’s selective traffic enforcement activities are the reduction of frequency and severity of traffic collisions and the voluntary adherence to traffic laws by the general public. Selective traffic enforcement activities include the following:

A. Compilation and review of traffic collision data. The Traffic Section compiles records on the times and locations of all reported traffic collisions within the City of Naperville. These data are reviewed to determine causative factors and hazardous locations with special attention to the types of collisions and their times of occurrence. Consideration is given to assigning patrol and/or traffic officers to those locations during those time periods when the need for police services is greatest.

1. The most appropriate traffic law enforcement method for modifying collision-causing behavior is to address the most common behaviors contributing to traffic collisions.
   a. Since it is based on the review of traffic collision data, patrol officers shall use the Selective Enforcement Quarterly Report as a guide for focusing their traffic enforcement.

2. The Administrative Patrol Lieutenant shall have primary responsibility for traffic data review to include:
   a. Compilation and review of traffic collision data.
   b. Compilation and review of traffic enforcement activities data.
   c. Comparison of collision data and enforcement activities data.
   d. Development of selective traffic enforcement countermeasures.
   e. Annual evaluation of selective traffic enforcement activities and program success.
   f. Review and revision of selective traffic enforcement objectives.

B. Compilation and review of traffic enforcement activities. The Traffic Section compiles records of traffic enforcement activities within the City of Naperville. These data are reviewed to determine the type, frequency and location of violations.

C. Comparison of collision data and enforcement activities data. The Traffic Section utilizes the compilation and review of both traffic collision data and traffic enforcement activities in order to make comparisons. The results of these comparisons assist in altering enforcement priorities, composition of the Quarterly Selective Enforcement Bulletin and completion of the annual evaluation of selective traffic enforcement activities.
D. Implementation of selective enforcement techniques and procedures. Techniques and procedures for selective traffic enforcement should be consistent with the nature of the violation and its potential for interfering with the free flow of traffic. These tactics may include:

1. Area patrol.
2. Visible stationary traffic observation.
3. Concealed stationary traffic observation.

E. Deployment of Traffic Section personnel.

1. Traffic Section officers shall be deployed according to criteria which include response to citizen concerns, collision history, and high volumes of traffic.

   a. Traffic Section officers are normally deployed geographically based on considerations, including:
      1) Selective traffic enforcement targeted locations.
      2) Traffic volume levels.
      3) Traffic-related calls for service.

   b. Traffic Section officers may be deployed to participate in:
      1) Traffic safety education programs.
      2) Traffic engineering planning meetings.
      3) Traffic and crowd control activities.

2. Community Service Officers.

   a. Community Service Officers are normally deployed geographically.

   b. Community Service Officer deployment may include the following parking enforcement assignments:
      1) Downtown foot patrol.
      2) Enforcement at commuter train stations and adjacent commuter lots.
      3) Enforcement at the North Central College area and timed parking zones.
      4) Roving.
      5) Parking-related calls for service.
      6) Contracted lot enforcement.
      7) Applicable private property enforcement.

F. Selective traffic enforcement program evaluation.

On an annual basis, the Administrative Patrol Lieutenant shall prepare a documented evaluation of the Department’s selective traffic enforcement activities. This evaluation will:

1. Examine selective traffic enforcement program effectiveness.
2. Compare selective traffic enforcement efforts and results against goals and objectives established from the previous year’s evaluation.

61.1.2 PROCEDURES FOR TRAFFIC LAW ENFORCEMENT

A primary objective of traffic enforcement is to reduce traffic crashes and injuries, and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the public’s voluntary compliance with traffic regulations. The Naperville Police Department seeks to achieve this objective through a combination of education and enforcement.

All officers share the responsibility for general traffic law enforcement. For all traffic stops based on a violation of the Illinois Vehicle Code (or similar municipal code), one of the following enforcement actions shall be taken:

A. Custodial (physical) arrest.
   Police officers shall effect a custodial arrest of any person committing serious offenses, such as driving under the influence, fleeing and eluding, reckless driving, etc., and where taking the offender into custody is warranted in order to best serve the safety of the community.

B. Citation (notice to appear).
   A citation shall be issued to a violator who jeopardizes the safe and efficient flow of vehicular and pedestrian traffic, including hazardous moving violations or operating unsafe and improperly equipped vehicles. Citations shall be issued for the appropriate state statute or local ordinance violation.

C. Warning.
   A written warning shall be issued to a violator whenever there is a minor traffic infraction committed, the officer believes the written warning will achieve voluntary compliance, and no custodial arrest is made nor citation issued.

61.1.3 SPECIAL TRAFFIC VIOLATION PROCESSING

This directive establishes procedures for processing traffic law violations committed by the following:

A. Non-residents.
   Illinois Vehicle Code, Illinois Compiled Statutes 625 ILCS 5/6-800, defines the reciprocal provisions applicable to residents of states that are members of the “Non-Resident Violator Compact.” Residents of a non-compact state will be allowed to post a cash bond as set forth in the Illinois Supreme Court rules. Residents of a non-compact state unable to post bond will be brought before a judge if all other bonding options have been exhausted.

B. Juveniles.
   Juvenile traffic offenders are generally subject to the same requirements as adult traffic offenders. If, however, a custodial arrest is made on a juvenile traffic offender, the custody procedures set forth in General Order 44.2, Youth Operations, must be followed.

C. Legislators.

   1. State Legislators
      Pursuant to Illinois Compiled Statutes 725 ILCS 5/107-7(b), “Senators and representatives shall, in all cases, except treason, felony or breach of the peace, be privileged from arrest during the session of the General Assembly, and in going to and from the same.” This does not exempt state legislators from the issuance of a citation.

   2. U.S. Legislators
      Members of the U.S. Congress may not be arrested or detained for the issuance of a citation while in transit to or from the Congress of the United States.

D. Diplomats/consular officials/foreign mission members and dependents.
   Diplomatic and consular immunity are granted by the U.S. government under the Diplomatic Relations Act, U.S.C. 254 and the Vienna Convention on Consular Relations. Diplomats, consular officials, their families, and staff enjoy varying levels of immunity from arrest and prosecution. Immunity has many levels. For example, “Official Acts Immunity,” of consular officials must be asserted in court as an affirmative defense. All foreign mission members and dependents are accountable for traffic violations. Stopping a foreign mission member or dependent, and issuing a citation, does not constitute an arrest or detention and is always
permitted (however the subject may not be compelled to sign the citation).

1. Officers shall comply with Illinois Statute, 625 ILCS 5/16-108, when a violator displays a driver’s license issued by the U.S. Department of State or otherwise claims immunity under Title 22, Chapter 6 of the U.S. Code. The officer shall:
   a. As soon as practicable, contact the U.S. Department of State office in order to verify the driver’s status and immunity. (Notify supervisor of findings.)
   b. Record all relevant information from any driver’s license or ID card.
   c. Within five (5) workdays after the date of the stop, forward to the Illinois Secretary of State a copy of any citation(s) issued to the violator, and the crash report (if the person was involved in a collision). If a citation was not issued, then a written report of the incident will be forwarded.

2. In serious cases, for example, DUI, personal injury, collisions, telephone notification of the U.S. Department of State is required as soon as practicable. Field sobriety investigation will follow Department guidelines. If the officer judges the individual too impaired to drive safely, the officer shall not permit the individual to continue to drive (even in the case of diplomatic agents who have the highest level of immunity). Notify a supervisor if diplomatic personnel are stopped for a serious violation. Immune diplomatic personnel may be taken to the police station where further arrangements may be made to assure the safety of the individual and the community. If the personnel are not immune from arrest, according to the State Department, they are subject to arrest. Any search of their person or property, including vehicle (and including towing), must conform to their level of inviolability, according to the State Department.

E. Foreign Nationals, Consular Notification and Access, see General Order 1.2.3.B.

F. Military personnel.
   Military personnel shall be entitled to all immunity afforded to them by federal and state laws. Such immunity and courtesy shall be extended to military personnel by officers in all traffic matters with respect to acts performed in the course of official United States military duties.

G. Court officers. Pursuant to Illinois Compiled Statutes 725 ILCS 5/107(d), "Judges, attorneys, clerks, sheriffs, and other court officers shall be privileged from arrest while attending court and while going to and returning from court." This does not exempt court officers from the issuance of a citation.

61.1.4 INFORMATION PROVIDED TO TRAFFIC VIOLATORS
At the time a motorist is charged with a violation, the Department provides information relative to the specific charge. The officer will provide the motorist with the following information:

A. Court appearance schedule and location, or the procedure by which they will be notified of same.

B. The optional or mandatory nature of court appearance by the motorist.

C. Notice of whether the motorist is allowed to enter a plea and/or pay the fine by mail or at the office of the Clerk of the Circuit Court. The procedure for entering a plea and/or paying a fine by mail, if appearance is not mandatory.

D. Other information that must be provided to the motorist prior to release, including:

1. The specific violation alleged.
2. Options for posting bond.

61.1.5 TRAFFIC LAW ENFORCEMENT POLICIES
A primary goal of traffic enforcement is voluntary compliance with the traffic laws. The following uniform enforcement policies for traffic law violations are established. The provisions of this policy are intended to encourage good judgment in deciding what enforcement action is appropriate, based on the situation, prior training, experience, and common sense.

A. Driving under the influence (DUI). Officers must be alert for signs of alcohol or drug impairment in all motorist contacts. After establishing that probable cause exists for a violation of the DUI laws, officers will effect a custodial arrest of the violator. Officers will not release a DUI suspect or arrange for alternative transportation in lieu of arrest.

B. Operation of vehicle while driving privileges are suspended or revoked.

1. When an officer makes a custodial arrest of a person for driving while his or her license is suspended or revoked, the officer shall transport the violator to the Detention Center at the Naperville Police Department. The violator’s vehicle and property shall be handled according to Department procedures. The violator should be issued the appropriate citations and forwarded to the Illinois Secretary of State a copy of any citation(s) issued to the violator. Officers will not release a DUI suspect or arrange for alternative transportation in lieu of arrest.

a. As part of the reporting responsibilities, the officer should request a certified copy of the violator’s driving abstract.

2. If the status of a violator’s license cannot readily be determined, the officer may record the necessary information and check the license status at a later time. If it is later determined that the person’s license was suspended or revoked, the officer should obtain an arrest warrant for the violator.

C. Speed violations.
   There is no affirmative defense for exceeding the posted speed limit or for driving faster than conditions permit. However, strict adherence to a set policy should not be substituted for common sense and human understanding. Officers should consider factors such as traffic volume, weather conditions, and location, and should exercise discretion in determining whether to issue a warning or a citation. Speeding 40 or more miles per hour in excess of the speed limit is a Class A misdemeanor (11-601.5) and the offender is therefore subject to arrest.

D. Other hazardous violations.
   Officers are expected to take action upon detecting hazardous violations. Sound judgment should be used to determine what type of enforcement action is taken. Violators will be issued either a warning or a citation based on the specific circumstances of the violation.

E. Off-road vehicle violations.
   Off-road vehicles include snowmobiles, dirt bikes, mini-bikes, and all-terrain vehicles. Officers will take appropriate enforcement action for violations committed by operators of off-road vehicles who are observed or reported to them. Any off-road vehicle driven upon public roadways is subject to the traffic laws as specified in Illinois Compiled Statutes Chapter 625 (or equivalent city ordinance), including:

1. Section 5/11-1426, Operation of All-Terrain Vehicles and Off-Highway Motorcycles on Streets, Roads and Highways.
2. Section 5/11-1427, Illegal Operation of an All-Terrain Vehicle or Off-Highway Motorcycle.
3. Sections 40/1 through 40/11, Snowmobile Registration and Safety Act.
I. Multiple violations.

K. Violations resulting in traffic collisions.

J. Newly enacted laws and/or regulations.

G. Public carrier/commercial vehicle violations.

F. Equipment violations.

H. Non-hazardous violations.

L. Pedestrian and bicycle violations.

M. Traffic collisions involving city vehicles or on-duty employees.


5. Section 5/11-1428, Operation of Golf Carts on Streets, Roads and Highways.

F. Equipment violations.

Equipment violations should be dealt with on an individual basis. Officers should use good judgment in determining what type of enforcement action is appropriate.

G. Public carrier/commercial vehicle violations.

Public carrier and commercial vehicle violations will be treated in the same manner as violations committed by the general public, except as provided by statute.

H. Non-hazardous violations.

Enforcement of non-hazardous violations will be governed by officer discretion. Voluntary compliance is the goal of enforcement action for minor violations.

I. Multiple violations.

When multiple hazardous violations are committed by the same person, the officer should consider each violation separately when deciding what enforcement action should be taken.

J. Newly enacted laws and/or regulations.

Unless special orders are issued to the contrary, any newly enacted laws will be actively enforced.

K. Violations resulting in traffic collisions.

1. Officers are generally expected to take enforcement action whenever their traffic collision investigation or reporting activities produce probable cause to believe that a violation of statute or ordinance has occurred. If enforcement action is not taken, the reason shall be documented in the “local use only” (box #93) section of the Illinois Traffic Crash Report.

2. Officer’s specific enforcement actions arising from traffic collisions will be consistent with the nature of the alleged violation and with the Department’s written directives concerning traffic law enforcement. The officer must establish all elements of the violation. Elements that the officer has not personally witnessed must be established through investigation. The investigation may include:

   a. Statements made to the officer by the alleged violator.
   b. Statements of witnesses.
   c. Collision scene measurements.
   d. Physical evidence.

3. In traffic collisions involving life-threatening injuries or fatalities, the officer shall contact the State’s Attorney's office before placing any charges.

L. Pedestrian and bicycle violations.

The enforcement of traffic laws pertaining to pedestrians and bicycles requires broad discretion from officers. Consequently, prior to any substantial increase in enforcement efforts directed toward pedestrian or bicycle traffic, publicity and community awareness campaigns will be conducted by the Department.

M. Traffic collisions involving city vehicles or on-duty employees.

1. Whenever possible, an on-duty traffic officer shall investigate any collision that occurs within the city limits and involves a City of Naperville on-duty employee or a city-owned vehicle. A supervisor will be notified of the collision. Notifications will be made up the chain of command, as appropriate.

2. Whenever possible, all damage and injuries resulting from the collision shall be photographed.

3. Officers are generally expected to issue a citation to the at-fault driver. The citation will be issued for a State of Illinois statutory charge rather than a city ordinance violation where such charges are appropriate.

4. If the at-fault driver is an on-duty police employee, the investigating officer shall forward the crash report to the Traffic Section for review. If, following the review, charges against the at-fault driver are deemed appropriate, a citation for a State of Illinois statutory charge will be issued by the Traffic Supervisor. Drivers involved in the collision will be notified by the Traffic Supervisor of the results of the review and the court date, if applicable.

5. Traffic collisions that occur within the city limits and involve off-duty City employees, including police employees, shall be handled as any other non-employee collision by the investigating officer with the exception that where charges are appropriate, a citation for a State of Illinois statutory charge rather than a city ordinance will be issued.

6. Existing custodial arrest procedures required in cases of such serious traffic offenses as DUI or vehicular assault shall not be affected by these procedures.

61.1.6 TRAFFIC ENFORCEMENT PRACTICES

Traffic law enforcement activities shall be conducted as follows:

A. One of the most effective deterrents to traffic law violations is high visibility patrol in a marked vehicle. Officers shall drive police vehicles in accordance with existing laws and in such a manner as to demonstrate exemplary driving behavior. High visibility traffic patrol practices include:

   1. Line Patrol: Patrol between two specific points on a given street.
   2. Area Patrol: Moving patrol within a defined area.
   3. Directed Patrol: Assigned patrol to a specific area based on review of accurate and timely information regarding crimes, perpetrators, and problems in that area.

B. In situations or areas where stationary observation (either visible/overt or concealed/covert) is necessary to maximize the effectiveness of a selective enforcement effort, officers shall park in a location and in such a manner that traffic flow is not impeded.

C. Only Traffic Section officers shall use unmarked or unconventional vehicles for routine traffic law enforcement activities. If the motorist does not respond to attempts to make a traffic stop, the Traffic officer will summon a fully marked police unit to assist.

D. Roadside safety checks may be used when authorized by the Patrol Division Commander. The Traffic Unit supervisor shall be responsible for plan development and coordination of approved roadside safety checks.

   1. A supervisor must be assigned to the safety check.
   2. The safety check must be adequately staffed.
   3. The personnel involved must have training in safety check techniques and needs.
   4. Personnel assigned shall wear high-visibility reflective vests.
   5. The public must have prior notice of planned safety checks.

61.1.7 TRAFFIC STOP PROCEDURES

A. Traffic law violations and/or unknown risk stops.
The following guidelines are recommended to provide for officer safety when stopping traffic law violators and/or conducting unknown risk stops:

1. Location should be chosen carefully. Every effort should be made to effect a stop in a location that provides ample space and sufficient lighting. When possible, avoid making stops at hills, curves, and intersections.

2. Officers shall notify the Communications Center of the registration number of the violator’s vehicle, if possible (or a description of the vehicle, if no registration), and the location of the stop prior to making contact with the violator.

3. Activate the emergency lights to signal the violator to stop. The horn or siren may be used if necessary.

4. The patrol vehicle should be positioned behind the violator’s vehicle and offset two or three feet to the left.

5. Officers should observe the occupants of the stopped vehicle briefly before exiting the patrol vehicle.

6. High beam headlights and/or the spotlight should be used whenever necessary to illuminate the interior of the vehicle and protect the officer. Care must be utilized when using the lights so that other drivers sharing the highway are not “blinded” by these lights. If the vehicle has tinted windows at night, the driver should be instructed to turn on the interior light (via PA) and the officer should shut down the squad headlights and takedown lights. This will reverse the effect of the tint, making it easier to see in and more difficult to see out.

7. Consider accessibility to weapons.

8. While approaching the violator’s vehicle, the officer should be observant for anything that does not appear normal and any movements from inside the vehicle.

9. While speaking to the violator, the officer should stand as close as possible to the vehicle and to the rear of the driver.

10. Whenever possible, the officer should check via computer for the violator’s driver’s license status and for any warrants.

11. While writing a citation, the officer should observe the violator as much as possible to ensure the security of the stop has not changed.

12. When returning to the violator’s vehicle to issue the citation, the officer must again be alert for any suspicious movements or actions inside the vehicle.

13. Allow the stopped vehicle to re-enter traffic before leaving.

14. If at any time an officer’s perception of risk factors escalates, the officer may abandon the above procedures, retreat to a position of cover and move to high-risk traffic stop procedures.

B. High-risk traffic stops.

All traffic stops have the potential to become hazardous and dangerous. Under certain circumstances, officers will have the opportunity to evaluate traffic stop risk factors prior to attempting the stop. Attempting to stop a stolen vehicle, a vehicle with armed occupants, or a vehicle occupied by a felony suspect are examples of high-risk traffic stops:

1. Never conduct a high-risk stop alone as a one-officer unit. Without a cover officer, you are at a distinct disadvantage. Officers shall notify the Communications Center of the intent to effect a high-risk traffic stop. Make radio contact with backup units and communicate the following: Location and direction of travel, description of suspect vehicle, including vehicle registration, description of suspects, and high-risk factors (stolen vehicle, weapons).

2. Consider your accessibility to weapons, including patrol rifle or shotgun as appropriate.

3. When a backup unit is in position to provide cover, communicate to the backup unit and the Communications Center the intended location for the high-risk stop. Location should be chosen carefully. Every effort should be made to choose a location that provides ample space and sufficient lighting needed to conduct a high-risk stop. Features such as alleys, crowds, and other factors which may impede your ability to control the scene should be considered. Diverting traffic a safe distance from the location of the stop should also be considered if staffing permits.

4. Activate emergency lighting equipment to signal the suspect to stop. The air horn or siren may be used if necessary.

5. As the suspect vehicle stops, exercise care in positioning your police vehicle for maximum advantage. The primary unit should be positioned two car lengths to the rear and one-half car width to the left of the suspect vehicle. Backup units should be positioned behind and to the left of the primary unit (recommended) or to the immediate right of the primary unit as circumstances allow.

6. Spotlight and high beam headlights should be used to illuminate the suspect vehicle and protect the officers. Flashing headlights may be distracting and should be deactivated once the stop is made. Backup units positioned behind the primary unit should turn off headlights and spotlight to avoid silhouetting of primary unit officers.

7. The primary officer and backup officers should go to a position of cover within the police vehicle with firearm ready.

8. Once primary and backup officers are in position, suspects should be controlled through the use of verbal commands. Easily understood voice commands are very important. You do not want to create a hostile atmosphere or instill any unwanted tension in the suspects. Keep in mind that high-risk traffic stops attract a great deal of public attention and that your actions and commands will be scrutinized by the public.

9. It is recommended that the primary officer give the verbal commands to the suspects. However, under certain circumstances, a backup officer may be required to give verbal commands. Either is acceptable, but in order to maintain clear communication, only one officer at a time should give verbal commands.

10. Give verbal commands to the vehicle occupants. Identify yourself as the Naperville Police Department. You may order all vehicle occupants to put their hands on the interior roof of the vehicle and to remain still until ordered otherwise. If the vehicle has tinted windows at night, the driver should be instructed to turn on the interior light (via PA) and the officer may shut down the squad headlights and takedown lights. This will reverse the effect of the tint, making it easier to see in and more difficult to see out.

11. Give verbal commands to the vehicle driver. You should order the driver to shut off the vehicle ignition, open the driver’s door and place the vehicle keys on the ground or on the roof of the vehicle. You should order the driver to put both hands out the door in view, and to open the driver’s side door from the outside with the left hand. Order the driver to exit the vehicle and face you with hands and arms up. Order the driver to turn completely around with hands up. Visually inspect the suspect for any weapons. Give commands to the driver to step away from the vehicle and walk backwards to a location to the rear and to the right of the suspect vehicle.
Choose a location based on vehicle positioning and other environmental factors so that backup officers have a clear view of the suspect. Order the driver to assume a prone position.

12. Continue clearing the vehicle of occupants in this manner, one at a time, ordering them out from the front seat first and then from the rear seat. All passengers should exit from the passenger side of the suspect vehicle. Order the suspects to assume a prone position, either in a diagonal row or side by side, depending on how they can best be observed by backup officers.

13. When all visible occupants have been removed, the primary officer should exercise great care in inspecting and clearing the suspect vehicle. Backup officers will provide cover and continue to observe suspects. Remain aware of the potential for crossfire between officers if a shooting situation occurs.

14. When the suspect vehicle is clear, the primary officer should advise arrest status and exercise great care in securing the suspects with handcuffs and conducting a search of the suspects. Backup officers will provide cover and additional handcuffs, if needed.

15. The above procedures should be modified for high-risk stops on vans and other large vehicles. The primary police vehicle should be positioned directly behind the suspect vehicle at a distance of 20 to 30 feet. This will allow a backup officer on the passenger side to have full view of the passenger side of the suspect vehicle. Once the suspect driver is ordered out of the vehicle, ask how many occupants are in the vehicle. If the vehicle has a rear door, order the driver to open the rear door so that the officers have a clear view of the interior. If the vehicle has a side opening door, the backup officer should first take a position of cover that will provide a clear view of the vehicle door and the primary officer. The primary officer may then elect to go around the rear of the police vehicle and take a position of cover on the passenger side. The suspect driver should then be ordered to open the door. After removing all occupants from the vehicle following above procedures, the primary officer should then inspect and clear the suspect vehicle and secure the suspects.

61.1.8 PROCEDURES FOR CONTACT WITH TRAFFIC VIOLATORS

There are two objectives which the officer seeks to achieve when making traffic stops. The first is to safely take appropriate enforcement action and the second is to favorably alter the violator’s driving behavior. Officers should try to make each contact educational, and should leave the violator with the impression that the officer has performed a necessary task in a professional and courteous manner. The following procedures should be used when an officer has contact with a violator:

A. Be alert at all times for the unexpected.
B. Be certain that the observations of the violation are accurate and that the elements of the offense are present.
C. Present a professional image in dress, grooming, language, bearing, and emotional stability.
D. Be prepared. Have the necessary forms available.
E. Decide on the appropriate enforcement action based on the violation, not solely on the violator’s attitude.
F. Greet the violator in a courteous manner.
G. Inform the violator of the traffic statute or ordinance that has been violated and the intended enforcement action.
H. Obtain the violator’s driver’s license and proof of insurance. Obtain other identification if the driver has no driver’s license.
I. Allow the driver to reasonably discuss the violation.
J. Be alert for signs of impairment or emotional stress exhibited by the driver.
K. Take appropriate enforcement action.
L. If necessary, assist the violator in re-entering the traffic flow.

61.1.9 SPEED MEASURING DEVICES

The following directive governs the use of speed measuring devices in traffic law enforcement, to include:

A. Equipment specifications.
   Radar and laser equipment used by the Department meets all standards established by the National Highway Traffic Safety Administration.
B. Operational procedures.
   In selecting a location to operate radar or laser, officers should position their patrol vehicles so as not to impede traffic. Officers must make sure that the radar or laser unit being used is functioning properly by testing it before and after any enforcement contacts. This is done by the following method:
   1. Check the internal circuitry through the use of the internal test function of the unit.
   2. Check the readout lights through use of the light test function of the unit.
   3. External check
      a. For radar, check the calibration of the unit externally through the use of a tuning fork.
      b. For laser, follow the manufacturer’s instructions for external calibration check.
C. Proper care and upkeep.
   Officers using radar or laser equipment are responsible for proper care and upkeep, as well as, reporting malfunctions, problems, or damage to their immediate supervisor.
D. Maintenance and calibration records.
   Department radar and laser units are inspected and certified annually. If a unit malfunctions, it will be repaired and recertified. All certification and maintenance records are maintained by the Traffic Section.
E. Operator Training and/or Certification.
   The Department utilizes specific training programs for certification of officers in the operation of radar and/or laser.

61.1.10 DUI ENFORCEMENT PROGRAM

A. Drivers impaired by alcohol or other drugs represent a serious threat to the safety of others. Therefore, the Department considers DUI enforcement one of its highest priorities. The overall objective is to remove the impaired driver from the road and reduce the loss of life and property from DUI-related collisions.
B. All officers receive training in DUI enforcement. This training includes:
   1. Identifying DUI motorists by characteristic driving behavior.
   2. Identifying the physiological and behavioral signs of intoxication.
   3. The proper administration of field sobriety tests.
   4. Completion of required DUI reports, complaints and citations.
   5. Specialized training in the Horizontal Gaze Nystagmus Test.
C. Officers who are trained as breath analyzer operators receive specialized training in the use of breath analysis instruments. These officers are trained and certified by the Illinois State Police.

D. Officers from the Traffic Section and from Patrol night watches are issued Preliminary Breath Screening Test Units (PBTs). This is done to assist in the effectiveness of DUI enforcement. Officers who utilize a PBT have the necessary operational training.

E. The Department has several programs, for community groups of all ages, designed to increase the awareness of DUI drug and alcohol problems.

F. In addition to routine daily DUI enforcement activities, the Department schedules special enforcement efforts at times during the year (frequently coinciding with holidays). These efforts involve additional staffing of officers whose primary task is DUI enforcement. These efforts are frequently publicized to maximize the effectiveness in DUI reduction.

G. The Patrol Division Commander shall ensure that field officers are made aware of specific times and locations where there is a high incidence of DUI-related collisions.

H. Roadside Safety Checks may be conducted as part of a DUI enforcement effort. See section 6.D above.

61.1.11 DUI ARRESTEE HANDLING

A. Officers must be alert for signs of impairment in all contacts with motorists. When an officer determines that probable cause exists to make an arrest for violating any DUI laws, a custodial arrest shall be made. Officers will not release a DUI suspect or arrange for alternate transportation in lieu of arrest. After a custodial arrest is made, the officer shall be transported to the Naperville Police Department Detention Center. If the arrestee requires immediate medical attention or hospitalization, the officer will advise his or her supervisor and accompany the offender to the hospital.

1. Preliminary Breath Test Units (PBTs).
   If an officer has a reasonable suspicion to believe a person has violated Section 5/11-501 or a similar provision of a local ordinance, the officer, prior to arrest, may request a PBT. This test is administered consistent with the Illinois Vehicle Code, Illinois Compiled Statutes 625 ILCS 5/11-501.5.

B. An arrestee’s vehicle may be released to an unimpaired licensed driver at the scene with consent of the arrestee; otherwise, it will be towed and impounded consistent with General Orders and Illinois statute. Under no circumstances shall the arrestee be allowed to operate the vehicle after being arrested.

C. After placing the subject under arrest for DUI, the arresting officer shall read the arrestee the “Warning to Motorist.” The “Warning to Motorist” form shall be filled out completely and correctly. After giving the warning to motorist, the officer shall direct the arrestee to submit to a test or tests to determine the blood alcohol concentration of the arrestee.

D. If the arrestee consents, the arresting officer shall make arrangements for the appropriate tests. If the arrestee refuses, no additional requests need be made.

E. DUI testing shall be conducted as follows:

1. Breath tests.
   Breath tests shall only be conducted by breath analyzer operators licensed by the Illinois State Police.
   a. If the arrestee submits to the test, resulting in a BAC of 0.300 or higher, the officer shall immediately notify a supervisor and arrange for transport to the hospital.
   b. If the arrestee submits to the test, resulting in a BAC of 0.080 or higher, the arrestee shall be charged with a second count of DUI for violation of Illinois Vehicle Code, 625 ILCS 5/11-501(a)(1) (or equivalent city ordinance).

2. Blood tests.
   a. Before being asked to submit to a blood test, the individual must be under arrest for DUI, and be read the “Warning to Motorist.”
   b. The arrestee shall be taken to Edward Hospital, where the blood sample will be taken.
   c. With the consent of the arrestee, the blood sample will be drawn by a licensed physician, a registered nurse, or other person authorized by Illinois Statute (625 ILCS 11-501.2(a)). The hospital may require the arrestee to sign a waiver. Refusal to submit to the blood test will constitute a refusal under the statute. If the arrestee is not capable of refusal, Illinois statute provides that the person be deemed not to have withdrawn consent and the blood sample will be drawn.
   d. The arresting officer shall be present during the drawing of the blood sample. The only blood sample kits to be used are those provided to hospitals by the Illinois State Police. The officer will make sure that no disinfectant containing alcohol is used.
   e. The officer shall witness the blood samples being placed into the kit. The forms in the kit shall be filled out completely, the kit sealed with the supplied materials, and submitted as evidence.
   f. In the case of blood or blood and urine tests, the officer shall wait until the test results have been returned to fill out the “Law Enforcement Sworn Report” and “Notice of Summary Suspension.” If applicable, the officer shall then serve the violator with copies, either in person or via the United States Postal Service.

3. Urine tests.
   Urine tests shall be requested in addition to the blood test if drugs are suspected, or when a breath or blood test is not possible. A specimen of urine, when collected, shall be collected in a manner to preserve the dignity of the individual and to ensure the integrity of the sample.
   a. Urine samples shall be collected in the presence of the arresting officer or a representative of the arresting officer’s agency who can authenticate the sample. The officer or representative shall be of the same sex as the subject undergoing testing.
   b. A urine specimen of approximately 60ml should be collected.
   c. The urine sample should be collected from the arrestee’s first emptying of the bladder in a clean, dry container.
61.1.12 REFERRAL OF DRIVERS FOR RE-EXAMINATION

Through routine enforcement, collision reporting and investigation activities, officers may discover drivers who are unable to exercise reasonable and ordinary care over a motor vehicle.

A. Officers who identify a motorist who appears to be incompetent, physically or mentally disabled, or suffering from a disease or other condition that prevents that person from properly operating a motor vehicle, can request that notification be made to the Secretary of State’s Office for re-examination pursuant to Illinois Vehicle Code, Illinois Compiled Statutes 625 ILCS 5/6-207.

B. The request shall be made in writing to the officer’s Watch/Section Commander through the chain of command. The request shall include all information which indicates good cause for re-examination and copies of any related reports or citations.

C. At the discretion of the Watch/Section Commander, the request may be forwarded to the Secretary of State’s Office.

D. The officer initiating the request will be notified of any action taken by the Watch/Section Commander.

61.1.13 PARKING ENFORCEMENT

A. Community Service Officers (CSO), while assigned to parking enforcement, will work schedules that cover peak traffic hours.

1. Parking complaints during these hours shall be dispatched to a CSO for disposition.

2. Parking complaints received at other times will be dispatched to CSOs or patrol officers for disposition.

B. Any officer locating a vehicle parked in a tow-away zone will follow the procedures set forth in General Order 61.6, Removal and Towing of Vehicles. Any officer locating a vehicle, registered to a Chronic Parking Violator, which is parked illegally will follow the procedures set forth in General Order 61.6.

C. The enforcement of time zones rests primarily with the CSO. Time zones are limited to 0600 hours until 1800 hours. The CSO may utilize any of the following:

1. Chalk for marking tires.

2. Grease pencil for marking windows.

3. Observations by surveillance.

D. CSOs will be assigned geographic work areas and will patrol the area as appropriate for the assignment to locate parking violations.

E. CSOs will utilize a combination of vehicular, foot or bicycle patrol, whichever is appropriate for the situation or location.

1. The Central Business District (CBD) area is primarily a foot or bicycle patrol duty. This CSO will only respond to parking complaints in this area.

2. When authorized by a supervisor, CSOs may utilize bicycle patrol to conduct their parking enforcement duties.

   a. CSOs will follow General Order 41.9 pertaining to the bicycle patrol program.

   b. Uniforms and equipment will be the same as utilized by sworn bicycle officers, except that holsters and pistols will not be worn.

   c. Bicycle uniforms for CSOs will utilize the same brown color combination as the traditional CSO uniform.

3. All other CSOs will utilize vehicular patrol.

   a. The vehicle will be equipped with yellow overhead lighting.

   b. The vehicle will be clearly marked as “Parking Enforcement.”

61.1.14 ZERO TOLERANCE PROCEDURES

Violation of the zero tolerance law is an administrative offense, not a criminal one. Our goal should be to accomplish the spirit of the law with as little inconvenience to the public as possible. If, during the course of a traffic stop of a person under the age of 21 years, it becomes apparent that the person has been consuming alcoholic beverages, the following steps should be taken:

A. Field sobriety tests should be conducted.

B. If there is probable cause to believe that the driver is under the influence of alcohol, the driver shall be dealt with as listed in General Order 61.1.11.

C. If there is evidence of consumption of alcohol without impairment meeting the standards of DUI.

1. The offender can be taken into custody and transported to the detention center. The charge will be for violation of Naperville City Ordinance 3-3-22-2.5.1, operation of a motor vehicle by a person under 21 years of age with any amount of alcohol in their blood. A report will be filed and the subject will be charged with the traffic violation which prompted the initial stop in addition to the above cited violation.

2. The officer will complete and serve the driver with the Zero Tolerance Sworn Report form.

3. If the subject consents, a breath alcohol test will be conducted as specified in 61.1.11.E1.

4. At the scene, an arrestee’s vehicle may be released to an unimpaired licensed driver with consent of the arrestee (or consent of arrestee’s parent/guardian if arrestee is a juvenile); otherwise, it will be towed consistent with General Orders. Under no circumstances shall the arrestee be allowed to operate the vehicle after being arrested.

D. If there is evidence of consumption of alcohol in conjunction with other criminal or delinquent offenses, the minor should be processed as would normally be done for the criminal or delinquent offense, and the breath alcohol testing can simply be completed incidentally to the other processing.
E. City Ordinance 3-3-22-2:5.1 is a status offense. When juveniles are brought into the detention area, they should be separate from adult detainees, both by sight and sound, for the period of time they are in the detention center. There should be no unnecessary delay in completing the breath alcohol testing. Immediately upon completion, the minor shall be removed from the detention center to the bonding area for further processing. No fingerprinting or photographing is required unless other criminal charges are being filed.

61.1.15 PRELIMINARY BREATH SCREENING TEST UNITS

A. Only Illinois State Police approved and Department certified PBTs are authorized for use.

B. Officers who utilize a PBT will have the necessary operational training.

C. PBTs will only be used by officers in establishing probable cause for DUI cases, determining whether alcohol is the substance by which a driver is impaired, or for offenses involving alcohol consumption by underage persons (including zero tolerance). PBTs may be used to determine whether a person is intoxicated to a potentially dangerous degree (requiring hospitalization), at the direction of a supervisor.

D. In traffic stop situations:
   1. Reasonable suspicion for a traffic stop is required. The suspected DUI driver must have committed a traffic offense, or characteristic driving behavior of a DUI motorist.
   2. If used, a PBT will be conducted after field sobriety tests such as Horizontal Gaze Nystagmus (HGN) are performed. A PBT result will be used to verify the results of the field sobriety tests.

E. Officers’ use of a PBT, including breath test results, shall be documented in the appropriate report.
The purpose of this order is to establish guidelines and procedures for reporting and investigation of traffic collisions.

DEFINITIONS:

Traffic Collision Reporting: Basic data collection to identify and classify a traffic collision and the persons, vehicles, time/location, planned movements involved, and possible contributing factors, such as traffic law violations.

Traffic Collision Investigation: Collection of factual information which includes identifying and describing people, roads, and vehicles involved in an collision; describing the results of the collision in terms of damage to vehicles and roadside objects, injuries to people, marks and residue on the roadway, and final positions of vehicles and bodies; interpretation of these facts in terms of behavior of road users involved; and, sometimes, an attempt to specify the particular combination of factors required to produce that collision.

ORDER:

61.2.1 TRAFFIC COLLISION INVESTIGATION AND REPORTING POLICIES

Officers will report all collisions that meet or exceed the state specified requirements for reporting. Officers will conduct an on-scene investigation of all traffic collisions involving the following, except where noted:

A. Death or injury.
B. Property damage meeting or exceeding the state-specified requirement for reporting.
C. Hit and run.
D. Impairment due to alcohol or drugs.
E. Hazardous materials.
F. Occurrences on private property.

1. Crashes involving property damage only – CSO or patrol officer assigned.
   a. The responding officer or CSO will conduct a preliminary investigation to determine the exact location of occurrence and check for injuries and/or driver impairment.
   b. No state traffic crash report will be required for a property damage crash occurring on private property; however, officers may complete a report at their discretion.

   c. Responding officer or CSO will provide motorists with copies of the “Motor Vehicle Collision on Private Property” pamphlet, explain how to exchange information, verify motorists’ identification, and check for valid insurance. A traffic citation may be issued to motorists operating an uninsured motor vehicle on private property.

   d. Incidents resolved without a crash report will be classified in CAD as “7762 – private property crash” with a response code of “3 – no report” and disposition comments shall include driver identifiers and vehicle registration or VIN for each unit in the crash.

2. Aggravating circumstances – one or more patrol officers will be assigned to respond to the scene, in any of the following circumstances. Any crash meeting these requirements will be investigated as if it had occurred on a public highway and a state traffic crash report will be completed:

   a. Death or personal injury.
   b. Hit and run.
   c. Reckless driving or drag racing.
   d. Driver impairment due to alcohol and/or drugs.
   e. Damage to city owned vehicles or property.
   f. School bus involved in crash.
   g. Pedestrian or bicyclist involved in crash.
   h. Hazardous materials release as a result of crash.

61.2.2 TRAFFIC COLLISION TYPES REQUIRING OFFICER RESPONSE

A. One or more officers shall respond to the scene of a collision involving any of the following:

1. Death or injury.
   a. In the case of a fatal/probable fatal collision, a traffic officer shall be summoned to the scene. This officer will assume primary reporting duties. The field supervisor will be responsible for requesting assistance from traffic officers.

   b. All other injury collisions will be handled by the assigned traffic officer or patrol officer.

2. Hit and run.
   At least one officer dispatched to the scene, while other officer(s) check area offending vehicle last seen, if known.

3. Impairment of an operator due to alcohol and/or drugs.
   At least two officers will respond.

4. Damage to public vehicles or property.

5. Hazardous materials.
   Hazmat unit of the Fire Department will be dispatched if any release occurs.
6. Disturbances between principals. At least two officers will respond.

7. Major traffic congestion as a result of the collision. At least two officers will respond initially, advising of further assistance needed.

8. Damage to vehicles to the extent towing is required.

B. During a serious or complex investigation, officers shall:

1. Provide needed emergency services.
2. Investigate the collision.
3. Record short-lived evidence.
4. Restore normal traffic flow.

C. In less serious collisions, the choice of reporting location may be influenced by the availability of officers and the immediate workload. At the discretion of a field supervisor, property damage only collision reports may be handled by directing the principals to the police station where a report will be made. The field supervisor may implement this process when any of the following exist:

1. Severe weather.
2. Unavailability of field personnel (priority of other emergencies).
3. Several collisions occurring at about the same time in one area of the City.

D. Station reports.

In cases where one or more of the involved drivers left the scene, prior to police arrival, and come to the station or telephone to make a report:

1. The station officer will document all reporting information available from the party(ies). Contact the assigned field officer, if one was assigned and took information on-scene. If a field officer was not assigned, the station officer will complete the report. The station officer shall not decline to take a report based on only one party being present or on the report being made by telephone.

61.2.3 TRAFFIC COLLISION SCENE RESPONSIBILITIES

Collision scene responsibilities of responding officers include:

A. Traffic collision scene officer-in-charge.

Supervisory personnel do not always respond to collisions when more than one officer or other responders are at the collision scene. Appropriate protocol must be followed to determine who is in charge.

1. Traffic collisions - property damage and/or injury.
   
   a. Officers will take charge of a collision scene immediately upon arrival. Unless specifically directed to do so by a supervisor, officers shall not surrender charge of the scene to non-law enforcement personnel.
   
   b. When authorized emergency medical/fire services personnel arrive, authority for the care of injured persons and fire suppression should be entrusted to them.
   
   c. In general, the assigned officer responding to the collision scene will retain charge of the scene until the completion of operations. Exceptions include subsequent arrival at the scene by supervisory personnel or when supervisory personnel reassign the officer in charge responsibility and authority to another officer.
   
   d. Traffic officers who respond to the scene will provide technical support as appropriate depending on the circumstances of a particular collision. Traffic officers sent as support for a collision scene will not assume officer-in-charge status unless a supervisor reassigns that responsibility and authority to a traffic officer.

2. Traffic collisions - fatal/probable fatal.

   a. Fatal collisions bring with them a unique set of circumstances requiring specialized investigative skills.
      
      1) The first officer on the scene will be in charge until the arrival of:
         
         a) A traffic officer, or
         
         b) A field supervisor, or
         
         c) A traffic supervisor.
      
      2) Upon arrival of a traffic officer, the traffic officer shall assume responsibility for the investigation and will assume officer-in-charge duties. The traffic officer will relinquish officer-in-charge responsibilities when the following arrive.
         
         a) A field supervisor, or
         
         b) A traffic supervisor.
      
      3) Upon arrival of a field supervisor, the field supervisor will be in charge of the scene and will relinquish the officer-in-charge responsibilities upon the arrival of a traffic supervisor.

   b. Officer-involved traffic collisions.
      
      To the extent possible, the involved officer will exercise charge over the collision scene only until the arrival of the first responding officer, to whom the responsibility will be surrendered.

B. Dispatch of officers to the scene of a traffic collision.

   1. When directed to respond to a traffic collision, officers will be informed of (if available):
      
      a. The exact location.
      
      b. The presence and severity of injuries.
      
      c. If traffic is blocked.
      
      d. Other assigned units.
         
         1) Officers.
         
         2) Ambulance.
         
         3) Fire apparatus.
      
      2. Officers directed to a collision scene should choose the best approach route, considering traffic flow and congestion problems, based on their knowledge of conditions normally existing in the vicinity. Officers should drive safely to the scene, consistent with the need for a prompt response.
      
      3. While en route to the scene, officers should be alert for vehicles leaving the vicinity which exhibit indications of involvement in a collision.

C. Notification by officers of traffic collisions encountered.

As soon as possible upon encountering an unreported traffic collision, officers will notify the Communications Center of the following:
1. The exact location.
2. The presence and severity of injuries and if air-bag was activated.
3. Whether or not traffic is blocked.
4. Any other pertinent information.

D. Approach to and arrival at traffic collision scenes.
1. When approaching a traffic collision scene, officers will be alert for, and avoid obliterating or destroying evidence.
2. During the approach to the scene, and upon arrival, officers will be cognizant of any specific conditions or factors that may have contributed to the collision. These may include, but are not limited to:
   a. Visibility/view obstructions.
   b. Inoperative/missing traffic control devices.
   c. Other hazards.
3. Upon arrival at the scene, officers shall park their vehicle(s) in such a manner as to provide maximum protection to the scene.
4. Officers will assess the scene to determine the need to summon assistance for:
   a. Emergency medical services should be summoned for air-bag activation as well as known or suspected injury. Air-bag activation could be indicative of internal injuries. If any possibly injured occupant is under 18, and their parent or guardian is not on scene, EMS will be summoned regardless of the preference of the minor.
   b. Fire fighting services.
   c. Protection of the scene.
   d. Control of traffic.
   e. Additional investigative skills.

E. Dealing with injuries.
1. If there is injury at a collision scene, officers should identify those most seriously injured. Within their capabilities, officers should administer appropriate medical aid to injured persons.
2. Officers shall summon appropriate emergency medical assistance to the scene and assist in getting injured persons removed to medical facilities as soon as possible. If there is any question as to whether a person is injured or dead, that person shall be removed to a medical facility.
3. Officers shall not transport injured persons in a police vehicle.
4. At collision scenes where there is injury, actions to deal with the injury will take precedence over investigative or reporting activities.
5. Normally, persons suffering obvious fatal injuries are kept at the scene until their removal is ordered by the coroner.

F. Fire hazards and hazardous materials.
1. Fire hazards.
   a. If there is a potential for fire, officers will take appropriate action to stabilize the conditions by providing adequate protection to the scene, isolating the immediate area, removing persons from the vicinity of the hazard (if possible), suppressing the hazard (if possible), and summoning fire fighting assistance, when necessary.
   b. Officers will attempt to eliminate the possibility of sparks or other ignition from smoking, flares, electricity or any other source, to the maximum extent possible.
   c. If a fire exists, officers will rescue persons in the vicinity of the fire (if possible), extinguish the fire (if possible), and summon fire fighting assistance.
   d. Depending upon the extent of the fire, officers will evacuate the surrounding area and maintain isolation of the area until the fire is suppressed.
   e. Officers should carefully control the movement of vehicles in the vicinity of the fire or potential fire hazard, detouring traffic, if necessary.

   a. Officers must be cognizant of the possibility that any traffic collision involving a cargo vehicle potentially may be a hazardous material incident. Officers must remain cautious and observant for any evidence/indicators of hazardous material before approaching cargo vehicles involved in the collision.
   b. When approaching the scene of a collision where the possibility of a hazardous material spill exists, if possible, approach the area from an upwind direction. Upon arrival at the collision scene, the officer shall attempt to make a preliminary identification of any hazardous material based on placards, vehicle type, containers or information supplied by the operator of the vehicle. This preliminary identification should be made from a safe distance.
   c. When there is any question whether spilled material at a collision scene is hazardous, officers shall avoid contacting the material and keep others away from it. Officers shall avoid inhaling any fumes, smoke or vapors. (Do not assume that gases or vapors are harmless because of a lack of smell. Odorless gases or vapors may be harmful.)
   d. The Communications Center, along with each patrol unit, is equipped with a copy of the current Emergency Response Guidebook published by the United States Department of Transportation. Use of this resource for reference permits rapid identification of the shipping name of the hazardous material, gives information concerning the nature of the hazard and identifies suggested emergency procedures.
   e. Any officer arriving at the scene of a collision involving hazardous materials (whether obvious or suspected) shall immediately request the Fire Department. Taking appropriate emergency action, assessing and stabilizing the scene, notifying relevant agencies and arrangements for removal of the hazard shall be coordinated with Fire Department personnel.

G. Traffic collision scene information collection.
1. Interviewing the principals, passengers and witnesses.
   a. In a property damage/minor injury traffic collision, the officer assigned to handle the report will be responsible for interviewing any involved parties or witnesses. In a serious or life-threatening injury or fatal traffic collision, the officer assigned to handle the initial report will make the initial interviews. The traffic officer assigned to any
follow-up investigation shall conduct the formal interviews and taking of written statements.

b. Officers will question drivers and witnesses separately and individually concerning the traffic collision. Officers should discourage drivers and witnesses from discussing the collision with each other.

c. In minor traffic collisions, the questioning of drivers and witnesses is usually conducted at the scene. In collisions of a serious nature, a brief account will be obtained at the scene and, subsequently, a formal and comprehensive statement should be taken at a more suitable location. Officers will question drivers and witnesses as soon as possible after a collision. However, the questioning may be delayed until the person has received medical attention, regained emotional stability, or attended to other urgent personal business.

d. When questioning drivers and witnesses, officers will be objective and exhibit diplomacy and understanding. They will reflect a professional attitude and demeanor and will avoid antagonism, profanity, and sarcasm.

e. When questioning drivers, officers will be alert to any physical or emotional impairment (temporary or permanent) which may have affected the person's driving ability. This includes being alert to evidence of drug/alcohol impairment.

f. Witnesses will be questioned as to their location when they witnessed the collision, what they were doing at the time, what called their attention to the collision, and what they saw and heard.

2. Examining and recording vehicle damage.

a. The extent of vehicle condition recording depends on the seriousness of the collision and the possible relevance of vehicle condition as determined by the investigating officer. Items to be checked may include, but are not limited to, the following:

1) The tires may be checked for proper inflation, tread, and any indication of blow out. Side walls may be checked for recent scrapes, cuts, or marks which indicate braking or a sideways sliding action of the vehicle. Wheels may be checked for recent damage, marks, and dents.

2) The lights of the vehicle may be checked. Note which lights are on at the time of examination, which lights are broken and the position of the light switches. Never switch lights on to see if they work. This can destroy valuable evidence.

3) The vehicle may be checked for proper outward visibility, including windshield and all windows. The glass may be checked immediately for opacity due to fogging, snow, or frost. The glass may also be checked for old cracks, discoloration, and stickers which may have created visual obstructions.

4) The interior of the vehicle may be checked for any loose material that may have interfered with the driving ability of the driver.

5) Rearview mirrors may be checked for their presence and condition.

b. Officers shall check the damage sustained by each vehicle in the collision. A thorough examination and evaluation of the damaged area may corroborate other evidence and statements as to how the collision occurred.

c. Further examination of a vehicle can be conducted by a traffic officer, if called to the scene, or upon follow-up.

3. Examining road and weather conditions.

a. Officers will note all conditions of the road during the investigation at the scene for inclusion in the report. In checking these conditions, officers should approach the scene from the same direction as each driver and from the same position on the roadway as the driver, if possible.

b. In examining the condition of the roadway, officers will be alert for any foreign substance on the surface, note the condition of the surface, the clarity of roadway markings, the grade, width of each lane, and the condition of the roadway edge.

c. Officers will check the roadway for any visual obstructions which may have existed at the time of the collision. This includes parked vehicles, glare, background lighting, foliage, and permanent or temporary structures.

d. Officers will check the traffic control devices present to include the condition of speed limit and other traffic control signs, and the proper functioning of traffic signal lights.

e. Officers will record weather conditions existing at the time of the collision.

4. Diagrams and measurements.

a. All traffic crash reports shall include a diagram.

1) Diagrams not drawn to scale shall be included on the state collision report.

2) When the vehicles have been moved, the diagram will be based on the statements of principals and witnesses, and other evidence.

3) Normally, the officer assigned to the investigation/report will be responsible for the diagram and any measurements.

4) When a traffic officer is the primary investigator at a scene, the traffic officer will be responsible for the diagram and measurements.

5) Officers will use the Department-approved standardized symbols in the collision diagrams they prepare (see Field Report Writing Manual).

b. All scale diagrams of traffic collisions will conform to the following guidelines:

1) Scale diagrams will contain relevant parts of streets or highways and results of the collision. This includes final positions of vehicles and/or bodies, locations of damage to other property, locations of tire marks and debris, and other relevant information.

2) Measurements will be taken by the triangulation and/or coordinate method.

3) The completed scale diagram will include a legend which states the case number, location, date and time of the collision, name of the officer preparing
5. Photographs.
   a. When the officers determine photographs are appropriate, they shall request a forensic specialist or traffic officer. Photographs at collision scenes will be taken for evidentiary purposes only. Employees are not permitted to take personal photographs at collision scenes.
   b. Photographing employees will identify in their report the type of camera and film used.
   c. Photographs will be taken of an overview of the collision scene with permanent fixed objects included to establish location.
   d. Photographs will be taken from different angles to establish complete photographic coverage of the collision scene.
   e. When large distances are involved, sequence photographs should be taken.
   f. Photographs will be taken of short-lived and temporary evidence.
   g. Photographs will include close-up shots of physical evidence including marks on the roadway, damage to vehicles, view obstructions, traffic control signs and signals, and skid marks as appropriate.

   a. The officer assigned to the collision investigation/report is responsible for the preservation and collection of any evidence, if traffic officers are not present.
   b. When a traffic officer is the primary investigator at the scene, the traffic officer will be responsible for the collection of evidence.
   c. Officers will make every attempt to preserve evidence in place until it can be properly recorded and recovered.

7. Exchanging information.
   a. Officers will explain to drivers involved in the accident their responsibilities in reporting the accident, including to IDOT.
   b. Officers will assist the drivers involved in the accident in exchanging the necessary information.

8. Memoranda and Field Notes in Felonies
   Pursuant to 725 ILCS 5/114-13, Discovery in Criminal Cases, memoranda and field notes must be preserved and provided to the authority prosecuting the offense (in addition to reports and other investigative material).
   a. Reckless Homicide
      All investigative material, including but not limited to reports, memoranda, and field notes (concerning the homicide offense being investigated) that have been generated by or have come into the possession of any employee of the Department will be preserved and provided to the authority prosecuting the offense. By statute, this includes exculpatory evidence.
   b. Non-Homicide Felony Offenses
      All investigative material, including but not limited to reports and memoranda (concerning the non-homicide felony offense being investigated) that have been generated by or have come into the possession of any

H. Protecting the scene and clearing the roadway.
   1. Protecting the scene.
      a. Officers shall use their police vehicle emergency lighting, flares and any other warning devices, as necessary, to protect the scene and alert approaching traffic to potential danger. Scene protection and warning are especially important if the victims of the collision, their vehicles or hazardous debris are in the roadway. However, since emergency lighting, flares and other warning devices may sometimes confuse motorists or create additional traffic problems, the unnecessary use of these devices is discouraged.
      b. The failure to expedite the removal of vehicles involved in a collision from the roadway sometimes results in unnecessary congestion and may contribute to additional collisions. Therefore, consistent with the needs to preserve evidence, if the roadway is blocked by debris and/or vehicles only, and if there are no injuries requiring immediate attention, the officer will clear the roadway as rapidly as possible.
      c. To prevent congestion, and to permit emergency vehicles to move freely and safely, officers will direct vehicles at the scene (emergency and otherwise) to be parked safely off the roadway as soon as practicable.
      d. Officers shall be alert for actual or potential dangers at collision scenes (flammable fluids, hazardous materials, etc.). Officers will initiate appropriate preventive actions and summon additional services when such actual or potential dangers are noted.
      e. Officers will conduct traffic direction and control activities as necessary to protect the scene, clear the roadway, and promote the safe and efficient movement of traffic in the vicinity.

   2. Clearing the scene and terminating on-scene activities.
      a. Consistent with the need to deal with injuries, hazardous conditions, and preserve and collect evidence, officers will arrange for the prompt removal of vehicles and debris from the scene of a traffic collision.
      b. When vehicles are to be driven away from the scene (vehicles involved in the collision, emergency vehicles, tow vehicles, and others), officers will assist the drivers, as necessary, in entering the traffic flow.
      c. Once the scene has been cleared of vehicles, debris, etc., officers will arrange for the prompt removal of all flares and/or warning devices that were used to protect the scene.

I. Victim property handling.
   1. The officer at the scene of a collision should ensure that property belonging to collision victims is protected from theft and is removed to a place of safekeeping if the owner is unable to care for it.
   2. Items of significant value and items readily accessible to theft shall not be left with the vehicle.
   3. In situations where officers find it necessary to handle a collision victim’s personal property, it should be done in the presence of witnesses whenever possible.
4. If it becomes necessary to take property belonging to a collision victim into custody, that property will be turned over to the Evidence/Property Unit.

61.2.4 TRAFFIC COLLISION INVESTIGATION FOLLOW-UP

A. The Naperville Police Department will perform follow-up traffic collision investigation services, generally in support of ongoing or anticipated criminal prosecution, at the direction of a Traffic Section supervisor. Traffic officers receive special training in follow-up collision investigation techniques. Traffic officers will be assigned to carry out any necessary follow-up investigations, including:

1. Collecting off-scene data.

2. Obtaining and recording formal statements from witnesses. Written statements should be obtained whenever possible.

3. Reconstruction of traffic collisions.

4. Preparing formal reports to support criminal charges arising from the collision.

B. All follow-up reports on collision investigations will be reviewed by a Traffic Section supervisor.

C. At times, follow-up collision investigations require special skills and technical assistance, not available within the Department. This may include photographers, surveyors, mechanics, physicists, physicians, engineers, or other experts. The hiring of outside technical assistance will be done only with the approval of the Patrol Division Commander.

D. Assistance may also be required from other law enforcement or government agencies, including the Illinois State Police, Illinois Commerce Commission, or Illinois Department of Transportation.
NAPERVILLE POLICE
GENERAL ORDER

SUBJECT: TRAFFIC DIRECTION AND CONTROL

ORDER NUMBER: 61.3
EFFECTIVE DATE: 01/01/97
REVISED DATE: 06/08/07

INDEX AS:

61.3.1 TRAFFIC ENGINEERING ACTIVITIES
61.3.2 TRAFFIC DIRECTION AND CONTROL PROCEDURES
61.3.3 TRAFFIC ESCORTS
61.3.4 ADULT SCHOOL CROSSING GUARDS
61.3.5 STUDENT SAFETY PATROL PROGRAMS
61.3.6 LOCAL/REGIONAL PLANNING COMMITTEES

PURPOSE:
The purpose of this order is to identify the duties and responsibilities of the Department regarding traffic direction and control.

DEFINITIONS:

Roadblock: A deliberate obstruction by physical means at one or more selected points on a roadway, for the specific purpose of stopping vehicular traffic.

Special Event: An activity, such as a parade, festival, athletic contest, or public demonstration, that results in the need for control of traffic, crowds or crime.

TAB: Transportation Advisory Board. TAB is composed of citizens appointed by the Mayor. TAB members, as a group, survey public opinion, review traffic analysis data, conduct public hearings and make recommendations to the City Council regarding traffic issues.


Traffic Survey: An examination of traffic characteristics, such as volume, speed, delay, collisions, origin, destination, etc.

ORDER:

61.3.1 TRAFFIC ENGINEERING ACTIVITIES

A. Referral of complaints concerning engineering deficiencies.
Complaints concerning traffic engineering deficiencies and possible solutions will be investigated by a patrol or traffic officer, where feasible. The officer shall initiate appropriate remedial action, when applicable and possible, or refer the information to the Traffic Sergeant. If the problem is of an engineering nature, the information will be forwarded to TED.

B. Collision and enforcement data sharing.
1. Department collision and enforcement data are reported regularly to TED. TED is given Department data on all crash reports on a monthly basis. TED has direct access to the Police Records Section via the City’s OnBase optical report database and may access individual reports for any relevant information. Traffic enforcement data, beyond enforcement for collisions, is shared with TED at least annually by the Traffic Section.
2. The Records Section is responsible for sending a copy of all motor vehicle crash reports (meeting certain requirements) to the State of Illinois Department of Transportation, on a monthly basis.

C. Authority and responsibilities.
1. The primary responsibility for traffic engineering belongs to TED.

2. The Traffic Sergeant will be the liaison between the Police Department and the TED Traffic Engineer. When an officer identifies a traffic problem that may be due to an engineering problem, the officer should initiate an incident report outlining the problem. The report shall be filed in the Records Section with a copy sent to the Traffic Sergeant. The sergeant will forward this report to TED.

3. The Traffic Sergeant will also coordinate the Department’s participation in the following activities (as needed when TED requests assistance):
   a. Collecting and compiling traffic enforcement and motor vehicle collision data to identify specific engineering problems and solutions.
   b. Conducting special traffic surveys and studies, as appropriate, to further investigate problems.
   c. Reviewing traffic enforcement and motor vehicle collision data to discern trends and relationships symptomatic of engineering problems.
   d. Making recommendations concerning the efficient use of traffic control devices, new and revised laws, or other engineering improvements.
   e. Notifying the TED Traffic Engineer of any fatal or serious collision for review of traffic engineering and identifying possible improvements.

61.3.2 TRAFFIC DIRECTION AND CONTROL PROCEDURES

A. Traffic collision scene traffic direction and control.
Officers who must perform traffic direction and control activities at collision scenes shall allow for the safe ingress and egress of emergency vehicles and provide for a system of alternative routes for other vehicles, as necessary. The following may be used by officers to aid in protecting the collision scene:

1. Police units with activated overhead lights.
2. Flares.
3. Traffic cones.

B. Manual traffic direction procedures.
All Department personnel assigned or authorized to direct traffic should use the following uniform signals and gestures to perform manual traffic direction.

1. Stopping traffic.
   To stop traffic, the officer should first extend the arm and index finger toward and look directly at the person to be stopped until that person is aware or it can be reasonable inferred that the driver is aware of the officer’s gesture. The pointing hand is then raised at the wrist so that the palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop. To stop traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction while
C. Critical incident traffic control.

1. The primary task of Department personnel engaged in traffic direction and control services at critical incidents will be to maintain access avenues to and from the scene for emergency vehicles, while maintaining a secure outer perimeter. Officers may utilize any of the procedures in Sections A and B, above.

2. Officers will coordinate their efforts with the Fire Department and/or other responding agencies or departments at critical incident scenes to provide adequate safety measures for vehicular and pedestrian traffic.

   a. Pursuant to City Ordinance, Chapter 8, Article B, Section 1-88-5, the Fire Commander at any fire may prescribe limits in the vicinity of any fire within which no persons, except firefighters, police officers and those admitted by a fire officer shall be permitted to go. These limits are enforceable by the police at the request of the Fire Commander.

D. Adverse road or weather conditions.

1. Adverse road and weather conditions may include:
   a. Collision hazards, such as debris that has fallen onto the roadway.
   b. Acts of nature, such as fog, snow storms, flooding, ice on the roadways, etc.
   c. Engineering hazards, such as an exposed guardrail end, downed power lines or other objects that might cause unnecessary additional damage or injury should a vehicle, for any reason, impact with such objects.

2. Upon discovering an adverse road or weather condition, Department personnel shall take appropriate action which includes:
   a. Notifying the appropriate agency via the Communications Center.
   b. Providing traffic control as needed.
   c. Protecting the scene as appropriate.
   d. Immediately rectifying the situation where feasible.

E. Operation of traffic control signals.

1. Police officers are neither trained nor equipped to make traffic signal repairs or adjust the timing cycles. Traffic signals will not be manually controlled by an officer without the approval of a supervisor. Manual control of traffic signals may be done by officers or community service officers as a routine part of special event operations, to allow safer travel of both pedestrians and vehicles through a temporary high-traffic area.

2. Officers may place signals on four-way flash in emergency situations to temporarily alleviate a traffic control problem. When this becomes necessary, the officer will notify a field supervisor and, if necessary, request that proper notification be made for service or repair.

F. Temporary traffic control devices.

1. Temporary traffic control devices include moveable barriers, portable signs, traffic cones, and other similar apparatus intended to assist in the safe and efficient movement of vehicular or pedestrian traffic.

   a. When portable barricades or signs are required, they will be delivered and removed by the City of Naperville Department of Transportation.
   b. Vehicles used by community service officers have traffic cones available for use when needed. Cones will be placed and removed by Department personnel when special traffic needs are identified.
   c. Each marked police vehicle contains flares for use by the officer as needed in emergency situations.

2. These temporary traffic control devices may be used for circumstances including:
   a. Sustained power outages which render traffic control signals inoperative.
   b. Special events.
   c. Traffic collisions.
   d. Critical incidents.
e. Other situations when a supervisor deems it to be necessary.

G. High-visibility clothing.

1. The Department provides high-visibility reflective vests and/or jackets to all personnel who may be assigned to perform manual traffic direction and control functions.

2. Personnel shall wear their high-visibility reflective vests or jackets in addition to the full uniform whenever performing traffic direction or in the roadway controlling traffic.

3. It is the responsibility of all field employees to have available to them the high visibility reflective vest or jacket during on-duty hours. The orange raincoat will suffice as high-visibility clothing in rainy weather.

61.3.3 TRAFFIC ESCORTS

Escort services, both routine and emergency, can be provided under the following circumstances:

A. Law enforcement escort services.

1. Emergency escorts will not be given unless authorized by the Watch Commander.

2. Requests for non-emergency police escorts, such as funeral escorts and escorts for public officials or other dignitaries, shall be referred to the Watch Commander for authorization and assignment.

3. The Traffic Section Supervisor may authorize non-emergency police escorts in special circumstances, such as heavy equipment movement on local roads.

B. Escorts of civilian vehicles in medical emergencies are prohibited.

1. Personnel who encounter medical emergencies are expected to provide reasonable assistance within their capability to preserve life. Personnel shall notify the Communications Center to send paramedics to the scene of medical emergencies.

2. Department personnel are not permitted to escort civilian vehicles in medical emergencies.

61.3.4 ADULT SCHOOL CROSSING GUARDS

A. Authority and responsibility.

1. The Department shall authorize and provide, as necessary, non-sworn personnel to serve as adult school crossing guards. Authority for school crossing guards is granted under 625 ILCS 5/11-203, Obedience to Police Officers, which includes school crossing guards.

2. Responsibilities.

a. The function of school crossing guards is to facilitate the safe movement of children to and from school by escorting them with the aid of traffic control signs or by walking them safely across the roadway when there are gaps in the flow of traffic.

b. School crossing guards will not direct vehicular traffic in the usual regulatory sense.

B. Selection Criteria.

1. Applicants for the position of adult school crossing guard will be screened and selected on the basis of their physical and mental aptitudes and abilities being consistent with the knowledge and skills required for the crossing guard function.

2. The Traffic Section will provide training in the crossing guard function for newly hired personnel prior to their assignment and refresher training as needed.

C. Uniform.

1. The Department provides the following uniform items for adult school crossing guards:

   a. High-visibility reflective vests.

   b. Orange raincoat and cap.

   c. High-visibility reflective mittens.

   d. Whistle.

   e. Brown winter parka with Department shoulder patch.

   f. Portable stop sign (hand held).

2. All Naperville adult crossing guards are required to wear the high-visibility reflective vest when performing crossing guard duties.

D. Criteria for locations requiring school crossing guards may include, but are not limited to:

1. Traffic volume/speed.

2. Number of turning movements.

3. Width of intersection.

4. Physical terrain.

5. Existence or absence of traffic control devices.

6. Number and age of children utilizing the crossing.

E. Annual analysis.

1. TED annually reviews the safe walk route for each school and recommends traffic controls consistent with the need for safety of the pedestrians.

2. TAB, at its monthly meetings, continually works with the TED Traffic Engineer and the appropriate school district to determine the needs for school crossing guards.

   a. The public and affected schools’ representatives are invited to a public hearing to gather input for these positions.

3. The Traffic Section will review TED’s annual reports along with recommendations from TAB in an attempt to identify additional locations that may require adult school crossing guards. If any are identified, recommendation for placement of an adult school crossing guard will be made to the City Council.

61.3.5 STUDENT SAFETY PATROL PROGRAMS

A. The Department works with school authorities to assist in organizing and instructing student safety patrols as needed.

B. Student safety patrol activities are intended to complement the adult school crossing guard program.

C. Student safety patrols do not direct or control vehicular traffic in any way.

D. The training of student patrols is the sole responsibility of the school.
61.3.6 LOCAL/REGIONAL PLANNING COMMITTEES

A. Regional Liaison.
The City of Naperville employs an in-house Traffic Engineer. The Traffic Engineer acts as the City's liaison with other local, county, state and regional traffic engineers and planning committees.

B. City Liaison.
The City of Naperville utilizes TAB, an advisory board comprised of citizens to review community traffic safety and efficiency issues. TAB also appoints subcommittees to attend various regional meetings dealing with traffic safety issues.

C. Police Department Liaison.
The Traffic Section Supervisor is the Department Liaison with the City Traffic Engineer and TAB. The Traffic Section Supervisor participates in TAB meetings.

D. Transportation System Planning.
The Police Department participates in local and regional transportation system management planning on an “as needed” basis. Participation is intended to ensure proper consideration of enforcement needs and service demands prior to project implementation.
Attachment A (61.3.2)

Illustration #1
Point

Illustration #2
Stop

Illustration #3
Point

Illustration #4
Stop

Illustration #5
Pointing

Illustration #6
Starting

Illustration #7
Point at the driver

Illustration #8
Arm swing

Illustration #9
Point where driver is to go

Illustration #10
Halt opposing traffic with right hand

Illustration #11
Hold opposing traffic and point to turning driver

Illustration #12
Give turn signal with left hand

Illustration #13
Direct driver into intersection
INDEX AS:

61.4.1 ASSISTANCE TO HIGHWAY USERS
61.4.2 CORRECTION OF HIGHWAY HAZARDS
61.4.3 REMOVAL AND TOWING OF VEHICLES
61.4.4 TRAFFIC SAFETY EDUCATION MATERIALS
61.4.5 SPEED MONITORING AWARENESS RADAR TRAILER

PURPOSE:

The Department will provide for traffic-related ancillary services which have an affect on vehicular and pedestrian traffic in the City. These services will include providing public information and directions, identifying and reporting roadway hazards, and the removal and towing of vehicles.

DEFINITION:

Abandoned Vehicle: Any motor vehicle in a state of disrepair rendering the vehicle incapable of being driven in its current condition, or any motor vehicle that has not been moved or used for seven consecutive days or more and is apparently deserted.

Authorized Towing Agency: The towing companies currently licensed by the City (as established by City ordinance) will be responsible for providing police-related tows.

Emergency Tow: The towing of a vehicle which has been disabled in the roadway and is causing a traffic hazard, and the owner either cannot be reached or refuses to authorize the police tow after a reasonable period of time.

SMART: Speed Monitoring Awareness Radar Trailer. The device is a self-contained trailer which monitors motorists' speeds by radar and displays the speeds. It is also equipped with a computer which is capable of recording the amount of vehicular traffic at a given time during a 24-hour period.

ORDER:

61.4.1 ASSISTANCE TO HIGHWAY USERS

A. General assistance.

1. Information and directions.
   Personnel shall freely and courteously provide information and directions when asked, and shall remain familiar with various services and facilities available to help motorists, such as 24-hour gasoline stations, 24-hour restaurants, local hotels, etc.

2. Stranded motorists.
   Field personnel will offer reasonable assistance at all times to motorists who appear to be in need of aid.

3. Transportation.
   Field personnel may, with supervisory approval, transport stranded motorists to the nearest convenient location where assistance may be obtained.

B. Mechanical assistance and towing service.

1. Officers encountering motorists experiencing mechanical or other difficulties will make a reasonable effort to obtain appropriate assistance for the motorist.

2. Officers will assist motorists in obtaining tow services when requested. The tow company requested by the motorist will be utilized provided the company can respond in a reasonable period of time. If the motorist does not have a personal choice, an authorized towing agency will be requested off the rotation tow list.

C. Protection for stranded motorists.

1. Stranded motorists should not be left unattended when they appear to be exposed to hazardous situations. Due consideration shall be afforded stranded motorists in hazardous conditions, such as location, time of day or night, and weather. When circumstances preclude remaining with a motorist's vehicle, flares should be placed to warn traffic and provide reasonable safety until the problems can be resolved.

2. Field personnel who assist stranded motorists will communicate this to the Communications Center so an incident report number can be assigned.

3. Motorists residing within the City limit may, with the approval of the officer's supervisor, be transported to their residences.

   a.) The Communications Center will be advised of the beginning and ending odometer reading as well as the motorist's address.

   b.) If assistance cannot be obtained for the motorists, they may be transported to the lobby of the Police Department, where a telephone is available.

4. During adverse weather conditions, Department personnel shall make an effort to transport or arrange for transportation for persons who are stranded.

D. Emergency assistance.

Officers will render all practical assistance to users of the roadway who are involved in emergency situations.

1. In medical emergencies:

   a.) Request that Fire Department ambulance be dispatched to the scene.

   b.) Administer first aid, if necessary, until arrival of Fire Department personnel.

   c.) Officers shall not transport injured persons in a police vehicle.

2. Fire hazards.

   See General Order 61.2.2, Fire Hazards and Hazardous Materials, for guidelines.

61.4.2 CORRECTION OF HIGHWAY HAZARDS

A. During normal patrol activities, Department personnel must remain alert for unsafe or hazardous conditions on the roadways. Hazardous conditions that may be encountered include, but are not limited to:
1. Debris on the roadway.
2. Defects in the roadway itself.
3. Lack of, or defects in, highway safety features.
4. Lack of, improper, visually obstructed, damaged, or non-working mechanical traffic control devices or informational signs.
5. Lack of, or defective, roadway lighting systems.
6. Disabled, abandoned, or parked vehicles on the roadway.

B. Upon discovering an unsafe or hazardous condition on the roadway, Department personnel shall take appropriate action which includes, but is not limited to:

1. Notifying the appropriate agency via the Communications Center.
2. Providing traffic control as needed.
3. Protecting the scene as appropriate.
4. Immediately rectifying the situation where possible.

61.4.3 REMOVAL AND TOWING OF VEHICLES
A written directive governing the towing of vehicles is found in General Order 61.6 - Removal and Towing of Vehicles.

61.4.4 TRAFFIC SAFETY EDUCATION MATERIALS
A. The Department distributes educational materials on traffic laws and regulations, DUI prevention, safety restraint information, and traffic safety programs to the public. The purpose of these traffic educational materials is to enhance public understanding of safety programs, and to support traffic enforcement efforts.

B. The materials may be distributed by personnel making public appearances, by personnel working the front desk, or displayed and accessible to the public in the police facility lobby.

61.4.5 SPEED MONITORING AWARENESS RADAR TRAILER (SMART)
A. Operation of the SMART Trailer.

1. The Traffic Section is responsible for the daily operation of the SMART trailer, including the selection of locations and authorization of set-up and take-down of the device.

2. Personnel involved in the set-up or take-down of the equipment must undergo training from a qualified instructor designated by the Traffic Section supervisor before utilizing the equipment.

3. The Traffic Section is charged with the upkeep of the SMART trailer and the daily operation of the device. Any needed repairs are to be documented on a vehicle maintenance form and directed to Vehicle Services for repairs.

B. Location of deployment.

1. The use of the speed trailer is intended to complement the Department’s efforts at reducing traffic hazards caused by speeding vehicles. Such efforts are directed at locations which have been identified as problem areas, from community input, and statistical analysis. These locations are subsequently identified in the Selective Enforcement Bulletin. The SMART trailer should be utilized in these areas, concentrating in school zones, residential neighborhoods, and road construction areas.

2. An IR number is to be obtained when the SMART trailer is put into service, documenting the date, time, and location. When the SMART trailer is utilized without activating the computerized traffic analysis feature, an IR card only will be sufficient, a response code of 3 (No Report) and a status code of 2 (Administratively Suspended) will be utilized.

3. In cases where the speed analysis feature of the unit is activated, a miscellaneous incident report will be required, documenting the time, date, day of the week, road and weather conditions, and result of the analysis. A response code of 6 (Report Submitted) with a status code of 2 will be utilized.
The purpose of this order is to establish policy and guidelines for the operation and use of police motorcycles.

61.5.1  MOTORCYCLE PROGRAM OBJECTIVES
The objectives of the police motorcycle program include, but are not limited to:

A. Enforcement of traffic laws to reduce the number and severity of collisions and gain voluntary compliance with the traffic laws by the motoring public.

B. Assist with the patrol of special events to address traffic concerns where other types of police patrol may not be practical or effective.

C. Parade duty, escorts, and all other duties as required and approved by the Administrative Patrol Lieutenant or designee.

61.5.2 CONDITIONS AND LIMITATIONS OF USE

A. The general motorcycle riding season will be from March through November of each year. Prevailing weather conditions will be the determining factor for actual usage.

B. Motorcycle usage should generally be limited to daylight operations. However, should an officer’s shift begin before dawn or extend past dusk, the motorcycle can still be utilized as long as the majority of the shift is during daylight hours. Other exceptions may be allowed under special circumstances.

C. There will be no predetermined temperature to determine when officers will ride. The Administrative Patrol Lieutenant or designee will make the final determination as to when officers will ride the motorcycles.

D. When it is impractical or unsafe to operate the motorcycle due to extremely inclement weather, the officer will utilize a traffic squad car to perform daily tasks. An officer may wait for the passage of a storm, not to exceed 30 minutes. If it is apparent that the inclement weather will not pass within 30 minutes, the officer will utilize a traffic squad car to complete the shift.

E. Officers will park the motorcycle legally and in plain view, unless engaged in enforcement duty or on an emergency call that may necessitate other action.

F. Consumption of alcohol within six hours prior to operating a police motorcycle is prohibited.

G. While operating the motorcycle, officers will wear a department helmet, gloves, eye protection, and boots.

61.5.3 AUTHORIZATION FOR USE
The police motorcycles are authorized for, but not limited to, the following situations:

A. Duty assignments as indicated in 61.5.1.

B. Training purposes.

C. Maintenance requirements.

D. Extra-duty assignments as approved by the Administrative Patrol Lieutenant.

E. In addition to the requirements of General Order 41.5, Motor Vehicle Pursuits, police motorcycles are subject to the following:
   1. Upon encountering a violator who maintains or increases speed in an attempt to avoid arrest, the officer will immediately summon a marked police car for assistance. The officer will disengage the pursuit upon the arrival of the marked police car. If, prior to the arrival of the marked police car, it becomes evident that the risks to life and property outweigh the benefit derived from the immediate apprehension or continued pursuit of the suspect, the officer shall immediately terminate the pursuit.

61.5.4 QUALIFICATIONS AND TRAINING
The following qualifications and training are required for assignment as a motor (motorcycle) officer:

A. Must be assigned as a traffic officer.

B. Must be in good physical condition, without any condition that could restrict duty.

C. Professional appearance.

D. Must hold a current “M” classification Illinois driver’s license.

E. Must successfully complete the Northwestern University Traffic Institute Police Motorcycle Operator Training Course, or similar training class.

F. Attend monthly refresher training during the riding season (weather permitting).

61.5.5 VEHICLE RESPONSIBILITY
The Administrative Patrol Lieutenant is responsible for the overall operation of the Police Motorcycle Program. This includes the procurement and maintenance of all equipment assigned to the motorcycle program.

A. Officers assigned to motorcycle duty (motor officers) report to the Traffic Unit Supervisor.

B. Motor officers are responsible for the daily inspection of their motorcycle. Pre-ride checks will be conducted prior to the unit going into service. See Attachment A, Daily Pre-Ride Inspection. Any defects noted should be brought to the attention of the Traffic Unit Supervisor.

C. Motor officers are responsible for the appearance of the motorcycle assigned to them. This includes washing and polishing the motorcycle when needed.
D. Motor officers will arrange for scheduled maintenance in accordance with the manufacturer’s recommendations as outlined in the vehicle owner’s manual. Additional maintenance may be required as determined by the Administrative Patrol Lieutenant and the City Vehicle Services Department.

61.5.6 VEHICLE EQUIPMENT

Following is the equipment that will be carried on the police motorcycle:

A. Necessary citations and reports to carry out the assignment of a traffic officer.
B. Department-issued rain suit.
C. Emergency lights, siren and public address system.
D. Emergency Response Guidebook, published by the U.S. Department of Transportation.
E. First aid kit.
F. No additional ornamentation or accessories are permitted without the approval of the Administrative Patrol Lieutenant.
DAILY PRE-RIDE INSPECTION

Unit Number _____________________
License Number _____________________
Starting Mileage _____________________
Ending Mileage _____________________

Gasoline: Gasoline in tank
Windshield: Mounted securely
Battery: Water level correct
Oil: Oil level correct
Tires: Check for wear, cracks, damage and correct pressure
      (36 psi front and rear)
Suspension: Correct air pressure in forks, rear shocks and seat
Electrical equipment: Check that all lights, emergency lights, and siren are working properly
Brakes: Check for proper fluid levels and brake lines for damage
Overall condition: Check for loose items
      Overall cleanliness
Required equipment: Citations/reports____
      (check if present)
      Rain suit____
      Emergency Response Guidebook____
      First Aid Kit____

I certify I have checked the motorcycle in accordance with the above checklist:

Officer:______________________________________ Date:____________________

Comments:
PURPOSE:
The purpose of this order is to establish the policy and guidelines for the removal and towing of vehicles.

DEFINITION:
Abandoned Vehicle: Any motor vehicle in a state of disrepair rendering the vehicle incapable of being driven in its current condition, or any motor vehicle that has not been moved or used for seven consecutive days or more and is apparently deserted.

Arrest Tow: The towing of a vehicle belonging to or used by a lawfully arrested subject when conditions exist which prohibit the custodial transfer of the vehicle to a lawfully eligible person at the scene, or the safe legal relocation of the vehicle from the scene.

Authorized Towing Agency: The towing companies currently licensed by the City (as established by City ordinance) will be responsible for providing police-related tows.

Chronic Parking Violator: The registered owner of any vehicle which has been issued ten or more parking tickets in Naperville within a one year period of time. A registered owner shall not be considered a chronic parking violator if, after one year following the issuance of the last parking ticket, all outstanding tickets are paid (11-2A-14:2.1).

Collision Tow: The towing of a vehicle involved in a collision being investigated by this Department when the vehicle is disabled or drivable, but cannot be secured or safely relocated at the collision scene, or when the vehicle should be towed in order to protect the property interests of injured parties.

Delayed Abandoned Tow: The towing of an abandoned vehicle from the roadway after application of a seven-day notice sticker, and the expiration of that period of time without appropriate response from the owner.

Emergency Tow: The towing of a vehicle which has been disabled in the roadway and is causing a traffic hazard, and the owner either cannot be reached or refuses to authorize the police tow after a reasonable period of time.

Evidence/Impoundment Tow: The towing of any vehicle for evidentiary purposes, i.e., evidence processing, impoundment, recovered vehicle.

Illegally Stopped/Standing or Parked Vehicles in Tow-Away Zones: The towing of a vehicle in a marked tow-away zone on City property or the roadway.

Immediate Abandoned Vehicle Tow: The towing of an abandoned vehicle either from private property or the roadway, which constitutes a health hazard or danger to citizens in the area. Requires supervisory approval from private property.

Private Property Vehicle Tows: Inoperable vehicles towed from private property are covered by City ordinance and are handled by the Department of Community Development. Police action is normally not required unless the type of tow is covered in any of the previous definitions. Supervisor approval is always required.

VRO: Vehicle Reclamation Officer, a Department employee assigned to the Traffic Section and specifically assigned tow, impoundment and seizure related tasks of the Department.

61.6.1 HANDLING OF ABANDONED VEHICLES

A. Immediate abandoned tow.

1. When an officer has located an abandoned vehicle and has determined it to be an immediate health or safety hazard, the officer will:
   a. Check LEADS/NCIC for wanted/stolen status.
   b. Attempt to determine the owner of the vehicle and, if possible, obtain a disposition of the vehicle from the owner.
   c. If the officer locates the owner and the vehicle is removed by the owner, or with the owner’s permission, the complainant shall be notified by the officer or the Communications Center whenever possible.

2. If the vehicle owner cannot be contacted, the officer will:
   a. Request an abandoned vehicle tow, and the Communications Center will contact the next available police towing licensee.
      1) The Communications Center will enter the vehicle into CRIMES tow history module, enter the vehicle into LEADS as a Towed/Impounded vehicle, and provide the LEADS number to the officer.
   b. Complete an Abandoned/Impounded Vehicle/Tow Report, including the LEADS number.
   c. Distribute the appropriate copies of the tow report to the tow company driver.
   d. Remain at the scene until the vehicle has been removed.
   e. Forward a copy of all paperwork to the VRO.
      1) The VRO will initiate a physical file to store all documents.
      2) The VRO will send a Notice of Impoundment, abandoned, unclaimed or recovered vehicle letter to the registered owner, lien holder, or other legally entitled person by certified mail, no later than ten business days after the vehicle is towed, unless notification is made to the owner in person.

B. Delayed abandoned tow.

1. When an officer has located an abandoned vehicle on the public roadway that is not a health or safety hazard, the officer will:
   a. Check LEADS/NCIC for wanted/stolen information on this vehicle.
b. Attempt to determine the owner of the vehicle and, if possible, obtain a disposition on the vehicle from the owner.

c. If the officer determines the vehicle is not abandoned, the officer will notify the complainant, if applicable, or have the Communications Center notify the complainant of this fact. An Incident report will be completed and submitted.

2. If the vehicle owner cannot be contacted, it will be the officer’s responsibility to:

a. Affix a “Seven Day Tow” sticker to a side window.

b. Complete an Abandoned/Impounded Vehicle/Tow Report and forward it to the VRO. Complete an Incident Report, forwarding a copy of the report to the VRO.

3. The VRO will initiate a physical file to store all documents.

4. The VRO will request the Communications Center to send a teletype message to the Secretary of State to obtain title and lien information if that information is not available. If the information is still not available, the VRO will contact the Illinois State Police, Vehicle Identification Section or their local vehicle theft unit.

5. At least seven days after the “Seven Day Tow” sticker was affixed, the VRO will check to see if the vehicle has been removed.

6. Upon determination that the vehicle has been removed, the VRO will complete a supplemental report to close out the case and forward all documentation to the Records Section.

7. In the event the vehicle has not been removed, the VRO will:

a. Check again with LEADS/NCIC for wanted/stolen status.

b. Request an abandoned vehicle tow and the Communications Center will contact the next available police towing licensee and enter the vehicle into the CRIMES tow history module.

1) The Communications Center will enter the vehicle into LEADS as a towed/impounded vehicle and provide the LEADS number to the officer.

b. Issue a citation if applicable.

c. Complete an Abandoned/Impounded Vehicle/Tow Report, including LEADS number.

d. Distribute the appropriate copies of the tow report to the tow company driver.

e. Remain at the scene until the traffic hazard has been removed.

f. Forward a copy of all paperwork to the VRO and originals to Records.

1) The VRO will initiate a physical file to store all documents.

2) The VRO will send a Notice of Impounded, abandoned, unclaimed or recovered vehicle letter to the registered owner, lien holder, or other legally entitled person by certified mail, no later than ten business days after the vehicle is towed, unless notification is made to the owner in person.

2. The tow operator will immediately notify the Department upon release of the vehicle.

a. Upon notification from the tow company of a vehicle release, the Communications Center will remove the vehicle from LEADS, release it in the CRIMES tow history module and forward a copy of the LEADS cancellation to the VRO.

3. When a disabled vehicle is found in the roadway and the owner/driver requests a non-preference tow, the officer will:

a. Request a non-preference tow and the Communications Center will contact the next available police towing licensee.

1) The Communications Center will contact the next available police towing licensee.

b. Remain at the scene until the vehicle has been removed.

B. Illegally stopped/standing or parked vehicles in tow away zones.

1. When an illegally stopped/standing or parked vehicle in a tow away zone is located on city streets, property, or on private property where the city has entered into a contract with the property owner, the officer will:

a. Issue a citation.

b. Request a tow-zone tow and the Communications Center will contact the next available police towing licensee.

1) The Communications Center will enter the vehicle into the CRIMES tow history module, enter the vehicle into LEADS as a towed/impounded vehicle, and provide the officer with the LEADS number.

c. Complete an Abandoned/Impounded Vehicle/Tow Report and give the appropriate copies to the tow driver.

d. Distribute the appropriate copies of the tow report to the tow company driver.

e. Remain at the scene until the vehicle has been removed.
f. Forward a copy of the Vehicle Tow/Abandoned Vehicle Report to the VRO and submit all original paperwork to Records.

2. The tow operator will immediately notify the police department upon release of the towed vehicle.

3. The Communications Center will, upon notification from the tow company of a vehicle release, remove the vehicle from LEADS and release it in the CRIMES tow history module.

C. Arrest tow.

1. When an officer is required to tow a vehicle that has been driven or used by an individual who has been arrested, the officer shall:
   a. Conduct an inventory search of the arrestee’s vehicle and inventory all valuables on the tow report, or a prisoner property inventory sheet if the items are removed from the vehicle.
   b. Request an arrest tow and the Communications Center will contact the next available police towing licensee and enter the vehicle into the CRIMES tow history module, enter the vehicle into LEADS as a towed/impounded vehicle, and provide the LEADS number to the officer.
   c. Complete an Abandoned/Impounded Vehicle/Tow Report, including LEADS number.
   d. Distribute the appropriate copies of the tow report to the tow company driver.
   e. Forward the Abandoned/Impounded Vehicle/Tow Report to Records and submit a copy to the VRO.

2. The tow operator will immediately notify the police department upon release of the towed vehicle.

3. The Communications Center will, upon notification from the tow company of a vehicle release, remove the vehicle from LEADS and release it in the CRIMES tow history module.

4. The vehicle owner is responsible for all towing and storage charges.

5. Special arrest tows:
   a. DUI arrest, DWLS/DWLR arrest. In addition to the requirements outlined in section 61.6.2.C.1 of this order, the following shall apply:
      1) The arresting officer shall have the vehicle impounded for not more than 12 hours after the time of the arrest for DUI.
      2) The arresting officer may have the vehicle impounded for a period of not less than 24 hours for a second violation of 625 ILCS 5/11-501 or similar provision of a local ordinance or a second violation of 625 ILCS 5/6-303 or a combination of these offenses.
      3) The arresting officer should place a seizure hold on the vehicle for a third violation of 625 ILCS 5/11-501 or similar provision of a local ordinance, and have it towed to the seizure storage lot. In addition, for violations of DWLS/DWLR during a Statutory Summary Suspension for DUI, DUI committed without a valid DL, or DUI committed with no insurance, the vehicles are eligible for seizure.
   b. Mandatory insurance tow. In addition to the requirements outlined in section 61.6.2.C.1 of this order, the following shall apply:
      1) The officer shall impound the vehicle of a person arrested for driving, or in actual physical control of a vehicle, who does not have a valid driver’s license, whose driver’s license, permit, or privilege to drive is suspended or revoked and has no proof of insurance.
      2) The vehicle may be released to any licensed driver upon coming to the front desk of the police facility and:
         a) Showing proof of insurance for the vehicle, and
         b) Showing notarized, written consent from the owner for release.

D. Collision tow.

1. Vehicles involved in traffic collisions which cannot be driven from the scene, cannot be properly secured, or constitute a traffic hazard, are subject to towing at the discretion of the investigating officer.
   a. If the driver of a vehicle requests a specific towing company, the officer will notify the Communications Center to call that company.
      1) The Communications Center shall make no more than two telephone calls to obtain this preferred tow.
      2) If the preferred towing company cannot be contacted or cannot arrive in a reasonable amount of time, the Communications Center will contact the next available police towing licensee and notify the on-scene officer.
   b. If the driver does not request a specific towing company, the Communications Center will contact the next available police towing licensee.

E. Evidence tow.

1. When a vehicle is to be towed from a crime or collision scene to another location for evidence processing, the investigating officer will:
a. Obtain supervisory approval and determine the location to be used for evidence processing.

b. Request an evidence tow and the Communications Center will contact the next available police towing licensee.

1) The Communications Center will enter the vehicle into the CRIMES tow history module, enter the vehicle into LEADS as a towed/impounded vehicle, and provide the LEADS number to the officer.

c. Complete an Abandoned/Impounded Vehicle/Tow Report, including the LEADS number.

d. Distribute the appropriate copies of the tow report to the tow company driver.

e. Follow the vehicle to the evidence processing location and place an “Evidence” placard on the vehicle to include the following information:

1) IR number.

2) Name of the tow company responsible for the tow.

f. Forward a copy of the Abandoned/Impounded Vehicle/Tow Report to the VRO and submit the original to Records.

2. When the vehicle is to be released, the investigating officer will:

a. Complete a Towed Vehicle Release form and forward a copy to the VRO.

b. Notify the Communications Center to remove the vehicle from LEADS, release the vehicle in the CRIMES tow history module, and forward a copy of the LEADS cancellation to the VRO.

c. Notify the tow company the vehicle can be released.

d. Notify the vehicle owner the vehicle can be claimed and the vehicle location.

G. Recovered stolen vehicle (stolen locally).

1. When a locally stolen recovered vehicle is to be towed and processed for evidence, the investigating officer will:

a. Notify his or her supervisor.

b. Request an evidence tow and the Communications Center will contact the next available police towing licensee and enter the vehicle into the CRIMES tow history module.


d. Notify the Communications Center to cancel the vehicle from LEADS.

e. Follow the vehicle to the processing location and place an “Evidence” placard on the vehicle to include the following:

1) IR number.

2) Name of the tow company responsible for the tow.

f. Forward the Abandoned/Impounded Vehicle/Tow Report to the Records and submit a copy to the VRO.

2. When the vehicle is to be released, the investigating officer will:

a. Complete a Towed Vehicle Release form and forward it to Records.

b. Contact the vehicle owner for release of the vehicle. Have Communications release the vehicle in the CRIMES tow history module.

c. If the owner cannot be contacted, or is unable to remove the vehicle, the original tow company will be called to remove the vehicle to their storage lot until the owner claims it. The investigating officer is responsible for notifying the vehicle owner of the vehicle release.

d. The vehicle owner is responsible for all towing and storage charges.

e. Also see General Order 83.2.8, Processing Recovered Stolen Vehicles.

H. Recovered stolen vehicle (stolen from another jurisdiction).

1. When a foreign stolen vehicle is recovered and is to be towed, the investigating officer will:

a. Notify a supervisor.
b. If the vehicle is to be towed (after receiving confirmation via LEADS from the originating agency, or due to criminal charges being filed by this agency), request a recovered stolen vehicle tow and the Communications Center will contact the next available police towing licensee and enter the vehicle into the CRIMES tow history module.


d. Request the Communications Center verify the vehicle has been canceled from LEADS.

e. If the vehicle is to be processed for evidence, follow the vehicle to the processing location and place an “Evidence” placard on the vehicle, to include the following:

   1) IR number.

   2) Name of the originating tow company.


2. When the vehicle is to be released, the investigating officer will:

   a. Notify the originating agency the vehicle is ready for release and request the vehicle disposition and arrangements for release.

   b. Complete a Towed Vehicle Release form and forward it to Records. Have Communications release the vehicle in the CRIMES tow history module.

   c. Notify the tow company the vehicle can be released.

3. Vehicles shall not be released until all unpaid parking tickets are paid. When the vehicle is to be released, the station officer will:

   a. Complete a Towed Vehicle Release form and forward it to Records.

   b. Notify the Communications Center to remove the vehicle from LEADS, release the vehicle in the CRIMES tow history module and retain a copy of the LEADS cancellation.

   c. Notify the tow company the vehicle can be released.

   d. Notify the vehicle owner the vehicle can be claimed and the vehicle location.

61.6.3 DISPOSAL OF UNCLAIMED VEHICLES

A. Notifications described in the following procedure will be made by the VRO to the registered owner, lien holder, or other legally entitled person of an unclaimed vehicle. The information may be obtained through registration information, LEADS, NCIC searches, or the Illinois State Police. License plate and vehicle identification number (VIN) should be used where possible. In situations where no information can be found, letters are not required, but the time periods prescribed will still be followed.

1. Unclaimed towed vehicles in the possession of the Department or a towing service will fall into two categories: vehicles seven years of age or newer and vehicles more than seven years old. Each category requires different procedures, which are as follows:

   a. Vehicles seven years of age or newer.

      1) An Abandoned, Lost, Stolen and/or Unclaimed Vehicle - Post Tow Notice will be sent by certified mail, to the registered owner, lien holder, or other person legally entitled to the possession of the vehicle within ten business days after the vehicle is towed.

      2) No sooner than 30 days after notice to the owner, the vehicle shall be sold at public auction to a licensed automotive parts recycler, rebuilder, scrap processor, or towing operator who towed the vehicle. A certificate of purchase will be issued to the buyer. The VRO will be present for the public auction.

      3) Prior to sale or issuance of certificate of purchase, a notice of public auction shall be posted for ten days at the police station and the premises where the vehicle is stored. The notice shall indicate the time and place of the auction, as well as a detailed description of the vehicle(s) to be auctioned.

      4) At least ten days prior to the sale, the vehicle owner shall be sent a notice by certified mail, of the public auction, to include the time and place of auction, vehicle description and the steps to be taken to reclaim the vehicle.
5) If the initial notification was returned due to the addressee having moved or being unknown, the second notice will not be required.

6) If the vehicle in question displays dealer plates, the notifications required herein shall be sent both to the dealer and the registered owner, lien holder, or other legally entitled persons.

7) Prior to the sale or issuance of certificate of purchase, the VRO will inventory and remove all personal property of value from the vehicle, to include license plates, if any. All personal property of value will be submitted to Forensic Services. License plates will be returned to the Secretary of State (or similar agency) of the issuing state.

8) The VRO will ensure the vehicle is removed from LEADS as soon as reasonably possible upon completion of the vehicle sale. A copy of the LEADS cancellation will be retained by the Communications Center. The vehicle will be released in the CRIMES tow history module.

b. Vehicles more than seven years old.

1) An Abandoned, Lost, Stolen and/or Unclaimed Vehicle - Post Tow Notice will be sent by certified mail, to the registered owner, lien holder, or other person legally entitled to the possession of the vehicle, within ten business days after the vehicle is towed.

2) If, after a minimum of ten days, disposition information is not received from the owner, the police department will authorize disposal of the vehicle as junk or salvage, using a certificate of purchase.

a) A vehicle classified as an antique vehicle, custom vehicle, or street rod may be sold to a person desiring to restore it.

3) Prior to disposal of the vehicle, the VRO will inventory and remove all personal property of value from the vehicle, to include license plates, if any. All personal property of value will be submitted to Forensic Services. License plates will be returned to the Secretary of State (or similar agency) of the issuing state.

4) The VRO will ensure the vehicle is removed from LEADS as soon as reasonably possible upon completion of the vehicle disposal. A copy of the LEADS cancellation will be retained by the Communications Center. The vehicle will be released in the CRIMES tow history module.

2. Disposition of proceeds from the sale of unclaimed vehicles.

a. The vehicle owner may reclaim the vehicle:

1) Any time prior to the vehicle being sold at public sale or disposed of, and

2) After showing proof of ownership to the police department, and

3) After paying all towing and storage fees.

b. The VRO will ensure the vehicle is removed from LEADS as soon as practicable upon the vehicle being released to the owner. A copy of the LEADS cancellation will be retained by the Communications Center. The vehicle will be released in the CRIMES tow history module.

c. The VRO will forward all reports and/or copies of reports, correspondence, documentation and records to the Records Section after final disposition of the vehicle.

61.6.4 RECORD KEEPING OF TOWED VEHICLES

A. Whenever a vehicle is towed, an Abandoned/Impounded Vehicle/Tow Report must be completed.

1. Exceptions:

a. At a collision scene (see 61.6.2.D, Collision Tow).

b. For a disabled vehicle when the owner/driver requests the vehicle be towed (see 61.6.2.A, Emergency Tow).

B. All towing records, including reports and/or copies of reports, receipts, documentation and correspondence, will be maintained by the Department as required.

2. Disposition of proceeds from the sale of unclaimed vehicles.

a. Towing, storage, and processing fees are deducted from the proceeds.

b. The remaining funds are to be forwarded to the Finance Department of the City of Naperville for deposit into the treasury. The VRO will obtain a receipt from the Finance Department to be kept with the file.

c. All reports and/or copies of reports, correspondence, documentation and records associated with the vehicle will be forwarded to Records after final disposition of the vehicle.

3. Reclaimed vehicles.
ORDER NUMBER: 61.7

SUBJECT: BIAS BASED PROFILING/ DISCRIMINATORY PRACTICES

REFERENCE: CALEA 1.2.9

INDEX AS:

61.7.1    BIAS BASED PROFILING/DISCRIMINATORY PRACTICES
61.7.2    REPORTING REQUIREMENT
61.7.3    SUPERVISOR RESPONSIBILITIES
61.7.4    TRAINING
61.7.5    DISCIPLINARY PROCEDURES
61.7.6    ADMINISTRATIVE REVIEW

PURPOSE:
The purpose of this order is to establish policies and procedures regarding the treatment of people based on race, ethnic background, age, gender, religion, economic status, cultural group or sexual orientation.

DEFINITIONS:

Detention: The act of stopping or restraining an individual’s freedom to walk away, approaching and questioning an individual outside the realm of a consensual encounter, or stopping an individual suspected of being personally involved in criminal activity.

Bias Based Profiling: The selection of an individual(s) for enforcement action based solely on a trait common to a group. This includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

ORDER:

61.7.1. BIAS BASED PROFILING/DISCRIMINATORY PRACTICES

A. Bias based profiling by members of the Naperville Police Department is strictly prohibited. This prohibition shall apply to traffic contacts, field contacts, and in asset seizure and forfeiture efforts.

1. In the absence of a specific report, the race, ethnic background, gender, age, economic status, sexual orientation, religion or cultural group of an individual will not be a factor in determining the existence of probable cause to place in custody or arrest an individual, or in constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a motor vehicle.

2. In response to a specific credible report of criminal activity, race, ethnic background, gender, age, economic status, sexual orientation, religion or cultural group of an individual will not be the sole factor in determining the existence of probable cause to place in custody or arrest an individual.

B. Stops, detentions, searches or asset seizure and forfeiture based on race, ethnic background, age, gender, economic status, sexual orientation, religion, cultural group or any other prejudicial basis by any member of the Naperville Police Department are prohibited.

1. The detention of any individual that is not based on factors related to an investigation of a violation of a federal law, Illinois statutes, city ordinances, or any combination thereof is prohibited.

2. No officer shall stop, detain, or search any person when such action is motivated by race, color, ethnic background, age, gender, religion, economic status, cultural group or sexual orientation.

61.7.2 REPORTING REQUIREMENT

A. All traffic stops shall be documented using the Incident Reporting (IR) numbering system.

B. For a violation of the Illinois Vehicle Code, a traffic stop reporting form shall be filled out during or immediately following each motor vehicle stop, regardless of whether any citation was issued. This form will be provided in either sticker or printed form on the back of the yellow copy of the Illinois Traffic Citation & Complaint, and on the back of the original copy of the warning citation.

1. The officer will provide information as required by 625 ILCS 5/11-212. See Attachment A.

2. The officer will not ask the offender for demographic information. The officer will use the individual’s driver’s license or the officer’s own observations to determine the demographic information required above. Officers should consult with their supervisors for clarification of any demographic uncertainties.

3. Exceptions: The following traffic stops are based on suspicious activity and do not fall under the requirement for data collection under 625 ILCS 5/11-212.

a. Traffic stops for suspicious/criminal activity:

   (1) An IR is requested to document the stop.

   (2) The incident is classed as a suspicious vehicle, 7330.

   (3) A traffic stop reporting form shall not be filled out.

   (4) The disposition shall include:

      (a) Vehicle registration

      (b) Driver’s identifiers (name/DOB or DLN)

      (c) Brief description of the suspicious behavior

      (d) Master IR if applicable

b. Traffic stops made for various violations that, upon investigation, are not violations:

   (1) This would include, but is not limited to, the following:

      (a) Truck violations where the driver has a permit and is therefore legal.

      (b) Tinted window violations where the driver has a medical prescription allowing the tint.

      (c) Vehicle stops based solely on information from the in-car computers.

      (d) Vehicle stops for activity indicative of a probable driver under the influence, but such activity is not a violation itself (i.e. weaving
within the lane, stopping at green lights, 
driving significantly under the speed limit).

(2) An IR is requested to document the stop.

(3) The UCR code shall be 7720 – Traffic Stop.

(4) A traffic stop reporting form shall not be filled 
out.

(5) The disposition code will be administratively 
closed.

(6) The disposition shall include:

(a) Vehicle registration.

(b) Driver’s identifiers (name/DOB or DLN).

(c) Brief description of the suspicious behavior 
and why it was unfounded.

4. Information collected on the traffic stop reporting forms 
will be entered into the CRIMES information database 
by Records Section personnel.

C. Personnel shall treat every person with courtesy and respect. An 
officer shall provide his/her name, badge number, and reason for 
the vehicle stop whenever a motorist or passenger requests such 
information.

D. Whenever a person complains that an employee has engaged in 
practices prohibited by this directive, the employee will 
immediately notify a shift supervisor.

E. To ensure consistency and reliability of data, Section Commanders 
will conduct spot checks of reporting forms submitted by their 
personnel.

F. Analysis and dissemination of the gathered data will be the 
responsibility of the Technical Services Manager. Periodic 
summary reports will be forwarded to the Patrol Division 
Commander for review and to identify officers potentially in need 
of training, discipline, or reassignment.

61.7.3 SUPERVISOR RESPONSIBILITIES

A. Each supervisor will be responsible for continually monitoring and 
examining all areas of police actions and activities under his/her 
purview to ensure that employees follow the dictates of this 
General Order.

B. Any employee who believes there is, or is made aware of, any 
violation of this directive will immediately contact his or her 
supervisor.

61.7.4 TRAINING

A. All sworn personnel receive academy training regarding bias based 
profiling issues, including legal aspects, in conformance with the 
Illinois Police Training Act, Illinois Law Enforcement Training 
and Standards Board (ILETSB), 50 ILCS 705, and will receive 
updated training as applicable.

B. During initial orientation, sworn personnel receive Department 
specific training to include diversity in the work place, harassment 
prevention, and code of ethics. At least biennially, sworn and non-
sworn personnel receive City mandated training which includes 
diversity in the workplace and harassment prevention.

C. Additional diversity and sensitivity training shall be assigned for 
personnel with sustained racial profiling or other sustained 
discrimination complaints filed against them.

61.7.5 DISCIPLINARY PROCEDURES

A. All reports or complaints of discriminatory practices or racial 
profiling will be documented and investigated in accordance with 
the provisions of General Orders 52.1 and 52.2.

B. Appropriate discipline shall be implemented for non-compliance 
with this General Order, up to and including dismissal.

C. In addition to required remedial training pursuant to Section 4, 
officers who have sustained bias based profiling or sustained 
discrimination complaints filed against them may also be 
reassigned.

D. Failure to report any observed or known violations of this General 
Order by any employee of the Department shall result in 
disciplinary action.

61.7.6 ADMINISTRATIVE REVIEW

Annually, the Patrol Division Commander or designee shall conduct a 
documented administrative review of Department practices including 
citizen concerns.
Traffic Stop Reporting Form

Race:
1 □ Caucasian  2 □ African American
3 □ Native American/Alaskan
4 □ Hispanic  5 □ Asian/Pacific Islander

Reason for Stop:
1 □ Moving violation  2 □ Equipment
3 □ License plate/registration

If moving type of violation:
1 □ Speed  2 □ Lane violation  3 □ Seat Belt
4 □ Traffic sign/signal  5 □ Following too close
6 □ Other

Type of Roadway:  1 □ Interstate  2 □ US Hwy
3 □ State Hwy  4 □ County/Twnshp Rd  5 □ City Rd

Beat: __________

Search conducted  1 □ yes  2 □ no

IF THE STOP DID NOT RESULT IN A SEARCH
THE STOP CARD IS COMPLETE

Search Types:
1=Consent  2=Reasonable Suspicion  3=Probable Cause
4=Incidental to Arrest  5=Custodial Arrest
6=Drug Dog Alert  7=Other

Vehicle  1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □
Driver  1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □
Passenger 1  1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □
Passenger 2  1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □
Passenger 3  1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □
Passenger 4  1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □
Passenger 5  1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □
Passenger 6  1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □

The following questions are optional.
Contraband Found □ yes □ no
If yes what was found:
1 □ Drugs/alcohol/paraphernalia  2 □ Weapon
3 □ Stolen property  4 □ Other

All vehicle stops generating a citation or a warning citation will require an IR number to be pulled and added to the citation or warning citation.

All vehicle stops generated from a traffic violation will require completion of the above form.
A. The Illinois Weights and Measures Act, 225 ILCS 470/10, requires all scales used for law enforcement purposes be inspected and tested within each period of 12 months or more frequently if necessary.

1. Officers using portable scales will be responsible for checking the inspection date on the scales, prior to each use, to ensure that they are not being used after the expiration of the 12 month time period. The date on the inspection decal is the month and year of the last inspection, not the month and year of expiration of the inspection. Scales that are in need of inspection will be reported to the Traffic Unit Sergeant. If a scale is found to be past the 12 month time period from its last inspection, it will not be used.

2. Officers using portable scales will be responsible for checking the scales for physical damage prior to each use. Any scale or scale charger that is found to be damaged must be reported immediately to the Traffic Unit Sergeant.

3. The Traffic Unit Sergeant will be responsible for having the portable scales retested as follows:
   a. Prior to the expiration of each 12-month inspection period.
   b. Any time the Department of Agriculture seal is found to be broken.
   c. Any time there is damage to the scale that could compromise the use or effectiveness of the scale.

4. If any scale does not pass the state inspection, or if there is damage to the scale that makes it obvious that repairs are necessary, the Traffic Unit Sergeant will arrange for repairs to be completed by an authorized repair person, and re-inspection until it either passes or is deemed to be unrepairable or too costly to repair.

B. The Illinois Weights and Measures Act, 225 ILCS 470/42, requires a seal on all portable scales.

1. Prior to use, all portable scales will have a seal placed on them by the Illinois Department of Agriculture.

2. Officers will check the seal prior to each use and any scale with a broken or missing seal will not be used and will be reported to the Traffic Unit Sergeant.

3. The act prohibits anyone except a service person or special sealer registered by the Director (Director of Agriculture) from removing the seal placed on a weighing device. Therefore, no employee of the City of Naperville will remove or allow the removal of such seal unless in conformance with this act. Unlawful removal of this seal is a business offense defined in 225 ILCS 470/56 (1) (D) and is punishable by fine of not less than $500 for the first offense.

61.8.2 CERTIFICATION FOR USE OF PORTABLE WHEEL LOAD WEIGHERS

A. Illinois law 625 ILCS 5/15-112 requires that all officers that set up and operate portable scales for wheel load or axle load or both shall attend and successfully complete initial classroom and field training administered by the Illinois Law Enforcement Training Standards Board. Therefore, anyone setting up or using the Naperville Police Department portable scales shall have successfully completed such training.

B. Proof of successful completion of the prescribed portable scales training will be maintained by the Planning, Training, and Research Section. Officers must submit a copy of such certificate to the Planning, Training, and Research Section prior to using portable scales.

61.8.3 SITE SELECTION

Portable wheel load weighers are only to be used on hard, relatively flat surfaces of either concrete or asphalt.

A. The surface should be reasonably level. This is defined in the Illinois Weights and Measures Act, Section 600.320 i), “Reasonably level means the vehicle must remain stationary during weighing without the use of any braking force. Therefore, before reading vehicle weights, the officer will tell the driver to release the brakes, and then make sure that the vehicle does not move.

B. The surface area under the scales must be free of debris such as stones or other deleterious material.

C. If a vehicle is brought to the police department to be weighed, the east driveway is a reasonably level surface that has sufficient access for most vehicles and can be utilized for that purpose.

61.8.4 SCALE OPERATION

A. The operating temperature of the Intercomp scales used by this department is -20°F to 150°F.

B. The maximum allowable weight on an individual Intercomp scale used by this department is 20,000 lbs. If that weight is exceeded, the display will show a reading of “OL” meaning overload.

C. All wheels of a one axle should be weighed at the same time.
D. All wheels of the entire vehicle being weighed will be placed either on a portable wheel load weigher or a dummy pad.

E. If the vehicle load is in a liquid or plastic state (such as a concrete mixer), the load must be allowed to stop moving before a reading is taken.

F. Scales are to be placed in front of the wheels to be weighed, and dummy pads are to be placed in front of all other wheels of the vehicle.

G. Turn on the scale power switch and check that all scales show a reading of “0” before having the vehicle pull onto the scales.

H. Instruct the driver in how to pull onto the scales so that neither the scales nor the dummy pads are thrown out the back by any drive axle.

I. Have the driver stop with the wheel to be weighed placed in the center of the active weight surface, and make sure that a level condition has been met.

J. Make sure that the readout on the scale has stabilized before recording the weight reading. Allow the driver to view the reading, if so desired.

K. Repeat process for all axles.

L. When finished using them, the portable wheel load weighers and the dummy pads will be returned to their storage location and the chargers will be plugged into the wheel load weighers.
The purpose of this order is to establish procedures regarding the safety, security, and humane treatment of detainees while in transit; and to ensure the safety of Department employees and the public.

ORDER:

70.1.1 DETAINEE SEARCH PRIOR TO TRANSPORT

A. A sworn officer or detention officer is responsible for completing a thorough search of the detainee for contraband and weapons prior to transport.

B. A detainee search prior to transport is also the responsibility of the sworn officer or detention officer transporting a detainee who is already in custody.

70.1.2 TRANSPORT VEHICLE SEARCH

A. Whenever a detainee is transported in a police vehicle, a thorough search of the vehicle must be done prior to and after transporting detainees.

1. Any weapons and/or contraband located during the search of the vehicle should immediately be reported to a supervisor and the contraband inventoried according to Department procedure.

B. Patrol officers must inspect their vehicles for duty readiness at the beginning of each watch. This inspection will include an examination for weapons and contraband.

1. Any items noted which may contribute to unsafe vehicle operation must be brought to the attention of a supervisor.

70.1.3 TRANSPORTING DETAINEE IN VEHICLES

A. Police vehicle with safety barrier. Detainees who are transported in a vehicle which has a safety barrier shall be secured in the rear passenger compartment, separated from the driver by the safety barrier. Normally, the detainee should be seated as far away from the driver as possible.

B. Police vehicle without safety barrier. Detainees being transported in police vehicles which do not have a safety barrier shall be secured in the rear passenger compartment and, when possible, wearing a seat belt. Two officers should be present for the transport.

1. When two officers are present, the second officer may ride in the rear compartment with the detainee. The second officer should safely secure his or her firearm or sit with it away from the detainee. If not riding in the same vehicle, the second officer may follow the transporting officer in another vehicle.

2. If circumstances are such that the transporting officer is the only officer in the vehicle, the detainee should be seated as far away from the driver as possible.

C. Transport van. Detainees transported in the transport van shall be secured in one of the rear compartments, separated from the driver.

70.1.4 INTERRUPTION OF TRANSPORT

A. Officer(s) transporting detainees (except in the transport van) shall maintain visual contact during transportation. In the event that a detainee in custody must leave the transport vehicle during transportation, the transporting officer(s) will maintain physical control and visual observation at all times.

1. Exceptions may include allowing the detainee the private use of toilet facilities, or where the detainee is undergoing medical treatment. Should this occur, officers should position themselves to prevent escape.

B. During a long transport, when it is necessary to provide a meal for the detainee, the transporting officers shall select the restaurant on a random basis and shall obtain a receipt for the meal provided to the detainee.

1. “Drive through”-type restaurant facilities should be utilized if available. If necessary, the detainee may be taken to a local police facility for the purpose of providing the detainee with the meal.

C. The primary responsibility of the transporting officer(s) shall always be the custody and safety of the detainee(s).

1. The transporting officer(s) will only vary from transportation status to render aid and assistance in life-threatening situations or at the direction of a supervisor.

70.1.5 DETAINEE COMMUNICATION WITH OTHERS

Officer(s) transporting detainees will not permit the detainee(s) to talk with non-law enforcement personnel.

70.1.6 DETAINEE TRANSPORT TO ANOTHER FACILITY

An officer transporting detainees from one facility to another will:

A. Secure firearms in compliance with that facility’s policies. (At a facility with no provisions for firearm storage or no firearm storage policy, officers are to lock their firearms in the trunk of the police vehicle.)

B. Remove detainee restraints at the direction of the personnel at that facility.

C. Deliver all necessary documentation to the receiving facility.

D. Document in the Detention Log the name of the agency, location, date, and time, along with obtaining the signature of the receiving officer. Obtain any documentation of transfer of custody, if provided by the receiving agency.

E. Advise receiving agency personnel of any potential medical or security risks.

70.1.7 DETAINEE ESCAPE DURING TRANSPORT

Officer(s) transporting detainees from one facility to another shall:

A. Secure firearms in compliance with that facility’s policies. (At a facility with no provisions for firearm storage or no firearm storage policy, officers are to lock their firearms in the trunk of the police vehicle.)

B. Remove detainee restraints at the direction of the personnel at that facility.

C. Deliver all necessary documentation to the receiving facility.

D. Document in the Detention Log the name of the agency, location, date, and time, along with obtaining the signature of the receiving officer. Obtain any documentation of transfer of custody, if provided by the receiving agency.

E. Advise receiving agency personnel of any potential medical or security risks.
A. If a detainee escapes within the Naperville City limits, the officer shall immediately notify Communications. If outside of the City limits, the officer shall immediately initiate an ISPERN “wanted broadcast” and notify the local jurisdiction. In either situation, the Watch Commander shall be notified. The following information should be provided to the appropriate dispatch center:

1. The location of the escape.
2. The escapee’s direction and mode of travel.
3. The escapee’s physical and clothing description.
4. The pending charges against the escapee.
5. Apprehension efforts that have been undertaken.
6. Any other information that may be of assistance.

B. A written report stating the circumstances surrounding the escape is to be submitted before the end of the officer’s watch.

C. Other actions may be directed by the Watch Commander.

70.1.8 NOTIFICATION OF SECURITY RISK

A. Officers are required to inform the judge (either in person or through the sheriff’s deputies or court clerk) that a detainee transported into their courtroom is an unusual security risk.

B. In situations where a prisoner is to be transported to another facility, agency or court, and is considered an unusual security risk, that information shall immediately be brought to the attention of the receiving officers, deputies or other employees.

C. See General Order 70.5, Section 1, Security Risk Information Accompanying Detainee.

70.1.9 PRECAUTIONS FOR TRANSPORTING DETAINEES

A. Whenever an officer transports a detainee, the officer shall notify Communications of their present location, the intended destination, and the current transport vehicle mileage. The officer shall wait for an acknowledgment from Communications before starting the transport.

B. Upon arrival at the destination, the transporting officer shall notify Communications of the arrival and the current transport vehicle mileage. The officer will again get an acknowledgment from Communications.

C. Even though the starting and ending times of the transport may be automatically documented on the recording tape in the Communications Center, the telecommunicator will broadcast the times when the officer advises the starting and ending mileage.

D. When transporting a detainee of the opposite sex to or from outside the radio range of the Naperville Communications Center, two officers shall be used for the transport.
INDEX AS:

70.2.1 DETAINEE RESTRAINT DURING TRANSPORT

PURPOSE:

The purpose of this order is to provide guidelines for the use of restraining devices during transport of arrested persons and for the use of restraining devices when transporting mentally disturbed detainees.

DEFINITIONS:

Handcuffs: Commercially produced chain link or hinged-type cuff capable of being double locked.

Humane Transport Belt: Commercially produced heavy-duty leather waist belt with a metal restraining ring for use with handcuffs. Used for long distance transportation when it is impracticable to have the detainee’s wrists cuffed behind the back.

Disposable Flex Cuffs: Commercially produced plastic flexible band cuff with a one-way locking system.

Leg Irons: Commercially produced chain link-type cuff of a size designed to be placed around the ankles of a detainee.

ORDER:

70.2.1 DETAINEE RESTRAINT DURING TRANSPORT

A. Applications.
Whenever a person is placed under custodial arrest and is to be transported for any reason, or when a detainee is being transported from the Department’s facility to another facility, that person shall be handcuffed unless prevented due to medical reasons or physical impossibility.

B. Single arrestee.
Restraining devices shall be applied to the wrists of the arrestee with the hands placed behind the arrestee, and palms facing away from each other.

Restraining devices may be applied to the wrists with the hands positioned in the front of the arrestee in some circumstances, such as when the arrestee is:

1. Physically incapable of placing the hands behind the back, or
2. Physically handicapped, or
3. Sick or injured to the extent that placing the hands behind the back would be impracticable.

C. Multiple arrests.

1. In emergency situations, two arrestees may be restrained with one handcuff to one hand of each arrestee (either both left or both right hands).
2. Male arrestees will not be handcuffed to female arrestees.
3. Juvenile arrestees will not be handcuffed to adult arrestees.

D. Procedure.

1. Whenever possible, restraining devices shall be double-locked.

2. Arrestees shall not be handcuffed to any part of the transporting vehicle, such as a door post.

3. When long distance transport is required, the humane transport belt should be used.

4. Leg irons or disposable flex cuffs may be used in conjunction with other restraining devices in instances involving high risk.

a. Detainees will not be positioned immobile, face down in a vehicle after application of both arm and leg restraints. Detainees so restrained may be placed on their side or in a seated position, and shall be under continuous observation.

E. Mentally disturbed detainee restraint.

When practicable, the requirements under subsection A of this directive will be followed when transporting mentally disturbed detainees. For those situations in which the mentally disturbed detainee poses a significant threat to themselves or the officer(s), an additional restraining device, such as medical restraints or a stretcher with restraining devices, may be used in order to securely restrain the individual.
INDEX AS:

70.3.1 TRANSPORTING SICK, INJURED OR DISABLED DETAINES
70.3.2 DETAINEE SECURITY DURING MEDICAL CARE
70.3.3 SPECIAL DETAINEE TRANSPORT SITUATIONS
70.3.4 SEPARATION BY AGE AND GENDER

PURPOSE:

The purpose of this order is to establish procedures in special transportation situations that will provide for the safety and security of the detainee, the transporting officer(s) and the general public.

ORDER:

70.3.1 TRANSPORTING SICK, INJURED OR DISABLED DETAINES

A. Field situations.
   If a person who has been placed under arrest in the field requires immediate medical attention due to injury or illness, the arresting officer shall request that Communications notify a field supervisor and the Naperville Fire Department to respond to the scene.

B. Detention Center situations.
   The Watch Commander shall be notified immediately and a supervisor is to report to the Detention Center whenever a detainee requests or is otherwise in need of medical care. See General Order 72.6, Detainee Health and Medical Care.

   1. If the detainee requires hospital treatment, the detainee will be transported to a medical facility by ambulance.

   2. If the detainee refuses treatment and the attending paramedics and field supervisor determine that immediate treatment is not necessary, the detainee may be transported to a medical facility in a police vehicle, if authorized by the Watch Commander.

C. Disabled detainees.
   As in the transport of any detainee, the safety of the transporting officer and the detainee are of primary concern. In transporting a disabled detainee, special accommodations for transport may be required.

   1. Depending on the type of disability and the special needs of the detainee, the transporting officer may utilize a vehicle other than a police vehicle, as directed by a supervisor.

D. Transport by ambulance.

   1. When a detainee is being transported to the hospital in an ambulance, the detainee will be handcuffed or restrained by another authorized method, unless prevented due to medical reasons.

   2. Under normal circumstances, one officer will ride in the ambulance with the detainee. If no officer rides in the ambulance, an officer will follow the ambulance to the hospital unless the Watch Commander deems otherwise.

70.3.2 DETAINEE SECURITY DURING MEDICAL CARE

A. Officers will remain with the detainee during medical treatment unless the attending physician requests the officer(s) to leave the treatment area. When this occurs, the officer(s) will position themselves in a location to prevent escape.

B. The use of restraints on a detainee receiving medical care shall be at the discretion of the officer. The officer should base the decision on the circumstances at hand, the requests of medical personnel and the medical needs of the detainee. Generally, restraints should not be used if they will interfere with treatment or otherwise aggravate the detainee’s condition.

C. After treatment has been provided and the detainee is released from the hospital, officers will transport the detainee to the police station, if necessary.

D. When a detainee is admitted to the hospital, hospital security will be advised of the status of the person. Officers will notify the Watch Commander of the admission of the detainee. The Watch Commander will make the determination whether the Department will post a guard, or whether hospital security can notify the Department when the person is released.

70.3.3 SPECIAL DETAINEE TRANSPORT SITUATIONS

Unusual circumstances such as attending funerals, visiting hospitals and critically ill persons, or attending the reading of a will provide extraordinary opportunities to detainees for unauthorized personal contact, escape, or infliction of injury on themselves or others. Special details of this nature shall not be provided. When necessary, the involved detainee shall be released on bond or transported to the appropriate county detention facility where arrangements for such transportation can be made.

70.3.4 SEPARATION BY AGE AND GENDER

A. Juvenile detainees will be transported in the same manner as adults. Adult and juvenile detainees will not be transported together in any vehicle.

B. Detainees of the opposite sex will not be transported in the same passenger compartment. Transportation in separate, secured compartments of the transport vehicle is acceptable.
INDEX AS:

70.4.1  VEHICLE SAFETY BARRIERS
70.4.2  VEHICLES MODIFIED TO PREVENT ESCAPE

PURPOSE:

The purpose of this order is to provide for special equipment and to ensure certain modifications in all vehicles used in detainee transportation.

ORDER:

70.4.1  VEHICLE SAFETY BARRIERS
All Naperville police marked patrol vehicles, except those designated for supervisors, shall be equipped with a safety barrier between the front and rear seats.

70.4.2  VEHICLES MODIFIED TO PREVENT ESCAPE
All Naperville police marked patrol vehicles shall be so designed or modified to prevent the occupants of the rear seat from opening the rear doors or windows without the aid of the vehicle operator.
INDEX AS:

70.5.1 DOCUMENTATION FOR DETAINEES TRANSPORTED FROM ONE FACILITY TO ANOTHER

PURPOSE:

The purpose of this order is to ensure identification of each detainee transported, establish the proper transport documentation to travel with each detainee, and establish documentation for each detainee determined to be high risk.

ORDER:

70.5.1 DOCUMENTATION FOR DETAINEES TRANSPORTED FROM ONE FACILITY TO ANOTHER

It is the responsibility of the officer transporting a detainee from one facility to another facility to:

A. Positively identify the detainee to be transported through the use of arrest reports, signatures, photographs, fingerprints, identifying scars, marks or tattoos or any other official documentation that may be used to aid in identification.

B. Take all documentation necessary to ensure a smooth transition from one facility to another. The documentation may include, but is not limited to:

1. Complaints.
2. Warrants.
3. Citations.
4. Sworn affidavits, sworn reports.
5. Arrest reports.
6. Criminal histories.
7. LEADS printouts.
8. Copies of police reports.
9. Warning to motorist.

C. In situations where a detainee has exhibited behavior which might indicate the potential for violence, suicide or escape, or if the detainee has a contagious or unusual illness, at least one of the following shall be attached to the transporting documents. Upon arrival, the information shall immediately be brought to the attention of the receiving officers, deputies or other employees.

1. Copy of the Receiving/Screening form describing the situation.
2. Copy of a Supplemental report describing the situation.
INDEX AS:
72.1.1 DETENTION CENTER TRAINING
72.1.2 ACCESS TO DETENTION CENTER
72.1.3 DETAINEE RECORD PRIVACY
72.1.4 DETENTION CENTER OPERATION AND MAINTENANCE
72.1.5 RESPONSIBILITY FOR ADMINISTRATION

PURPOSE:
The purpose of this order is to provide guidelines and fix responsibility for the operation and maintenance of the Detention Center.

DEFINITION:
Sworn officer: For the purpose of this directive, the term "sworn officer" refers to all ranks of police officers.

ORDER:

72.1.1 DETENTION CENTER TRAINING
Department employees receive training on the operation of the Detention Center, which includes:
A. All new police officers receive instruction in Detention Center operation during field training.
B. Detention officers receive a minimum of six weeks of training in their responsibilities and Detention Center standards, as well as field training in the Detention Center.
C. Employees not directly involved with Detention Center operations receive an orientation regarding this area.
D. Training includes fire suppression and equipment provided for use by the Department.
E. Personnel will receive retraining at least once every three years.

72.1.2 ACCESS TO DETENTION CENTER
A. The Detention Center is considered to be a high security area of the police facility. Access to the Detention Center will be granted to essential persons with provisions for restricted access by non-essential persons.
B. Essential personnel are designated as:
   1. Sworn officers.
   2. Detention officers.
   3. Community Service officers.
   4. Firefighter/Paramedics.
   5. Facility maintenance staff.
C. Provisions for restricted access by non-essential persons are as follows:
   1. Civilian visitors.
      Civilian visitors participating in tours who are allowed to enter the Detention Center will be escorted at all times. The employee escorting the civilian visitors will be responsible for:
      a. Receiving prior supervisory approval so as not to impede Detention Center operations.
      b. Not allowing tour participants to have any type of contact with detainees.
   2. Detainee visitors.
      Detainee visitors are not allowed into the Detention Center. Detainee visitation procedures are identified in General Order 72.8, Section 6.
   3. Media representatives.
      Media representatives will only be allowed access to the Detention Center with the Watch Commander's permission and under the following conditions:
      a. They will be escorted at all times.
      b. Their presence will not impede facility operations.
      c. They are not allowed to have any type of contact with detainees.
      d. They will only be granted access to the Detention Center for reporting items of public interest.
      e. Their presence will not obstruct or impede the acquisition and/or development of information for presentation in court by either the prosecution or defense.
      Contractors/repairmen working in the Detention Center will be escorted at all times. The employee escorting the contractors/repairmen will be present to:
      a. Conduct an inspection of tools and/or equipment brought into the Detention Center.
      b. Ensure that no tools and/or equipment are left behind.
      c. Prevent breaches in security and ensure the security of the person(s) performing the work.
   5. Social workers.
      The Department social worker, in addition to social workers representing county mental health or other governmental agencies, may occasionally require access to the Detention Center.
      a. Social workers are allowed to use the interrogation rooms.
      b. Social workers will be escorted and all detainee movements shall be handled by a sworn officer or detention officer.
   6. Other civilian employees.
      Employees not essential to the operation of the Detention Center are not granted general access. These employees may participate in orientation sessions or tours of the Detention Center while escorted.
D. Emergency situations.
   During an emergency situation, as referred to in General Order 72.4, Section 11, all non-essential persons are prohibited from entering the Detention Center.
72.1.3 **DETAINEE RECORD PRIVACY**

It is the responsibility of the Support Services Division Commander to:

A. Ensure that the dissemination and disclosure of arrest information are in compliance with all applicable federal and state laws. See General Order 82.1.1 for further on record security and dissemination.

B. Ensure arrest records are stored in a secure area so that they are protected from theft, loss, tampering, destruction or unauthorized disclosure.

72.1.4 **DETOCATION CENTER OPERATION AND MAINTENANCE**

The Naperville Police Department Detention Center is a short-term facility designed and operated to maintain custody of detainees for only short periods of time (normally less than 24 hours), pending release, arraignment, adjudication or transfer to another facility.

A. The Naperville Police Department shall adhere to the State of Illinois Municipal Jail and Lockup Standards.

B. The following general orders regulate the management, operation, security and control of the Detention Center.

1. General Order 1.2.8, Strip Searches.
2. General Order 72.1, Detention Center Management.
3. General Order 72.2, Detention Center Physical Plant.
5. General Order 72.4, Detention Center Security and Control.
7. General Order 72.6, Detainee Health and Medical Care.
9. General Order 72.8, Supervision of Detainees.
10. General Order 72.11, Infectious Diseases.

72.1.5 **RESPONSIBILITY FOR ADMINISTRATION**

A. The Support Services Division Commander is responsible for the overall administration and operation of the Detention Center. These responsibilities include:

1. Maintenance and inspection of the facility.
2. Facility safety and security.
3. Records maintenance and security.
4. Training of personnel.

B. The Watch Commander is responsible for the daily operation and supervision of the Detention Center. The Watch Commander may delegate certain duties to individuals on the watch for specific operations of the Detention Center. The Watch Commander's responsibilities include:

1. Providing supervision of and appropriate assistance to police officers and detention officers involved in the detainee handling process. Ensuring that the process is consistent with established Department procedure.
2. Assuming daily responsibility for compliance with the State of Illinois Municipal Jail and Lockup Standards.
3. Filing required reports on all extraordinary or unusual occurrences which involve the lives or physical welfare of employees or detainees.
INDEX AS:

72.2.1 DETENTION CENTER CONDITIONS

PURPOSE:

The purpose of this order is to describe the facility conditions and physical plant of the Naperville Police Detention Center.

ORDER:

72.2.1 DETENTION CENTER CONDITIONS

A. The plans and specifications of the Naperville Police Detention Center were approved by the Illinois Department of Corrections and the City of Naperville.

B. The Naperville Police Detention Center conforms to the building, fire, safety and health requirements of the City of Naperville, DuPage County and State of Illinois.

C. The Detention Center provides the following minimum conditions for detainees:

1. Adequate lighting as required by the standards of the Illinois Department of Corrections.

2. Circulation of fresh or purified air in accordance with Illinois Department of Corrections standards.

3. Access to a toilet and drinking water.

4. Access to a wash basin or shower for detainees held in excess of eight hours.

5. A bed and bedding for each detainee held in excess of eight hours.

D. Exceptions to these conditions may be implemented when dealing with suicidal detainees.
INDEX AS:

72.3.1 FIRE PREVENTION PRACTICES/PROCEDURES
72.3.2 EMERGENCY EVACUATION PLAN
72.3.3 SANITARY INSPECTION OF DETENTION CENTER

PURPOSE:
The purpose of this order is to describe practices and procedures for safety and sanitation for the Naperville Police Department Detention Center.

ORDER:

72.3.1 FIRE PREVENTION PRACTICES/PROCEDURES
A. Fire prevention practices and procedures in the Detention Center include, but are not be limited to, the following:

1. Smoking prohibition.
2. Flame-retardant mattresses.
3. All lighters and matches will be removed from detainees during intake search procedures.

B. FIRE EQUIPMENT
All fire equipment located in the Detention Center has been approved, in writing, by the Naperville Fire Department. Fire equipment in the Detention Center is in the following locations:

1. Fire extinguishers:
   a. Control room.
   b. Pantry.
   c. Sally port.
   d. Next to west entrance weapon lockers.
2. Fire alarm pull stations:
   a. Control room.
   b. Sally port.
   c. Next to west entrance weapon lockers.
   d. Next to Pantry/Storage Room entrance door.
3. Fire detection sprinklers:
   Throughout the entire facility, including detention rooms.
4. Smoke and heat detection devices:
   Corridors.
5. Stand pipe:
   Outside of the Control room.

C. FIRE ALARM SYSTEM APPROVAL
The Naperville Police facility, including the Detention Center, has an automatic fire alarm and heat and smoke detection system which is approved by the Naperville Fire Department.

1. The fire alarm system is connected directly to the Communications Center.
2. The fire alarm system has the capability to alert employees to its activation, both audibly and visually.

D. INSPECTION AND TESTING OF FIRE EQUIPMENT
1. All fire suppression equipment in the Detention Center shall be visually inspected weekly to verify the presence of the equipment and detect any damage or tampering. This inspection shall be completed as part of the weekly documented security inspection.
2. A documented semi-annual testing of the fire suppression equipment shall be conducted by qualified personnel to determine if the equipment is operational and functions as designed. Fire extinguishers shall be examined and tagged with the date of inspection and initials of the inspector.

E. INSPECTION AND TESTING OF FIRE DETECTION SYSTEM
1. The automatic fire detection and fire alarm system located in the Detention Center shall be visually inspected daily by the on-duty detention officer to verify the presence of equipment and to detect any damage or tampering. This inspection will be documented on the Jailer Daily Activity Log.
   a. In the event that a detention officer is not on duty during any 24 hour period, it will be the responsibility of the dayshift central zone supervisor to arrange for the daily visual inspection of the fire detection and alarm system.
   b. Employees shall visually inspect the system prior to placing a detainee in a detention room.
2. At least semi-annually, testing of the automatic fire detection devices and fire alarm system in the Detention Center will be conducted to determine that the equipment is functional. The testing will be conducted by the Building Engineer and the results will be documented.

72.3.2 EMERGENCY EVACUATION PLAN
A. There shall be an emergency exit plan written and posted in the Detention Center and designated and signed emergency exits directing evacuation of persons to hazard-free areas.

B. The procedure for removal of detainees from the Detention Center in fire, disaster, or other emergency situations shall conform, if possible, to the following:

1. In case of fire, immediately pull the fire alarm.
2. Immediately notify the Communications Center of the nature and extent of the emergency.
3. Notify the Watch Commander of the situation.
4. In case of fire, access to the Detention Center will be provided by manually unlocking the electrically operated corridor doors (yellow high security keys).
5. A minimum of two employees shall be present prior to detainees being released from holding rooms and detention rooms. If possible, first priority shall be given to removing any juvenile detainees.

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6. Detainees removed from holding rooms and detention rooms shall be taken to some other place of safety within the building, with the first choice being the sally port.

7. Detainees are not to be removed from the building unless the structure itself is in danger. If this danger exists, the detainees are to be removed from the building through the nearest available exit.
   a. Detainees may be temporarily held in the prisoner transport vehicle, or in police vehicles equipped with safety barriers.

8. When detainees may have been injured, they shall receive immediate medical attention and/or be transported to a medical treatment center. Transportation shall be by Fire Department ambulance.

9. When detainees are unable to be returned to the Detention Center, arrangements shall be made by the Watch Commander to transfer the detainees to neighboring detention facilities or the County Jail. If possible, detainees held for minor offenses will be released on Individual Bond.

72.3.3 SANITARY INSPECTION OF DETENTION CENTER

A. A weekly inspection of the Detention Center will be conducted for proper sanitation and cleanliness.

1. This inspection shall be completed as part of the weekly documented security inspection.

B. In order to eliminate any condition conducive to harboring or breeding insects, rodents, or other vermin, the Detention Center shall be inspected and, if necessary, treated by a pest control professional.
INDEX AS:
72.4.1 FIREARMS IN THE DETENTION CENTER
72.4.2 ENTERING OCCUPIED DETENTION ROOMS
72.4.3 CONTROL OF KEYS
72.4.4 DETENTION CENTER DOORS
72.4.5 DETENTION ROOM SECURITY CHECK
72.4.6 DETENTION CENTER SECURITY INSPECTIONS
72.4.7 TOOLS AND UTENSILS
72.4.8 ALERTING CONTROL ROOM
72.4.9 SECURITY ALARM SYSTEMS
72.4.10 DETAINEE ESCAPES
72.4.11 DOCUMENTATION OF EXTRAORDINARY OR UNUSUAL OCCURRENCES

PURPOSE:
The purpose of this order is to establish policy and procedures for the safe, efficient and effective operation of the Naperville Police Detention Center.

ORDER:

72.4.1 FIREARMS IN THE DETENTION CENTER
A. Firearms are not allowed into the Detention Center. Weapon lockers are located at both entrances to the Detention Center.
1. All sworn officers, other personnel or personnel from other agencies entering the Detention Center shall remove all firearms from their person and check them into the provided lockers. The lockers shall be locked and keys removed when checking weapons.
B. All knives, heavy duty flashlights or items of similar nature must also be secured prior to entering the Detention Center.
C. Exceptions to this rule may be made in certain emergency situations, such as:
1. Escape.
2. Officer in trouble.
3. Hostage situations.
D. Sworn personnel who carry OC, Taser and/or expandable baton, may retain them in the Detention Center, but are responsible for retention and control at all times.

72.4.2 ENTERING OCCUPIED DETENTION ROOMS
To ensure that detainees held in detention rooms do not have an opportunity to take keys and escape, employees shall not enter occupied detention rooms alone.

72.4.3 CONTROL OF KEYS
A. The security keys for the Detention Center are kept in the Control Room. These keys are color-coded for ease of identification.
1. Red operates the detention room and holding room door locks.
2. Black operates the “food pass-through” lock on the detention room doors.
3. Yellow operates the interrogation room door locks and manual corridor locks.

4. Blue operates the plumbing system access door locks.
B. An additional set of Detention Center security keys is kept in the Watch Commander’s key cabinet. This extra set of security keys is available for emergency situations.
C. In the event a key (keys or set of keys) is misplaced or discovered missing, the Watch Commander will be immediately notified. If the key or keys are not found, a written report will be submitted by the Watch Commander to the Patrol Division Commander as soon as possible. The Patrol Division Commander will notify the Support Services Division Commander of the loss.
1. An employee losing a Detention Center key is subject to disciplinary action.
D. Electronic key cards, see General Order 13.3.2.D.

72.4.4 DETENTION CENTER DOORS
A. Corridor doors.
All main corridor doors (those with card readers) must be kept secured. Whenever persons use any of these doors, they are to manually check the door to ensure that it automatically locks.
B. Sally port.
The main corridor leading into the secure vestibule is on an electric interlock with the sally port overhead and service doors. The main corridor door leading into the secure vestibule will not unlock unless all of the sally port doors are closed.
C. Detention room doors.
Detention room doors are to be left open when the room is not in use. Dirty and/or damaged rooms shall have their doors closed and locked until the condition has been corrected.
D. Detainee Property Storage room.
The door to the detainee property storage room is to be kept closed and locked.
E. Temporary holding rooms.
Temporary holding room doors are to be left open when the room is not in use. Dirty and/or damaged rooms shall have their doors closed and locked until the condition has been corrected.
F. DUI observation rooms (130, 131).
The doors of the DUI observation rooms are to remain open, unless the room is dirty and/or damaged and awaiting repair.
G. Interrogation rooms (154, 156).
The interrogation room doors are to be left open when the rooms are not in use. Dirty and/or damaged rooms shall have their doors closed and locked until the condition has been corrected.
H. Interrogation monitoring (155).
The interrogation monitoring room will be secured at all times when not in use.
I. Safety cell (120).
The safety cell will be secured at all times except when necessary during use.
J. Mass arrest cell (142).
   The mass arrest intake door is to be left unlocked when the cell is not in use. If the cell is dirty and/or damaged the doors will be closed and locked until the condition has been corrected.

72.4.5 DETENTION ROOM SECURITY CHECK
A. A security check shall be made prior to placing a detainee in a detention room. The purpose of this security check is to search for contraband or weapons, and to check for any room damage. This search shall be made by the employee placing the detainee in the detention room.
B. A security check shall be made by the employee releasing/transferring a detainee from a detention room. If room damage, contraband or weapons are found, the Watch Commander shall be notified to document the damage and/or take any further action that is required.

72.4.6 DETENTION CENTER SECURITY INSPECTIONS
The Support Services Division Commander is responsible for ensuring that a weekly security inspection of the Detention Center is performed and documented. The weekly security inspection shall include a search for weapons and contraband.
A. All locks, walls, floors, ventilation covers, light fixtures, access plates, doors and other security devices shall be checked carefully for proper function, operational wear and detainee tampering. All holding areas and other areas that are accessible to detainees will be searched for weapons and contraband.
B. The completed security inspection report shall be approved by the Watch Commander and routed to the Support Services Division Commander.
C. Any deficiencies in the security of the Detention Center shall be submitted in writing and routed to the Support Services Division Commander for immediate repair or replacement.

72.4.7 TOOLS AND UTENSILS
A. Culinary equipment shall not be allowed in the Detention Center, including plastic utensils.
B. An employee shall escort any tradesman or other non-employee worker in the Detention Center to ensure that no tools are left behind and activities are confined to the area needing attention.
C. Also see General Order 72.1, Section 2, Access to the Detention Center.

72.4.8 ALERTING CONTROL ROOM
The Detention Center has audio and video systems to alert the control room in the event of an emergency. The audio system is designed for room monitoring (including detainee emergency needs) in the Detention Center. A video monitoring system is in place in the Detention Center, covering hallway areas and the sally port. The systems can be monitored at the Detention Center control room.

72.4.9 SECURITY ALARM SYSTEMS
A. The panic alarm system is composed of infra-red beams and panic buttons placed in strategic areas of the Detention Center. These alarms are activated to summon assistance in an emergency. Panic buttons are “plunger”-type switches with red disks on their faces. Pushing or striking them will activate a general alarm tone in the facility, which will notify other employees that immediate assistance is needed in the Detention Center. These alarms are for emergencies only.
B. All persons involved in the transportation, booking or supervision of detainees shall be equipped with a portable radio. In the event of a false panic alarm, the employee will reset the alarm, notify the Communications Center of the false activation and make an announcement over the building paging system that no assistance is needed.

72.4.10 DETAINEE ESCAPES
A. In the event of escape from custody by a detainee held in the Detention Center, immediate efforts shall be made for apprehension. The following steps shall be taken at the discretion of the Watch Commander, though not necessarily in the given order:
   1. The employee discovering the escape shall notify the Communications Center and the Watch Commander. If practicable, activate the panic alarm.
   2. Determine if anyone was injured during the escape and summon medical assistance, if appropriate.
   3. The personnel detecting the escape attempt shall immediately lock and secure all doors under their control. Sufficient personnel shall be dispatched to secure the Detention Center and police facility, if necessary.
   4. The escapee's description, identity and offense for which the escapee was incarcerated shall be dispatched via Naperville Police local radio frequency, ISPERN and LEADS, along with any other pertinent information to aid in the capture of the escapee.
   5. Once the Detention Center is secure, sworn officers shall check to see that all corridor doors and room doors are functioning properly. Also, a check of all remaining detainees shall be conducted.
   6. A complete search of the entire police facility may be necessary.
   7. Upon apprehension of the escapee, the Communications Center will be advised and necessary notifications will be made.
B. The Watch Commander shall initiate an investigation into the circumstances surrounding the escape and submit a written report which will be routed to the Chief of Police. (Also see section 11.)

72.4.11 DOCUMENTATION OF EXTRAORDINARY OR UNUSUAL OCCURRENCES
A. A documented report is required of all incidents that threaten the Detention Center or any person therein. Pursuant to Section 720.130 of the Illinois Municipal Jail and Lockup Standards, all extraordinary or unusual occurrences which involve or endanger the lives or physical welfare of employees or detainees in the Detention Center shall be documented.
   1. Extraordinary or unusual occurrences shall include:
      a. Death, regardless of cause.
      b. Attempted suicide (if hospitalization or medical treatment is required).
      c. Serious injury, to include accidental or self-inflicted.
      d. Escape.
      e. Attempted escape.
      f. Fire.
      g. Riot.
      h. Battery to an employee by a detainee.
      i. Battery to a detainee by an employee.
      j. Battery to a detainee by another detainee (only if hospitalization or extensive medical treatment is required).
k. Sexual assaults.
l. Occurrences of serious infection, disease or illness.

B. The Watch Commander on duty at the time of the incident is responsible for completion of the Department of Corrections report of extraordinary or unusual occurrences as soon as possible. The Watch Commander will route the original Department of Corrections report and copies of any related police reports to the Chief of Police.

C. Subsequent to review by the Chief of Police, the Support Services Division Commander will send the completed Department of Corrections report to the Bureau of Detention Standards and Services in Springfield.

1. A copy of the report will be maintained by the Support Services Division Commander.
GENERAL ORDER
ORDER NUMBER: 72.5
SUBJECT: DETAINEE PROCESSING
EFFECTIVE DATE: 01/01/97
REVISED DATE: 06/12/07

INDEX AS:
72.5.1 DETAINEE SEARCH AND PROPERTY CONTROL
72.5.2 INTAKE INFORMATION
72.5.3 GENDER/AGE SEPARATION
72.5.4 HIGH RISK DETAINEES
72.5.5 RECEIVING DETAINEES FROM OUTSIDE AGENCIES
72.5.6 MASS ARREST PROCEDURES
72.5.7 POSITIVE IDENTIFICATION OF DETAINEES
72.5.8 STATUS OFFENDERS

PURPOSE:
The purpose of this order is to establish policy and procedures for the safe, efficient and effective operation of the Naperville Police Detention Center. It is the policy of the Naperville Police Department that all detainees will be safely and humanely treated.

DEFINITION:
Delinquent Minor: Any minor who, prior to age 17, has violated, or attempted to violate, any federal or state law or municipal ordinance, so long as the violation of law or ordinance would also be illegal if committed by an adult.

ORDER:
72.5.1 DETAINEE SEARCH AND PROPERTY CONTROL

A. Prior to entry into the Detention Center, each detainee shall be thoroughly searched. This search is in addition to the original search in the field. Detainees shall be searched for contraband or other articles with which they might injure themselves or others, or damage the facility or Department property.

1. All detainees and any of their possessions being brought into the Detention Center may, in addition to a thorough search, be subject to a weapon search by use of a hand-held metal detector.

2. The arresting officer will remove all non-clothing personal property from each detainee, especially those articles determined to be potentially dangerous to the detainee or employees (i.e., belt, tie, jewelry, shoes, laces and smoking material).

B. An itemized inventory of property taken from the detainee will be made on the Arrest Report (Form #145) will be provided to the officer of the receiving agency or other facility.

1. Detainees’ currency will be counted and placed in a transparent plastic property bag along with any jewelry. The detainee’s property bag will be marked with detainee’s name, amount of money, and description of jewelry, and recorded on the Personal Property Report.

2. All detainees will be requested to sign the Personal Property Report to verify its accuracy. If the detainee refuses to sign, it shall be so noted on the report.

3. Detainees shall be given a separate receipt for all items taken and not given back, including contraband and confiscated items. The detainee should sign the receipt. If the detainee refuses to sign, it shall be noted on the receipt. Detainees are to be given a copy of the receipt.

4. Items that may be retained by detainees being admitted into the Detention Center include:
   a. A copy of the charges placed against them, Warning to Motorist, Sworn Report, etc.
   b. Eyeglasses and/or hearing aid.

5. Detainee property will be secured in Room 137 (Detainee Property Storage) located in the Detention Center, except for weapons, evidence and confiscated property.
   a. Room 137 will be kept secured.
   b. The bins are numbered and shall only contain one detainee’s property when being used.

6. Detainee property will be returned to the detainee upon their release from custody. If everything is in order, the detainee should sign for the property returned. If the detainee refuses to sign, it shall be so noted on the Personal Property Report. The Watch Commander will be advised of any shortages or discrepancies concerning property at the time of occurrence. The property bag (after being emptied) will be discarded if all property is returned without incident. In the event of a shortage or discrepancy concerning property, the bag will be secured as evidence for a possible investigation.

7. If a detainee is released to an officer from another agency or is transferred to another facility, the detainee’s property should be inventoried and signed for by the officer accepting custody of the detainee. A copy of the completed Personal Property Report (Form #145) will be provided to the officer of the receiving agency or other facility.

72.5.2 INTAKE INFORMATION

A. An Arrest Report and Receiving/Screening Information Report shall be immediately initiated for every detainee upon admission into the Detention Center. The arresting officer is responsible for ensuring that the following reports are completed:

1. Arrest information for the detainee regarding the charges, on Arrest Report.

2. Personal Property Report (property inventory and disposition).

3. Receiving/screening Information Report (medical information—see General Order 72.6, section 3).
   a. Pursuant to Illinois Statute 725 ILCS 5/109-1.1:
      1. Whenever an officer arrests a person, the officer shall question the arrestee as to whether they have any children under the age of 18 living with them who may be neglected as a result of the arrest or otherwise.
      2. The officer shall assist the arrestee in the placement of the child with a relative or other responsible person designated by the arrestee.
      3. If the officer has reasonable cause to believe that the child may be a neglected child, as defined in the Neglected Children Offense Act, Illinois Compiled Statutes 720 ILCS 130/1, it shall be
A. Juvenile detention.

1. Two separate detention blocks exist to provide juvenile detainees with detention rooms that are isolated from adult detainees. The juvenile detention blocks are separated by sight and sound from the adult detention blocks. The two juvenile detention blocks consist of:
   a. Male juvenile--detention rooms 84, 85, 86 and 87.
   b. Female juvenile--detention rooms 90 and 91.

2. Pursuant to Illinois Compiled Statutes 705 ILCS 405/5-7, Juvenile Court Act, any juvenile in custody for a delinquent offense will be detained as follows:
   a. Delinquent minors ages 10-16 can be held in detention rooms designated for juveniles.
   b. Delinquent minors under age 10 will not be held in or brought into the Detention Center.
   c. Delinquent minors held in a detention room must be visually observed and checked every 15 minutes, and the time and detainee’s condition (if changed) noted on the Prisoner Detention Log.
   d. Delinquent minors shall not be detained in the Detention Center any longer than permitted by the Juvenile Court Act.

3. Pursuant to the Illinois Municipal Jail and Lock-up Standards, Section 720.150:
   a. During the booking process of a juvenile, while being supervised by a police officer or detention officer, the sight and sound separation provisions of the Juvenile Court Act shall not apply.
   b. Any evidence of child abuse shall be reported to the Illinois Department of Children and Family Services.

B. Adult female detention.

A separate detention block exists to provide adult female detainees with detention rooms that are isolated from adult male and juvenile detainees. The adult female detention block is separated by sight and sound from the other detention blocks. The adult female detention block consists of detention rooms 92, 93, 94, 96, 97 and 98.

C. Specialized Detention Rooms.

Detention rooms 110, 111, 112, 122, 127, 128, 130, 131, 142, 154 or 156 may be used for detention when processing or interviewing suspects or arrestees.

1. A detainee may be held in the detention rooms for the purpose of completing booking paperwork, conducting an investigation, or performing DUI observations.
   a. The D-Ring restraint system in rooms 130 and 131, when employed, allows the cell doors to remain open.
   b. The D-Ring restraint system is optional in rooms 154 and 156, since these rooms are locked when occupied.

2. Arresting officers must utilize the D-Ring restraining system in rooms 130 and 131 to secure a subject.

3. Males, females, and juveniles will be kept separated from each other by sight and sound while in the specialized detention rooms.

72.5.4 HIGH RISK DETAINEES

A. A detainee exhibiting any symptoms of the following categories will be classified as a high risk detainee:

1. Extremely intoxicated.
2. Drug-addicted or under the influence of drugs.
3. Violent.
4. Self-destructive.

B. The Watch Commander will be notified immediately when an arrestee is determined to be a “high risk” detainee.

C. Extreme caution will be utilized in handling high risk detainees. These detainees will be segregated from other detainees. Precautions should be taken to ensure that the potential for the detainee to injure themselves or others is minimized.

D. The Watch Commander shall determine whether arrangements should be made to transfer a high risk detainee to a medical facility for examination or to another appropriate holding facility for housing and/or treatment.

E. High risk detainees shall be subject to 15 minute visual checks or kept under constant supervision.

F. The Safety Room (#120) may only be used when authorized by a sworn supervisor. This authorization is to be documented on the Prisoner Detention Log.
G. The use of physical restraints to restrain a detainee in a detention room must be documented and comply with Illinois Municipal Jail and Lock-up Standard 720.50.

72.5.5 RECEIVING DETAINEES FROM OUTSIDE AGENCIES

A. The Watch Commander shall decide if a detainee will be accepted from an outside law enforcement agency. The Watch Commander shall consider the following factors:

1. Available Detention Center space.
2. Condition of the detainee.
   a. Psychological.
   b. Physical (sick or injured detainees will not be accepted).
   c. Characteristics creating special problems.

B. If a detainee is received from an outside agency, the receiving employee from the Naperville Police Department must complete a Screening/Receiving Log and a Prisoner Detention Log, and must obtain the following information and record it on a miscellaneous report:

1. Positive identification of the detainee.
2. Documentation justifying the detention.
3. Positive identification of the transporting officer, including name, badge number, agency and legal authority to make the commitment.

72.5.6 MASS ARREST PROCEDURES

A. The mass arrest room may be used for group or mass arrests with the following stipulations:

1. Detainees of the opposite sex shall not be held in the mass arrest room at the same time.
2. Juveniles shall not be held in the mass arrest room with adults.

B. If a group or mass arrest exceeds the maximum capacity of the Detention Center, the Watch Commander may request neighboring police departments or the county jail to temporarily accept excess detainees.

C. The Watch Commander shall be responsible for obtaining any additional personnel needed to assist in the processing of a mass arrest, including calling in off-duty officers.

D. Whenever possible, detainees should be booked at the Naperville Police Detention Center prior to being transported to an outside agency. If this is not practicable, detainees may be booked at another facility.

E. Unless otherwise stipulated, the housing agency shall assume the responsibility for conducting routine detainee supervision. If the housing agency has insufficient personnel to supervise Naperville detainees, the Watch Commander shall assign an officer to that agency for this purpose.

F. See General Order 46.7, Mass Arrest Plan.

72.5.7 POSITIVE IDENTIFICATION OF DETAINEES

Prior to releasing a detainee from custody, the releasing employee must positively identify the detainee as the one authorized to be released.

72.5.8 STATUS OFFENDERS

No minor (under 21) accused of any act under federal or state law or municipal ordinance that would not be illegal if committed by an adult shall be brought into the Detention Center (705 ILCS 405/1-4.1), except Zero Tolerance arrestees brought in for breath alcohol testing. See General Order 44.2, Juvenile Operations.

A. State Mandated Reporting Offenses.

Minors arrested for state mandated reporting offenses which are status offenses only (i.e. State statute possession or consumption of alcohol by a minor, misrepresentation of age by minor), should be transported to the lobby of the police facility where they can be booked and fingerprinted (and photographed if possible) and supervised pending bond.

B. Non-Mandated Reporting Offenses.

Minors, if arrested for non-mandated reporting offenses which are status offenses only (i.e. City ordinance possession or consumption of alcohol by minor, misrepresentation of age by minor, tobacco violation), should be transported to the lobby of the police facility where they can be supervised pending bond.
The purpose of this order is to establish procedures for health care and medical treatment for detainees.

ORDER:

72.6.1 DETAINEE MEDICAL CARE PROCEDURES

A. Medical care services are available to detainees. The Naperville Fire Department has a staff of paramedics on duty 24 hours a day, every day of the year.

B. Whenever a detainee requires immediate medical treatment due to illness or injury, the following procedure shall be followed:

1. Personnel discovering the medical need or having it brought to their attention, shall render whatever aid is necessary and they are qualified to render.

2. Personnel shall immediately, or as soon as possible, notify and summon the necessary assistance. In situations where the illness or injury is not obvious or readily discernible, a supervisor shall be contacted to determine if medical assistance will be summoned.

3. The Watch Commander shall be promptly notified in all cases of detainee injury or illness. Upon notification, the Watch Commander, or a designated Field Supervisor, shall report to the Detention Center.

   a. If paramedics are summoned, a back-up officer should be assigned to meet them at the sally port and escort them into the Detention Center.

4. Once called, the paramedics shall examine the detainee and determine whether the condition warrants transportation to the hospital Emergency Room. Normally, the medical assessment should take place in the Medical Examination Room (#144).

5. If a detainee is transported to the hospital Emergency Room, a sworn officer shall accompany the detainee to provide the necessary security. See General Order 70.1.

6. In all cases of detainee illness or injury, a supplemental report will be added to the case report setting forth all pertinent facts.

72.6.2 FIRST AID KIT AVAILABILITY AND INSPECTION

A. A first aid kit shall be maintained in the control room of the Detention Center. The first aid kit is designed for a broad range of anticipated emergencies.

B. The first aid kit shall be inspected as part of the weekly documented security inspection. The inspecting officer is responsible for replenishing the materials and/or equipment, as needed.

72.6.3 RECEIVING/SCREENING INFORMATION

A. All detainees shall undergo a detailed receiving/screening interview. The purpose of this interview is primarily to identify those detainees who pose a health risk or safety threat to themselves or others.

   1. Pursuant to Illinois Municipal Jail and Lockup Standards, Section 720.25, any seriously injured, seriously ill or unconscious person must not be admitted to the Detention Center until a medical examination has been conducted by a physician.

B. Prompt completion of the receiving/screening interview is the responsibility of the arresting officer. All receiving/screening information concerning detainees is to be obtained and recorded upon admission to the Detention Center and before transfer to County Jail or another facility.

C. Receiving/screening interviews shall include inquiries as to the following, and this information will be recorded on the receiving/screening information report.

   1. Current health of the detainee, including infectious diseases.

   2. Medications taken by the detainee.

   3. Behavior, including state of consciousness and mental status.

   4. Trauma markings, bruises, lesions, jaundice, ease of movement, etc.

72.6.4 DETAINEE ACCESS TO MEDICAL ATTENTION

Procedures for gaining medical services are posted in the Detention Center.

72.6.5 DISPENSING PHARMACEUTICALS

A. When appropriate, pharmaceuticals including prescribed medication and over the counter medication brought in by detainees may be administered with Watch Commander approval.

B. All medications to be administered to a detainee will be kept with the detainee's personal property.

C. The distribution of medication and the authorizing Watch Commander shall be documented on a supplemental report.
INDEX AS:

72.7.1 DETAINEE RIGHTS

PURPOSE:

The purpose of this order is to set forth procedures to protect a detainee's rights.

ORDER:

72.7.1 DETAINEE RIGHTS

A. Timely court appearance.

1. The constitutional right of access to the courts by an arrestee shall not be inhibited pursuant to Illinois Compiled Statutes 725 ILCS 5/109-1.

2. Detainees who are unable or ineligible to post bond will promptly be transported to Bond Court or the appropriate County Jail.

B. Bail opportunity for detainees.

1. No employee of the Naperville Police Department shall impede a detainee’s opportunity to make bail.

2. Bail amounts are set by rule of court pursuant to Illinois Compiled Statutes 725 ILCS 5/110-5, except for specified traffic and conservation cases, quasi-criminal offenses, and misdemeanors.

3. Detainees under arrest for a bailable offense, for which bail has been set (either by statute or by court), shall be afforded the opportunity to make bail without unnecessary delay. For other detainees see section A.2 above.

C. Detainee access to attorney.

Any detainee held in the Detention Center has the right to consult privately with any licensed attorney at law of this State, pursuant to Illinois Compiled Statutes 725 ILCS 5/103-4.

1. Exceptions may be made in situations where the detainee poses an imminent danger of escape.

2. See General Order 72.8, Section 5, Detainee Visitors.

D. Detainee use of telephone.

The right to communicate with an attorney and family members will be in accordance with Illinois Compiled Statutes 725 ILCS 5/103-3.

1. Detainees will be offered a reasonable number of telephone calls to arrange bond, notify family or friends of their whereabouts, and/or consult with an attorney. Such communication shall be permitted within a reasonable time (within the first hour) after arrival at the Detention Center.

E. Prohibition of monitored/recorded telephone conversations.

The monitoring or recording of detainee telephone conversations is not permitted.

F. Detainee meals.

Detainees will be supplied three meals per day at the approximate times of breakfast, lunch and dinner. Special dietary requirements will be honored when necessary for the detainee’s well-being.
INDEX AS:

72.8.1 SUPERVISION OF DETAINEES
72.8.2 ELECTRONIC MONITORING EQUIPMENT
72.8.3 SUPERVISION OF OPPOSITE SEX DETAINEE
72.8.4 DETAINEE MAIL OR PACKAGES
72.8.5 DETAINEE VISITORS

PURPOSE:

The purpose of this order is to establish policies and procedures for the safe, efficient and effective security of the Naperville Detention Center.

ORDER:

72.8.1 SUPERVISION OF DETAINEES

A. Twenty-four-hour supervision is essential for maintaining security and assuring safety and welfare of detainees. This requires that a sworn officer or detention officer be present in the facility at all times when a detainee is housed in the Detention Center.

1. Detainees held in certain specialized detention rooms of the Detention Center shall not be without continuous control or supervision by Department personnel, longer than the following time limits:
   a. No more than 20 minutes in detention rooms 130 or 131.
   b. No more than 15 minutes in detention rooms 154 and 156.

2. Responsibility for safety and control of detainees, and for ensuring the security of the Detention Center, cannot be delegated to any detainee.

3. Face to face detainee counts will occur at least once each watch.

B. All contacts with any detainee (incarceration, telephone calls, visitation, interrogation, visual inspection, meals, release, etc.) will be logged on the Prisoner Detention Log and/or arrest report and initialed by the employee having contact with the detainee.

72.8.2 ELECTRONIC MONITORING EQUIPMENT

A. Electronic audio and visual equipment shall be used to monitor critical locations within the Detention Center.

B. When in use, electronic monitoring equipment shall not be used in such a way as to violate the personal privacy of detainees. Video monitoring is only done in hallway areas and the sally port, not in detention rooms.

72.8.3 SUPERVISION OF OPPOSITE SEX DETAINEES

A. As much as practical, employees handling detainees of the opposite sex will take the necessary precautions to ensure the detainees’ personal privacy and dignity and, if possible, will have all physical contact monitored by another employee.

B. Under the following conditions, detainee supervision shall be provided by an employee of the same sex as the detainee:
   1. Physical examination, such as body searches.
   2. During periods of personal hygiene activities, such as showers, use of a toilet, and related activities.

72.8.4 DETAINEE MAIL OR PACKAGES

Detainees shall not receive mail or packages while incarcerated, except when authorized by the Watch Commander.

A. Detainees are prohibited from receiving mail or packages until they are released or transferred to a long-term facility. All mail or packages shall be thoroughly inspected. Any items of contraband or weapons will be removed and entered into Evidence/Property for appropriate disposition.

B. All mail or packages received for a detainee shall be completely listed on the Personal Property Report, with date and time of receipt.

C. Mail or packages received for a detainee shall be secured with their other property and released with the rest of the detainee's property.

72.8.5 DETAINEE VISITORS

A. For the purpose of this order, “detainee visitors” are defined as, and limited to, a detainee’s immediate family, relatives, persons with whom they reside, and lawyer.

   1. All detainee visitors shall properly identify themselves. The identity of the visitor and relationship with the detainee shall be documented on the Prisoner Detention Log.

   2. Although not normally required, detainee visitors are subject to search.

B. Detainee visitors will use the visitor’s booth - Room 1080. Detainee visitors are not allowed inside the Detention Center. The duration of a visit should not normally exceed 15 minutes.

C. Disruptive or combative detainees, or detainees posing escape risks, will not be allowed to see visitors, including attorneys. In this type of situation, the employee will explain the problem to the visitors and advise them when the detainee will be released or transferred to another facility.

   1. If possible, the employee will make arrangements for the visitor to talk to the detainee by telephone.
AIDS: Acquired Immune Deficiency Syndrome, a result of HIV.

Airborne Pathogens: Pathogenic microorganisms that are carried through the air and can cause disease in humans, including but not limited to influenza and tuberculosis.

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and other bodily fluids and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).

Communicable Disease: A disease that can be transmitted from one person to another. It is also known as a contagious disease.

Contaminated: The presence or the reasonable anticipated presence of blood or other potentially infectious materials on an item or surface.

Exposure incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material, that results from the performance of an employee’s duties.

HBV: Hepatitis B virus.

Hepatitis B: A viral infection that can result in jaundice, cirrhosis and cancer of the liver, this virus may be found in human blood, urine, semen, cerebrospinal fluid, vaginal secretions, and saliva.

HIV: A retrovirus that causes AIDS; human immunodeficiency virus.

Infection Control Representative(s): Member(s) of the department who is responsible for the overall implementation and arrangement of the Infectious Pathogens Exposure Control Plan.

Infectious Disease: An illness or disease resulting from the invasion of a host by disease-producing organisms such as bacteria, viruses, fungi or parasites.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

Personal Protective Equipment (PPE): Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Potentially Infectious Materials: Human tissue or the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, lachrymal fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, feces, diaphoresis, breast milk, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Source Individual: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to an employee.

Universal Precautions: An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

ORDER:

72.11.1 INFECTIOUS DISEASE PRECAUTIONS

A. Common sense and caution should be used by employees in limiting their exposure to infectious diseases. Frequent and thorough hand washing and/or use of hand sanitizer is encouraged to prevent the spread of any communicable disease.

B. Protective disposable gloves and other infectious disease control materials should be used by employees to prevent acquisition and transmission of infectious disease. Direct contact with blood and other bodily fluids should be avoided whenever possible. Employees are required to carry city-issued personal protective equipment (PPE) to reduce the risk of exposure. Employees shall wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. If handwashing facilities are unavailable, hand sanitizer or antiseptic towelettes shall be used.

1. Personal protective equipment will also be used when there exists a possibility for exposure to contaminated bodily fluids of the following:
   a. Mucous membranes.
   b. Eyes, mouth or nose.
   c. Where splashes of material or human aerosol residue are likely to occur.

2. Personnel shall wear HEPA filtration masks when maintaining close contact or transporting persons with confirmed or suspected active tuberculosis. Because of the inability to definitely diagnose the presence or lack of tuberculosis in the field, personnel shall wear HEPA filtration masks while in the presence of persons with confirmed or admitted tuberculosis, or who display one or more of the following symptoms:
   a. Persistent cough for more than two weeks.
   b. Weight loss.
   c. Night sweats.
   d. Bloody sputum.
   e. Lack of appetite.
   f. Fever.

3. Replacement of used or contaminated personal protective equipment shall be made upon request. HEPA filtration masks are for single use and should be disposed of in approved biohazard waste receptacles immediately after use.
C. For the purpose of this order, there are three categories of exposure risk levels:

1. Risk Level I.
   Employees who may be routinely exposed to bloodborne or other infectious pathogens. These include police patrol officers, Forensic Services Unit personnel, crime scene personnel, traffic accident investigators, and detention center personnel.

2. Risk Level II.
   Employees who may not routinely be exposed to bloodborne or other infectious pathogens, but may be exposed under certain conditions. These include police officers not assigned as patrol officers, investigators, and community service officers.

3. Risk Level III.
   Employees who, in the course of their normal employment, would not be exposed to bloodborne or other infectious pathogens. These include administrative staff, secretaries, records technicians, and Communications Section personnel.

D. Employees shall not eat, drink, smoke, apply lip balm or cosmetics, or handle contact lenses at crime scenes or other areas where body fluids are present or other contagion factors exist.

E. Employees should be aware that certain prescribed medications (e.g., steroids and asthma medications) suppress their immune system and make them more susceptible to infectious disease. Employees should consult with their private physician if they are taking prescription drugs to determine if these drugs suppress their immune system.

F. Pregnant employees should be advised to report to their physician any direct contacts with bodily fluids during their tour of duty. Infectious diseases may cause severe problems in newborns.

72.11.2 INFECTIOUS DISEASE TRAINING
The Planning, Training and Research Section Commander will be the Infection Control Representative. The Infection Control Representative, or designee, is responsible for disseminating updated information, coordinating roll call and/or in-service training about the epidemiology, modes of transmission and prevention of HIV and other bloodborne and airborne infections, maintaining records, and the overall management of the Infection Control Program. Risk Level I and II personnel will receive annual refresher training in infectious disease control and bloodborne pathogens.

72.11.3 SUPPLIES FOR INFECTIOUS DISEASE CONTROL
A. Personal protective equipment, exposure control materials, and disinfecting materials will be made readily available through the employees' supervisors from the Equipment Issue Room or other appropriate location.

B. Bulk supplies include:
   1. Disposable gloves.
   2. Heavy-duty plastic bags and ties.
   3. Liquid germicidal/virucidal cleaner.
   4. Disposable hand-wipes.
   5. Absorbent Chux.

C. Supplies issued to employees will include:
   1. Risk Level I employees.
      a. Latex gloves.
      b. Protective eye wear.
      c. Protective gown.
      d. Shoe covers.
      e. Hair cover.
      f. HEPA filtration mask.
      g. Disposable hand-wipes.
      h. Red bio-hazard bag.
      i. CPR shield with check valve.
   2. Risk Level II employees.
      a. Protective disposable gloves.
      b. Disposable hand-wipes.
      c. CPR shield with check valve.
      d. HEPA filtration mask.
      e. Protective eye wear.
   3. Risk Level III employees.
      Protective equipment shall be issued upon request and/or demonstrated need.

72.11.4 CUSTODY PROCEDURES
A. Subjects with blood or potentially infectious materials present on their person will be transported separately from other subjects. The transporting officer shall place an absorbent pad (Chux) on the car seat beneath the source individual prior to transporting the individual. In extreme situations where the police have reason to believe the subject has HIV or any other infectious disease and is bleeding or vomiting, the prisoner transport van should be utilized. If transportation to a health care facility is necessary, an ambulance shall be utilized.

B. Employees shall inform other support personnel (firefighters, paramedics, detention center personnel, etc.) whenever change or transfer of custody of a subject occurs and the subject has blood or potentially infectious materials present or if the subject has made a voluntary statement that he or she has a contagious or infectious disease.

C. Persons taken into custody who are suspected or known HIV positive and have blood or potentially infectious materials on their person shall be taken to the Detention Center and placed in a temporary holding cell. Employees should wear the appropriate personal protective equipment and follow universal precautions any time they take a person into custody who has blood or other potentially infectious material on their person.

D. Employees shall indicate on the Receiving/Screening Information Report when a subject taken into custody makes a voluntary statement that he or she has an infectious disease. A notation shall also be made when a subject has blood or potentially infectious material present on his or her person or clothing (e.g., “potentially infectious materials present”). The Receiving/Screening Information Report is a medical form, and is not subject to public information disclosure.

E. Employees who have actual skin or mucous membrane contact with blood or other potentially infectious materials from a source individual shall immediately wash hands and any other affected skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact. Employees shall notify a supervisor who will complete a Worker's Compensation form and an Infectious Pathogen Exposure form prior to the employee going off duty. Copies of these reports shall be forwarded to the Infection Control Representative.

72.11.5 DECONTAMINATION
A. After a vehicle's interior, personal equipment, or a temporary holding cell has been exposed to blood or potentially infectious material from a known or suspected carrier of HIV or any other infectious disease, decontamination procedures shall be effected by appropriately trained personnel.

B. A supervisor shall ensure that the vehicle is taken out of service for decontamination. A bio-hazard warning sign shall be clearly posted on the exterior of the vehicle.

C. Upon the release of a potentially infected detainee, holding cells shall be posted immediately with a bio-hazard warning sign and shall remain posted until properly cleaned and disinfected.
D. If exigent or unusual circumstances occur requiring immediate decontamination, the recommended decontamination procedures are as follows:

1. Vehicles.
   a. Proper personal protective equipment shall be worn during all phases of decontamination.
   
   Note: An employee should be aware that rings, jewelry of any kind, or fingernails may compromise the structural integrity of the disposable gloves. An employee shall make certain that the gloves are not torn before attempting to begin any phase of the decontamination process.
   b. Any excess blood or potentially infectious materials shall first be wiped up with a disposable absorbent Chux or other approved absorbent material. Afterward, the absorbent material shall be immediately put into a heavy-duty plastic bag and placed in a designated bio-hazard waste receptacle.
   c. The Infection Control Representative, or designee, shall ensure that the disposable cleaning materials are destroyed in accordance with applicable federal and state regulations.

2. Temporary holding cells.
   a. Proper personal protective equipment shall be worn during all phases of decontamination.
   b. An employee shall make certain that the disposable gloves are not torn before attempting to begin any phase of the decontamination process.
   c. Any excess blood or potentially infectious material shall first be wiped up with a disposable absorbent Chux or other approved absorbent material. The absorbent material shall then be immediately put into a heavy-duty plastic bag and placed in a designated bio-hazardous waste receptacle.
   d. The contaminated area shall be sprayed with a virucidal/germicidal solution and allowed to air dry for ten minutes.
   e. All disposable, contaminated cleaning items shall be put in heavy-duty plastic bags and placed into a designated bio-hazardous waste receptacle.
   f. The Infection Control Representative, or designee, shall ensure that the disposable cleaning material is destroyed in accordance with applicable federal and state regulations.

72.11.6 HANDLING AND STORAGE OF EVIDENCE

A. Forensic Services Unit personnel will adhere to a precise regimen when handling, processing, and storing potentially infectious disease-contaminated evidence/property.

B. All items of evidence/property covered with potentially infectious materials shall be treated as if they are contaminated.

C. All items of evidence/property having potentially infectious materials and containers containing these items shall be handled with the proper personal protective equipment.

D. Forensic Services Unit supervisory personnel shall furnish protective disposable gloves to all persons handling evidence/property which may be contaminated with potentially infectious materials, while in the evidence/property storage area.

E. All non-biological evidence/property having potentially infectious materials on it will be packaged accordingly and labeled with a bio-hazard warning label.

F. Wet clothing will be allowed to dry and be processed according to Department procedures.

G. All contaminated evidence/property for disposal shall be placed into a designated bio-hazardous waste receptacle.

72.11.7 CONTAMINATED DEPARTMENT OR PERSONAL PROPERTY

A. When Department-issued or personal property is contaminated by potentially infectious materials in the line of duty, personnel will place the contaminated item in a sealed, plastic bio-hazard bag, and notify a supervisor. The supervisor will determine if the item can be effectively decontaminated.

1. If it is determined that the exposed item(s) can be properly decontaminated, the decontaminated items will be returned to their owner.

B. If an employee or supervisor determines that effective disinfecting procedures are not practical for the contaminated items, they will be placed into a designated bio-hazardous waste receptacle for disposal. A memorandum will then be directed through the chain of command for equipment replacement. The correspondence shall include:

   1. The circumstances by which the property became contaminated.
   2. The name of the employee or supervisor who confirmed that disinfecting procedures were not practical.
   3. Whether any person was charged with destruction of public or private property due to the circumstances by which it became contaminated.

72.11.8 LINE-OF-DUTY EXPOSURE TO INFECTIOUS DISEASE OR CONTAMINATED MATERIALS

A. For the purpose of this order, the Department recognizes three levels of exposure to infectious pathogens.

1. Level A.
   Contact limited to merely being in the presence of a person suspected of having a communicable disease.

   Response: No special action required other than precautionary behavior and decontamination of affected personal protective equipment.

2. Level B.
   Exposure to healthy, intact skin from source individual’s body fluids.

   Response: Employees who have actual skin contact with blood or other potentially infectious materials shall immediately wash hands and any other affected skin with soap and water. Complete Infectious Pathogen Exposure form and Worker’s Compensation form and forward copies to the Infection Control Representative.

3. Level C.
   Whenever there is contact with blood or body fluids through open wounds, mucous membranes, or parenteral routes. Any of the following is a Level III exposure.
   a. Contaminated needle stick injury.
   b. Blood or potentially infectious material contact with employee’s mucous membrane of eye, nose or mouth.
   c. Blood or potentially infectious material in contact with non-intact skin.
   d. Cuts with sharp instruments contaminated with blood or potentially infectious materials.
   e. Any injury sustained while cleaning contaminated equipment.
   f. Any unprotected exposure to a suspected or confirmed active tuberculosis patient.

   Response: Employees who have actual skin or mucous membrane contact with blood or other potentially infectious materials shall immediately wash hands and any other affected skin with soap and water, or flush mucous membranes with water immediately.
or as soon as feasible following contact. In those instances in which transportation cannot be provided by a police vehicle, paramedics shall be called to transport to a medical facility for follow-up care, including collection and testing of blood, post-exposure prophylaxis when medically indicated, counseling and evaluation of reported illnesses. Complete the following reports:

b. Worker’s Compensation form (ILFORM45).
c. Infectious Pathogen Exposure Incident Investigation form (NPD Form #140).
d. Incident Report (if appropriate) with the additional class of “on-duty injury” included in the report.

As soon as practicable, notify the Infection Control Representative, or designee.

B. The Infection Control Representative, or designee, shall ensure that all required follow-up is completed.

1. The Infection Control Representative shall be responsible for securely maintaining all records regarding exposure incidents in strict confidence and in accordance with OSHA bloodborne exposure standards.

72.11.9 DOCUMENTATION OF HIV/AIDS OR INFECTIOUS DISEASE STATUS IN REPORTS
Persons suspected or known to be HIV/AIDS-infected or having any other infectious disease have the right to privacy regarding such status.

A. No reference shall be made regarding any person’s HIV/AIDS or other infectious disease status in any official police report, unless necessary for prosecution purposes. The Detainee Receiving/Screening Information Report is an exception to this rule, as it is considered a medical form and not subject to public release. The type (viral, bacterial, fungal, parasitic) and/or strain of infectious disease may be noted in order to take appropriate measures if personnel become contaminated.

B. The term “universal precautions” may be used to provide warning for the handling of a person with any infectious bloodborne disease (HIV, HBV, etc.).

72.11.10 HEPATITIS B VACCINATION
Hepatitis B vaccine and vaccination series will be made available by the Department to all Risk Level I and II personnel. These will be available at no cost to the employee and made available at a reasonable time and place.
Purposes:
The purpose of this order is to ensure access to criminal warrants, ensure proper recording of all legal process, and maintenance of records of service or attempted service of legal process.

ORDER:

**74.1.1 LEGAL PROCESS RECORDS**
Each item of criminal or civil legal process is recorded as it comes from the court to the Department, to include the following:

A. Date and time received.
B. Type of legal process (civil or criminal). The Naperville Police Department does not serve civil process. Requests for service of civil process will be referred to the appropriate county sheriff’s office.
C. Nature of document.
D. Source of document.
E. Name of complainant/plaintiff or name of defendant/respondent.
F. Officer assigned for service.
G. Date of assignment.
H. Court docket number.
I. Date service due (if any).

**74.1.2 RECORD OF LEGAL PROCESS SERVED/ATTEMPTED SERVICE**
A record on the execution or attempted service of legal process documents is maintained and includes the following:

A. Date and time service was executed/attempted.
B. Name of officer(s) executing/attempting service.
C. Name of person on whom legal process was served/executed.
D. Method of service/reason for non-service.
E. Address of service/attempt.

**74.1.3 WARRANT PROCEDURES**
The Communications Section shall be responsible for the accurate and up-to-date maintenance of the Department's warrant file, including entry and cancellation of warrants, maintenance of the warrant files in accordance with LEADS and NCIC rules, and the highest reasonable degree of accuracy to ensure every warrant entry is based on a valid warrant on file in the Communications Section. This process includes:

A. The Department participates in the Law Enforcement Agencies Data System (LEADS) and the National Crime Information Center (NCIC), which have computerized Wanted Persons Files. These Wanted Persons Files contain personal descriptors and identifiers for persons who are being sought by the law enforcement community. Criteria for entry in the Illinois LEADS Wanted Persons File include:

1. An individual (including a juvenile) for whom a felony or misdemeanor warrant is outstanding.
2. Probation and parole violators meeting criterion “1” above.
3. An individual for whom the Department wishes to enter a Temporary Wanted Person record. (This entry may be needed when a law enforcement agency needs to take proper action to apprehend a person who has committed, or the officer has reasonable grounds to believe has committed, a felony or misdemeanor.)
4. An individual for whom a John or Jane Doe warrant for homicide has been issued. (Refer to the LEADS Reference Manual for more detailed information.)

B. Warrants that are received by the Department from other law enforcement agencies for service will be reviewed by Communications personnel. The Department will attempt to serve wanted person warrants from other jurisdictions provided the warrant is entered in the LEADS system.

C. Procedures for recording information in Department files are as follows:

1. Upon receipt of an arrest warrant, a jacket card will be completed. The information on the card will include, but not be limited to:
   a. Date and time received.
   b. Type of warrant.
   c. Name of defendant.
2. All attempts at service/notification (e.g., phone call, letter, attempted service) will be documented on the warrant jacket card.

D. The LEADS Reference Manual guidelines will be followed when verifying wanted persons information.

E. The LEADS Reference Manual guidelines will be followed when canceling wanted person entries.

F. A Master Name Warrant File is maintained on index cards. A numeric list by LEADS number is also maintained.

G. The Communications Section will perform a monthly verification of designated warrants as mandated by the LEADS Rules and Regulations.

H. A record system shall be maintained for criminal warrants which permits 24-hour access by any officer or dispatcher by in-house computer or manual look-up.

**74.1.4 CIVIL PROCESS SERVICE**
The Naperville Police Department does not perform civil process service. Orders of Protection, while containing some civil remedies and utilizing some civil court rules, are governed by 725 ILCS 5/112A and are criminal process stemming from domestic violence incidents.

74.1.5 SUBPOENAS OF COMMUNICATIONS SECTION
Subpoenas Duces Tecum that are served on or received by the Communications Section of the Police Department shall be processed according to the nature of the criminal case.

A. In felony cases, the Communications Section shall, after recording the document as provided in Section 1, forward the subpoena to the original arresting officer. The arresting officer will contact the assigned felony division Assistant State's Attorney for direction as to how to proceed, and will obtain whatever documents or items are required and handle them as directed by the Assistant State's Attorney.

B. In the case of misdemeanors charged under state statute, the Communications Section will cause a copy of the subpoena to be forwarded to the misdemeanor section of the State's Attorney's office for their information. The documents or records requested shall then be delivered by police officer or community service officer to the court room designated on the subpoena on or prior to the date specified in the subpoena.

C. In cases involving violations of city ordinances, the Communications Section shall cause the subpoena to be forwarded to the office of the city prosecutor, who will determine what further action to take.
The purpose of this order is to establish a written directive that shall be used by officers serving warrants.

ORDER:

74.3.1 EXECUTION OF CRIMINAL PROCESS

A. The Communications Section will maintain an accurate record of persons wanted on warrants and persons who have been arrested on warrants. The following procedures will be followed when handling warrants:

1. All new complaints and warrants will be turned in to the Communications Section. Also, warrants for failure to appear will be turned in to the Communications Section.

2. Communications personnel will be responsible for receiving the warrant and completing a warrant tracking sheet. A warrant card will be completed and attached to the warrant jacket.

3. If the warrant concerns an original complaint and warrant, a copy of the complaint will be attached to the warrant. If the warrant is for failure to appear, a copy of the original complaint or citation will be attached to the warrant. This is the responsibility of Communications personnel.

4. Communications will send a letter to the person named on the warrant, to the last known address. This letter will include the date of the warrant, the charge, and the amount of the required bond. This letter will be sent for all warrants, except for original complaints and warrants or failure to appear warrants for the following offenses:

   a. All felonies.

   b. All criminal Class A misdemeanors.

5. If wanted persons reside outside of Naperville, copies of all warrants are sent to the law enforcement agency in the jurisdiction where the subject lives (exceptions include Aurora, Chicago, Cook County).

6. Warrants will then be placed in the warrant file in alphabetical order.

7. The Communications Section Manager will designate a shift supervisor to review all LEADS warrants. It will be the supervisor's responsibility to see that warrants are placed into the LEADS system correctly and ensure compliance with this order.

8. After the warrant has been entered into LEADS, the LEADS number will be written at the bottom of the warrant file card in the space provided. The file card will remain attached to the warrant jacket. The warrant will remain filed in the warrant file in alphabetical order. If the warrant has been entered into NCIC, the NCIC number shall be written below the LEADS number.

B. All original complaints and warrants and failure to appear warrants that are felonies, and all original complaints and warrants and failure to appear warrants that are crimes against persons, will be forwarded to a Watch Commander, if the wanted person works or resides within the city limits.

C. An arrest report will be completed for all persons arrested.

1. The arrest report will be filed under the original incident report number assigned to the case.

2. If an arrested person is wanted on a Naperville warrant, plus warrants from other jurisdictions, the arrest report will be filed under the original Naperville incident report number assigned to the case, and an additional UCR classification of 7810, Foreign Warrant Service, will be placed on the arrest report in the charge section.

3. If a person is arrested on Naperville warrants from two or more separate incidents, the arrest report will be filed under the most recent incident report number and in the charge section of the arrest report an additional classification of 7813, Warrant Service, plus the other incident report number(s) should be listed. Supplemental reports should be filed under each additional incident report number with a classification of 7813, Warrant Service, with pertinent information listed giving reference to the incident report number under which the arrest report is filed.

D. When serving warrants, the following guidelines shall be used:

1. Warrant service by Station Officer - subject surrenders at front desk.

   a. Non-mandated reporting offenses:

      1) Arrest/custody will be in the lobby. No booking will be done (Attachment A).

      2) Arrest reports will be completed.

      3) LEADS will be checked and Communications will be notified to cancel the LEADS entry if the warrant had been entered.

      4) If the subject can post bond, a court date shall be set. The subject will be served the appropriate paperwork and bail bond receipt, and released.

      5) If the bond cannot be posted, the subject will be transported to the Detention Center for subsequent transport to DuPage or Will County Jail or bond court.

   b. Mandated reporting offenses will be handled as in Section 1.D.2 below.

2. A warrant arrest elsewhere within the city:
3. A warrant arrest outside the City of Naperville.
   a. Within the police district:
      1) The subject shall be placed under arrest and transported to the Detention Center, or the nearest police department, at the discretion of a sworn supervisor.
      2) If transported to the Detention Center, procedures outlined in Section 1.D.2.b-e will be followed.
      3) If transported to the nearest police department:
         a) The subject will be booked (Attachment A).
         b) The arresting officer will complete Naperville Police Department arrest reports.
         c) The warrant will be canceled from LEADS.
         d) If the subject can post bond, a court date will be set. The subject will be served appropriate paperwork and released.
         e) If the subject cannot post bond, he or she shall be transported to the DuPage or Will County Jail.
   b. Within Illinois, outside of the police district:
      1) The subject shall be placed under arrest (if within geographical limits of the warrant) and transported to the Detention Center or the DuPage or Will County Jail.
      2) The subject will be booked (Attachment A).
      3) The arresting officer will complete Naperville Police arrest reports.
      4) Warrant will be canceled from LEADS.
      5) If the subject can post bond, a court date will be set. The subject will be served appropriate paperwork and released.
      6) If the subject cannot post bond, transportation will be arranged for appropriate disposition.
   c. The subject shall be checked through LEADS to determine whether or not the warrant was entered into LEADS and to reveal any other outstanding warrants. If the warrant was entered into LEADS, the Communications Section must be notified and the warrant shall be canceled pursuant to LEADS guidelines.
   d. If the subject can post bond, a court date shall be set in accordance with court policy. The subject shall then be served the appropriate paperwork, given a bail bond receipt for the bond deposited, and then be released.
   e. If the subject cannot post the required bond, he or she shall be transported to the DuPage or Will County Jail. The original copy of the warrant and the complaint, if applicable, shall be delivered to the jail with the arrestee.

4. A warrant arrest outside the City of Naperville by another agency, but within DuPage County or Will County:
   a. The subject shall be given the opportunity to post bond at the arresting agency. If the subject can post bond, the arresting agency shall accept the bond. A court date shall be given to the arresting agency, along with the court location. The bail bond number and arresting officer’s name shall be obtained. A warrant supplemental report shall then be completed and the warrant removed from LEADS.
   b. If the subject is unable to post bond, officers from this Department shall respond to the arresting agency and take custody of the subject.
      1) If the warrant involves an original complaint and warrant the subject will be transported to the Detention Center at the Naperville Police Department and processed pursuant to Illinois Compiled Statutes, 20 ILCS 2630/5 (see Attachment A). The subject shall then be transported to the DuPage or Will County Jail.
      2) If the warrant is for failure to appear, (at the discretion of the Watch Commander) the subject can be transported directly to the DuPage or Will County Jail (an arrest report shall be completed), or to the Detention Center at the Naperville Police Department and processed pursuant to 20 ILCS 2630/5 (see Attachment A).
   c. The warrant will then be canceled from LEADS if it was entered. The time, date and warrant clerk initials of the person canceling the LEADS number shall be noted in the proper space on the warrant jacket card.

5. A warrant arrest outside DuPage County or Will County by another agency:
   a. If there are "court issued" geographical limits and the arrest takes place within those limits, the arrestee shall be handled as in #4 above, except as in section b below. Arrests made outside the limitations set by the court are not valid and will not be accepted by this Department.
   b. If there are no "court issued" geographical limits on the warrant, the arrestee shall be handled as in #4 above, except:
      1) The bonding/extradition procedures for a person, arrested in a county other than the county in which the arrest warrant was issued, shall be governed by the provisions of Illinois Compiled Statutes 725 ILCS 5/109-2.
      2) In certain situations, a supervisor may exercise discretion when it appears necessary to send Department personnel a great distance for a relatively minor offense. Time and personnel constraints must be considered. However, if the arrestee cannot post the required bond amount, this Department is obligated to respond and take custody of the individual(s) unless other suitable arrangements can be made.
      3) Situations in which agencies outside the State of Illinois effect arrests on our warrants will be
referred to the State’s Attorney’s office. This Department is responsible for notification to the arresting agency in a timely manner regarding whether or not the defendant will be extradited by the State of Illinois.

E. Arrests on warrants from other agencies.

When arresting subjects on warrants from other agencies, the following guidelines shall be followed:

1. When an officer of this Department learns there is an active warrant from another agency, the originating agency shall be contacted prior to making an arrest to confirm the warrant is still active and the subject is within the geographical limits of the warrant. Upon confirmation, the subject shall be placed under arrest and transported to the Detention Center.

2. If the subject can post bond, the arresting officer shall contact the originating agency to advise them. The arresting officer shall then obtain a court date and any other pertinent information from the originating agency. The arresting officer shall then accept bond from the arrestee and issue a bail bond receipt. An arrest report reflecting the warrant service shall be completed.

3. If the subject cannot post bond and the originating agency is within DuPage County, Will County or Kane County, the originating agency shall be contacted and advised of the situation. That agency will then be responsible for making arrangements to take possession of the arrestee.

4. If the subject cannot post bond and the originating agency is not within DuPage County, Will County or Kane County, the originating agency shall be contacted and advised of the situation. If the agency requests that a hold be placed on the subject, the arrestee shall be transported to the DuPage County Jail and the originating agency shall send a Type 3 message to the jail placing a hold on the individual.

5. It will be the responsibility of the originating agency to clear the warrants from LEADS.

F. Summons service.

1. The Communications Section will be responsible for tracking and maintaining the service of summonses. Summonses will be stored in a separate summons file.

2. Summonses will be forwarded to a Watch Commander for service assignment.

74.3.2 EXECUTION BY SWORN OFFICERS ONLY

All arrest warrants will be executed by sworn police officers only and will be executed in conformance with applicable state, federal and local laws and court rulings.

74.3.3 RESPONSIBILITY FOR CARE OF MINOR CHILDREN

Pursuant to Illinois Compiled Statutes 725 ILCS 5/109-1.1:

A. Whenever an officer arrests a person, the officer shall question the arrestee as to whether he or she has any children under the age of 18 living with him or her who may be neglected as a result of the arrest or otherwise.

B. The officer shall assist the arrestee in the placement of the child with a relative or other responsible person designated by the arrestee.

C. If the officer has reasonable cause to believe that the child may be a neglected child, as defined in the Neglected Children Offense Act, Illinois Compiled Statutes 720 ILCS 130/1, it shall be reported immediately to the Department of Children and Family Services. A juvenile investigator shall immediately be contacted and advised of the details.
**BOOKING REQUIREMENTS**

In order to use the matrix, you must familiarize yourself with Illinois Compiled Statues 20 ILCS 2630/5. The contents of that section shall serve to define "mandated reporting offenses." Arresting agency is responsible for submitting arrest information (see 20 ILCS 2630/2.1).

<table>
<thead>
<tr>
<th>MANDATED REPORTING OFFENSES</th>
<th>NON-MANDATED REPORTING OFFENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brought Into Jail In Custody</strong></td>
<td><strong>Digital image or Photograph and</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Multi-Part State Print Card and F.B.I. Print Card</strong></td>
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<td></td>
<td><strong>Naperville Arrest Card and</strong></td>
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<td></td>
<td><strong>Palm Print Card</strong></td>
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<tr>
<td><strong>Live Scan fingerprinting and</strong></td>
<td><strong>Palm Print Card</strong></td>
</tr>
<tr>
<td><strong>Palm Print Card</strong></td>
<td><strong>None</strong></td>
</tr>
<tr>
<td><strong>Surrenders Self At Desk</strong></td>
<td><strong>Same as Above</strong></td>
</tr>
<tr>
<td></td>
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</tbody>
</table>
The purpose of this order is to describe the administration of the communications system of the Naperville Police Department utilized during routine and emergency activities.

ORDER:

81.1.1 COMMUNICATIONS COMPONENT

A. The Naperville Police Department maintains a formal communications component within the Support Services Division. This component, called the Communications Section, provides emergency and non-emergency radio and telephone communications for the police department as well as other public safety and service departments within the City.

1. The Communications Section is supervised by a civilian manager who reports to the Support Services Division Commander. The manager is responsible for the daily monitoring, planning, and coordinating of Communications Section activities.

B. The Communications Section Manager works closely with other City departments on problem solving and policy development related to the communications function. Consequently, staff meetings are required with representatives from other City departments.

1. Formal meetings.
   At least two formal meetings per year shall be held with representatives from each of the Communications "user" departments. Scheduling of these meetings is the responsibility of the Communications Section Manager as are documentation of the agenda and meeting minutes. The Support Services Division Commander is required to attend these meetings. Meeting topics shall include, but not be limited to:
   a. Annual report on Communications Section activities.
   b. Budget preparation/review/approval.
   c. Policy revisions/development.
   2. Informal meetings.

Informal meetings with representatives of the various "user" departments are held on a regular or "as needed" basis and may be conducted either collectively or individually. Meeting topics may include, but are not limited to:

   a. Providing and receiving feedback on Communications Section operations.
   b. Presenting recommendations and training.
   c. Resolving problems.
   d. Discussing progress.

81.1.2 FEDERAL COMMUNICATIONS COMMISSION (FCC) REQUIREMENTS

A. All radio operations will be conducted in accordance with Federal Communications Commission procedures and requirements.

B. Information on FCC procedures and requirements can be obtained from:

   1. An FCC manual stored in the Communications Supervisor's office.
   2. Various Communications policies maintained in the Communications Section Standard Operating Policies manual.

81.1.3 COMMUNICATIONS FUNCTIONS

A. The Communications Section of the Naperville Police Department provides communication services that include:

   1. Radio communications 24 hours a day, each day of the year.
   2. Telephone communications 24 hours a day, each day of the year.
   3. Teletype and automated data communications.
   5. Various other support and clerical duties related to the operations of the Communications Center.

81.1.4 COMMUNICATIONS SECTION JOB DESCRIPTIONS

A. The City of Naperville maintains written job descriptions for the following Communications Section positions:

   1. Communications Operator/TCO II.
   2. Communications Shift Supervisor/Lead TCO II.
3. Emergency Communications Supervisor/TCO III.
4. Dispatcher.
5. Chief Dispatcher.
6. Communications Manager.

B. These job descriptions are on file in both the City Human Resources Department and Communications Center.

81.1.5 TELEPHONE LINE LOAD STUDIES

A. The E-911 telephone system has a call management feature. This call management feature maintains statistical information on incoming and outgoing emergency and non-emergency telephone calls. Statistics are generated reflecting daily, weekly, and monthly call volumes.

1. The Communications Manager is responsible for making recommendations for changes in the number of telephone lines based on the statistics generated from the system.
INDEX AS:

81.2.1 TOLL-FREE, 24-HOUR TELEPHONE ACCESS
81.2.2 EMERGENCY TELEPHONE NUMBERS
81.2.3 CONTINUOUS COMMUNICATION
81.2.4 INFORMATION TO BE RECORDED ON RECEIPT OF CALLS FOR SERVICE
81.2.5 RADIO COMMUNICATION PROCEDURES
81.2.6 COMMUNICATIONS ACCESS TO DEPARTMENTAL RESOURCES
81.2.7 RESPONSE TO VICTIM/WITNESS CALLS FOR INFORMATION OR SERVICES
81.2.8 RECORDING AND REVIEWING OF RADIO TRANSMISSIONS AND EMERGENCY TELEPHONE CONVERSATIONS
81.2.9 ACCESS TO INFORMATION SYSTEMS
81.2.10 ISPERN ACCESS
81.2.11 EMERGENCY NOTIFICATIONS
81.2.12 MISDIRECTED EMERGENCY CALLS
81.2.13 ALARM MONITORING AND RESPONSE
81.2.14 TELEPHONE REPORTING UNIT (TRU)
81.2.15 EMERGENCY MEDICAL DISPATCH

DEFINITIONS:

CAD: Computer Aided Dispatch, which is a computer system designed to aid telecommunicators in routine operations by providing rapid access to operational and historical data, to support both dispatching as well as operational analysis. The objectives of CAD are:

1. Quicker response to police, fire, and emergency medical service calls.
2. Elimination of most clerical work by Communications personnel.
3. Better decisions by telecommunicators as a result of automatic assignment of priorities to certain incidents, based on the nature of the incident reported.
4. Quicker updates of computer records after complaints have been transmitted to telecommunicators, and after complaints have been cleared.
5. Better management due to statistical analysis available to administrators.
6. Increased productivity of call-takers and/or telecommunicators.

CCH: Computerized Criminal Histories.

CHF: Computerized Hot Files. The Computerized Hot Files are the LEADS and NCIC files into which law enforcement agencies enter their records. The following categories are included in the Computerized Hot Files:

- Stolen Articles, Serialized
- Stolen Articles, Unserialized (LEADS only)
- Stolen Boats
- Stolen and Recovered Guns
- Stolen and Missing License Plates
- Persons - Wanted, Missing, Unidentified (NCIC only), Accident Victims (LEADS only), and Incarcerated (LEADS only)
- Orders of Protection (LEADS only)
- Stolen Securities
- Vehicles - Stolen Parts, Felony-Related, and Towed or Impounded (LEADS only)

CHRI: Criminal History Record Information. CHRI is information collected by criminal justice agencies on individuals, consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, and other formal criminal charges, and any dispositions arising therefrom, i.e., sentencing, correctional super-vision, and release.

FOID: Firearms Owners Identification.

I-UCR: Illinois Uniform Crime Reporting. I-UCR is a system by which all Illinois law enforcement agencies report their crime information to the state.

LEADS: Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system which is interfaced with several other information/data systems and is designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the state of Illinois.

NCIC: National Crime Information Center. The NCIC is operated by the Federal Bureau of Investigation. The NCIC computer located in Washington, DC is connected directly to the LEADS computer by two high-speed lines. The NCIC is also connected to law enforcement computers or terminals in all other states.

NLETS: National Law Enforcement Telecommunications System. The NLETS computer, located in Phoenix, Arizona, is connected to all states, Puerto Rico, and the Virgin Islands, and allows messages to be sent from one law enforcement terminal to another. The driver’s license and motor vehicle registration files of all states are also available through NLETS.

SALOON: State Alcohol Licensing Operational On-Line Network. This system allows all LEADS terminals to access the Illinois Liquor Control Commission’s files of all liquor licenses in the state of Illinois.

SOS: Secretary of State.

PURPOSE:

The purpose of this order is to describe the operations of the communications system of the Naperville Police Department utilized during routine and emergency activities.

ORDER:

81.2.1 TOLL-FREE, 24-HOUR TELEPHONE ACCESS

A. In order to allow the public to contact the police at all times, the Communications Center provides 24-hour, toll-free telephone access for emergency calls for service via the 9-1-1 system, or transfer by the operator. Additionally, the Communications Center has a conventional seven-digit telephone number to receive emergency calls for service.

B. The Police Department also provides telephone access for non-emergency and informational purposes 24 hours a day.

81.2.2 EMERGENCY TELEPHONE NUMBERS

A. The City of Naperville utilizes 9-1-1 as an emergency telephone number. This emergency telephone number is displayed to the public in the following ways:

1. Inside area telephone books.
2. On police patrol units.
3. Listed in various crime prevention and community publications.
4. Posted in various public places.

81.2.3 CONTINUOUS COMMUNICATION

A. All Department personnel engaged in field duties shall have continuous 24-hour radio communications access to the Communications Center by means of portable transceivers.

B. The radio communications system is engineered to produce a 12-decibel or greater SINAD ratio to the radio receivers in 95% of the Department’s service area.

81.2.4 INFORMATION TO BE RECORDED ON RECEIPT OF CALLS FOR SERVICE

A. Communications personnel shall obtain as much pertinent information as possible to enhance the safety of the officers and assist in anticipating conditions that may be encountered at the scene. Specific procedures for obtaining relevant information for various types of calls for service are outlined in the Communications Section Training and Standard Operating Policies Manuals. The following information should be recorded for each service request received, either by the CAD system or on manual punch cards:

1. An Incident Report Number will be assigned to each call for police, fire, or EMS service received at the Communications Center. This number serves as the basis for filing and retrieving subsequent reports of the incident.

2. The date and time of request shall be obtained for each service request.

3. The name and address of the complainant shall be obtained for all service requests, if possible.

4. The type/nature of each incident reported shall be indicated.

5. The location of the incident reported shall be indicated.

6. The name of the primary responder and any back-up officers assigned shall be recorded. (Badge number shall constitute identification of officer’s name.)

7. The time of dispatch shall be logged for each incident.

8. The time of the first responder’s arrival shall be logged for each incident.

9. The time of the final responder’s return to service shall be logged for each incident.

10. The disposition or status of each reported incident shall be indicated.

11. Information or comments regarding an offender and/or vehicle description (if applicable) should be recorded.

81.2.5 RADIO COMMUNICATION PROCEDURES

A. Operations are more efficient and officer safety is enhanced when field personnel and Communications personnel know the status of field units, their locations, the nature of their cases and developments in their investigations.

1. The following are Communications guidelines:

   a. Whenever a field unit is dispatched, the location, nature of the call, and any other important information will be relayed to the unit. The unit receiving the dispatch will acknowledge the call.

   b. Upon arrival at the scene, the responding field unit will inform the telecommunicator of arrival. When clearing from the scene, the unit will advise the telecommunicator that he is clear of the scene and give the appropriate disposition code via radio or CAD. (Reciting the facts of the assignment or explaining how the incident was handled takes up valuable air time and should be avoided. If the information is important, consideration should be given to documenting it in a report.)

   c. When making a traffic or pedestrian stop, the officer will inform the telecommunicator of the vehicle registration and/or other identifying information and the location of the stop. When clearing from the stop, the officer will give the appropriate disposition code, when appropriate.

   d. When assigned to incidents involving possible violent crime, unknown disturbances, service of criminal warrants, traffic accidents and during traffic stops, officers shall attempt to keep the Communications Center informed regarding current status and whether additional assistance is necessary.

   e. When emergencies such as crimes in progress, fresh pursuit situations, or unknown disturbances arise and the telecommunicator or field supervisor deems it necessary, a request shall be made to have all units not involved with the emergency incident in question switch to an alternate available talkgroup. Depending on the circumstances, the field supervisor or Communications Section personnel may opt to have the units handling the emergency incident switch to the alternate talkgroup, and have all other units remain on the primary talkgroup.

   f. It is important that field personnel be courteous to others and listen before transmitting. The use of clear and distinct speech enables messages to be understood correctly. Personnel shall not display emotion by words or voice inflection to convey or indicate irritation, disgust, or sarcasm.

2. Communications personnel shall record officer’s status changes from in-service. Information recorded will include:

   a. Time out of service.

   b. Officer’s location.

   c. Reason.

   d. Time back in service.

3. Radio designators: The Department uses a radio call sign system which consists of a prefix, which designates the subdivision of the Department to which the unit is assigned, and a suffix, which identifies the specific unit/geographic assignment. The prefix will be the phonetic representation of a single letter. In the Patrol Division, the prefix will be preceded by the number 1, 2, or 3 to designate a specific watch. (See Attachment A, Radio Designators.)

   a. The Department uses a phonetic alphabet to ensure understanding and accurate interpretation of names and addresses. The phonetic alphabet is a list of alpha characters followed by common names and words which begin with that letter of the alphabet. (See Attachment B, Phonetic Alphabet.)

   b. The identification of a keyed radio may also be determined from the alias name displayed in the LED display on the dispatch console, or via the SIMS computer.

   c. The 10-codes were developed to achieve reliability and speed. Reliability is achieved by the “TEN” (10-) portion of the code wherein the “10-“ is an audiophonic alert attesting to the fact that information is about to
4. Cooperation and coordination among area agencies are governed by existing mutual aid agreements.
   
a. Emergency radio communication between area departments will be conducted on ISPERN or shared talkgroups on the trunked radio system.
   
   1) Communication on ISPERN will be in accordance with the guidelines described in the ISPERN manual, a copy of which is available in the Communications Section.
   
   2) An inter-governmental agreement currently exists between the City of Naperville and the City of Aurora to share certain designated talkgroups on the trunked radio systems of the two cities. Communications on these shared talkgroups shall be in accordance with the guidelines established in this agreement and those contained in the Communications Standard Operating Policies of the two agencies.
   
   b. Non-emergency communications between area departments will be conducted via telephone, on the “point-to-point” radio frequency, via LEADS or, where feasible, via ALERTS mobile data terminals.
   
   1) All such communications should be for the purpose of police business only.

5. Incident Response.
   
a. One unit will generally be dispatched to handle routine calls for service.
   
   b. Response to some calls may require several officers to deal effectively and safely with the situation. The types of situations requiring the response of at least two officers include, but are not limited to:
   
   1) Officer calling for help.
   
   2) Reports of crimes in progress.
   
   3) Reports of domestic disturbance.
   
   4) Alarms.
   
   5) Possibility of or actual use of force.
   
   6) Reports of a fight.
   
   7) At the request of the initial responding unit.
   
   8) Any other call where, in the judgment of a supervisor or telecommunicator, the need exists for additional units to respond.
   
   9) All situations involving an arrest.
   
   10) Life-saving situations.
   
   c. Telecommunicators will ensure the dispatch of two officers to calls listed above. An officer facing a circumstance as listed above will request back-up assistance if it has not already been assigned. Two officers assigned to such a call will coordinate a simultaneous arrival, where possible.

6. On-scene supervisory presence.
   
a. Field supervisors shall monitor officer response to calls for service to ensure compliance with Department directives, officer safety, public safety, and efficient response.
   
   b. Field supervisors will be notified, proceed to, and assume command of the following types of incidents:
   
   1) Serious injury to a Department employee.
   
   2) Accidents involving a police vehicle, especially if an officer is injured, other persons are injured, or major damage is involved.
   
   3) Major crimes to include:
      
      a) Murder, homicide or manslaughter.
      
      b) Bank robbery.
      
      c) Heinous battery.
      
      d) Violent crime where a death may result.
   
   4) Prisoner escape.
   
   5) Hate crimes.
   
   6) Barricaded subject/hostage situation.
   
   7) Disasters, catastrophes, or severe weather producing emergency conditions.
   
   8) Serious complaints or incidents involving a police officer.
   
   9) Serious accident, injury, or incident involving City personnel or property.
   
   10) Vehicle accidents involving death or serious injury.
   
   11) Domestic disturbances involving a battery or more serious crime.
   
   12) The termination scene of any fleeing or attempting to elude a police officer or pursuit incident as described in General Order 41.5, Motor Vehicle Pursuits.
   
   13) Any other incident where the field supervisor is requested.
   
   c. Field Supervisors shall be responsible for evaluating the circumstances that justify an emergency call assignment, assisting telecommunicators in evaluating such circumstances, and intervening when assignments given by the telecommunicator do not correspond to the circumstances.

81.2.6 COMMUNICATIONS ACCESS TO DEPARTMENTAL RESOURCES

A. All Patrol Division personnel engaged in field assignment shall carry with them a portable radio for the purposes of exchanging information, requesting assistance, transmitting orders or instructions, and responding to calls for service. Other Department
personnel who may require assistance and/or be dispatched or monitored by the Communications Section shall also carry with them a portable radio for the above-mentioned uses. Communications personnel have immediate access to the following resources:

1. Watch Commander, Field Supervisors or designated officer in charge (OIC).
2. The duty roster of watch personnel.
3. The home telephone numbers for all police department personnel.
   a. The pager numbers for those employees assigned pagers.
   b. Communications personnel are not authorized to give out police employee home telephone numbers, pager numbers or addresses to the public or non-employees.
4. The Communications Center is equipped with maps detailing the Naperville Police Department’s service area. The maps have the police beats outlined and are visually available to Communications personnel.
5. Communications Section personnel have visual status indicators to denote the status of all officers under their control.
   a. The CAD system identifies field unit status by means of terminology utilized and CRT screen colors. Communications personnel can identify where, for how long, an officer is on a call or other activity. This enables personnel to readily identify which officers are available for service.
   b. In the event the CAD system is not in service, field unit status is tracked by means of manual punch cards and a manual status board which indicate unit status, activity, and incident times.
6. Communications personnel may have to contact special services not available within the Police Department. These services include, but are not limited to:
   a. Fire fighting services.
   b. Emergency medical services.
   c. Environmental/hazardous services.
   d. Helicopter services.
   e. Towing services.
   f. Foreign language specialists.
   g. City-operated utilities.
   h. Other public utilities.
   i. Department of Transportation (state and city).
   j. Taxi cabs.
   k. Environmental and disaster services, along with services which require special law enforcement resources, are discussed in the following general orders:
      1) General Order 2.1, Mutual Aid Agreements.
      2) General Order 46.1, Unusual Occurrences.
      3) General Order 46.2, Special Operations.
7. Communications personnel shall have immediate access to tactical dispatch plans. These plans shall include, but are not limited to:
   a. Procedures to be followed in directing resources and obtaining information on crimes in progress, such as robberies or thefts.
   b. Procedures to be followed during tactical operations, such as roadblocks or pursuits of offenders. (See General Order 46.2, Special Operations.)
8. Pertinent information and applicable procedures regarding these services are maintained in the Communications Center in the following locations:
   a. AS400/CAD computer system databases.
   b. AS400 computer printouts.
   c. Major Incident Resource notebook.
   d. Local and regional area telephone books.
9. These resources are to be utilized as conditions necessitate and when contact of such agencies/resources falls within the scope of responsibility of the Communications personnel. If there is any question of responsibility, it will be clarified with the Watch Commander or a designee.

81.2.7 RESPONSE TO VICTIM/WITNESS CALLS FOR INFORMATION OR SERVICES
A. Communications personnel occasionally receive calls from victims/witnesses requesting information or services. Personnel may become aware of danger to a victim/witness. Employees will promptly attempt to contact, alert, and offer appropriate assistance to the victim/witness.
   1. Characteristics of the call for service should be judged to determine whether an emergency or non-emergency response is required. Criteria to be used in determining appropriate assistance include, but are not limited to:
      b. Type of help or remedy required.
      c. The agency best suited to provide a remedy.
   2. The victim/witness should be informed of the response or assistance to be provided, including:
      a. Advising the victim/witness which City agency or agencies/units will be responding.
      b. Advising the victim/witness which other jurisdictions or agencies the information is being referred to, and what assistance can be reasonably expected of them.
B. Additional procedures regarding this type of call are identified in General Order 55.2, Victim/Witness Assistance - Operations.

81.2.8 RECORDING AND REVIEWING OF RADIO TRANSMISSIONS AND EMERGENCY TELEPHONE CONVERSATIONS
A. All telephone conversations (both emergency and non-emergency) and radio transmissions are recorded by a logging recorder housed in the Communications Center. The recordings will be governed by the following:
   1. It is common practice for agencies to maintain such recordings for a minimum of thirty days. The Communications Section of the Naperville Police Department shall maintain recorded information on master
tapes for a minimum of thirty days, and commonly for ninety days.

2. Proper operation and maintenance procedures (according to manufacturer instructions) shall be used with the logging recorder and master tapes. Communications personnel shall document in a written log maintained in the Communications Center:
   a. The calendar dates on each master tape being stored.
   b. Each employee who changes the master tape on the logging recorder.

3. At times, it may be necessary to play back a phone or radio conversation when the original conversation was garbled or too quick for easy understanding. Cassette copies may also be requested for review, investigative or evidentiary purposes. Procedures regarding the review or copying of recorded material include the following:
   a. Normally, phone conversations and radio traffic may be reviewed on call checks and radio checks installed in the dispatch consoles.
   b. In extreme emergencies, the master tape on the logging recorder may be stopped for review, provided that proper procedures are followed, including starting the recording of the secondary tape deck.
   c. Routine requests for copies of recorded radio transmissions and/or telephone conversations shall be directed to the Communications Manager via an Emergency Communications Supervisor or designee responsible for quality assurance for the Section. Requests must be in writing and be approved and forwarded via a Division, Section, or Watch Commander. The request should include the following:
      1) Date and time of incident.
      2) Type of incident.
      3) Reason for requesting information.
      4) Type of information requested.
      5) Person requesting information.
      6) Names of those involved.
   d. Tape requests shall be processed by the designee responsible for quality assurance for the Section, or an emergency Communications Supervisor or other personnel as designated. Copies of the completed paperwork for each request shall be forwarded to the Communications Manager as well as to the requester. The Communications Section shall maintain a file on all tape requests.
   e. If immediate review is necessary due to emergency circumstances, the on-duty Watch Commander may contact the on-duty Communications Shift Supervisor or Communications Training and Quality Assurance Supervisor to arrange for review. The master tape shall only be stopped in extreme emergencies (such as when an officer or public safety is directly endangered), and only after the second master tape on the logging recorder has been started.

1. Police employees have direct access to these systems via computer terminals located throughout the police facility and mobile data computers (MDCs) located in police vehicles.

B. The Naperville Police Department participates in the LEADS computerized telecommunications system. The heart of this system is the LEADS computer in Springfield, Illinois, operated by the Illinois Department of Law Enforcement. Terminals and computers located in authorized law enforcement and criminal justice agencies are connected to the LEADS computer. This gives these agencies access to information stored in the LEADS files and, through LEADS, gives them access to other criminal justice information systems such as NCIC. Police employees have access to information from LEADS via computer terminals located throughout the police facility, MDCs located in police vehicles, and via a LEADS line interfaced through the computer-aided dispatch system (CAD).

1. The Director of the Illinois Department of Law Enforcement is responsible for establishing policies, procedures, and regulations consistent with state and federal rules, policies, and law by which LEADS operates. The director has appointed a LEADS Advisory Policy Board to reflect the needs and desires of the law enforcement and criminal justice community, and to make recommendations concerning policies and procedures consistent with state and federal rules. All LEADS regulations regarding obtaining and disseminating of information shall be observed. Information regarding LEADS policies, procedures, and regulations may be found in the computerized LEADS 2000 on-line manuals, and in hard copy Reference Manuals which are available in the Communications Center and Records Section of the Police Department. (See Attachment D to this General Order. Also see City Ordinance Chapter 8, Article A, Section 1-8A-5, LEADS Communications.)

81.2.10 ISPERN ACCESS

A. Naperville police officers have access to ISPERN-equipped radios. Allowable types of communications on ISPERN include:
   1. Emergency messages.
   2. Flash messages.
   3. Mobile-to-mobile coordination messages.
   4. Service messages.
   5. Testing.

B. Specific procedures for using ISPERN are described in an operating manual produced by the ISPERN Governing Board. Copies of the ISPERN manual are available in the following locations:
   1. Each Watch Commander’s office.
   2. The Communications Center.
   3. The Department library.

81.2.11 EMERGENCY NOTIFICATIONS

A. Delivering emergency notifications is a legitimate law enforcement function. Requests for emergency notifications can come from different sources such as citizens, hospitals, medical examiners, and other law enforcement agencies.

B. All requests for emergency notification shall be referred or transferred to the Communications Center.

C. When police employees or Communications personnel receive a request to make an emergency notification from another law enforcement agency, the requesting agency will be instructed to submit its request over the LEADS terminal to the Communications Center. When a requesting agency does not have
access to LEADS, the information to be dispatched will be verified with that agency by callback via a taped telephone line.

81.2.12 MINDIRECTED EMERGENCY CALLS
A. The Naperville Police Department responds to emergency calls on a priority basis. This sometimes includes responding to emergency calls where proper jurisdiction cannot immediately be determined.

B. Occasionally, the Naperville Police Department receives emergency telephone calls which are obviously intended for, or under the jurisdiction of, another law enforcement agency or public service agency. In those cases of emergency situations or need for prompt police assistance, the employee involved will:
1. Preferably, transfer the call to the appropriate agency while staying on the telephone line with the caller until the request for assistance has been processed by the other agency, or
2. If necessary, obtain all pertinent information from the caller and relay that information immediately to the appropriate agency via telephone or radio.

81.2.13 ALARM MONITORING AND RESPONSE
A. All alarms installed and maintained within the City of Naperville are governed by Title 10, chapter 6 of the Naperville Municipal Code. A file of all security alarms and emergency key holder information will be maintained in the Communications Center and in the CAD/AS400 data base.

B. The Naperville Police Department will respond to all security alarms within the City limits as outlined below:
1. Customarily, upon receipt of a security alarm, the Communications Center will dispatch an officer to the location of the alarm. Unless advised otherwise by a field supervisor, a back-up officer shall also be assigned to the alarm.
2. When dispatching an alarm, the Communications Center will give the type of alarm, the address, the business or resident name, and any other pertinent information.
3. At the direction of the responding officers, the Communications Center shall advise a key holder of the situation and any action needed.
4. Established procedures for the dispatch and response to security alarms may be altered by an Emergency Communications Supervisor or field supervisor in the event of severe weather or other extreme or unusual circumstances.

81.2.14 TELEPHONE REPORTING UNIT (TRU)
A. The Telephone Reporting Unit (TRU) is assigned to the Patrol Division and supervised by the on-duty Watch Commander.
1. The TRU routinely completes written reports which do not require the presence of a police officer.
2. If a citizen requests that a police officer respond to the scene in cases which could be reported by telephone, the case will be assigned to a patrol unit which shall respond to the scene and take the report.
3. Reports which may be taken by telephone are generally restricted to non-crime reports and property crimes where the suspect is not known or is no longer at the scene. (See Attachment E for the list of reports which may be taken by phone.)
4. Incoming calls for police service must be screened to ensure that they meet TRU criteria prior to a report being taken by telephone.

a. Good judgment and discretion will be exercised by call takers. Exceptional circumstances, such as the emotional state of the caller or the presence of witnesses at the scene, for example, should be considered and a patrol officer should be assigned to respond to these cases which would otherwise be eligible for telephone reporting.
5. If the TRU is on duty but not immediately available, the call taker will:
   a. Take the caller’s full name, address, telephone number, and any such other identifying information as may be needed.
   b. Record the nature of the incident the caller wishes to report.
   c. Advise the caller of the time period in which he can reasonably expect to receive a return call.
   d. Forward the information to the TRU without delay.
6. If the TRU is not on duty, the case may be assigned to the on-duty station officer. If the station officer is not readily available, the case will be assigned to the appropriate patrol unit.
7. Officers and employees assigned to the TRU will conduct the appropriate steps of preliminary investigation which are possible without their physical presence.
8. In cases where a subject or vehicle description is available and there is an expectation of that subject or vehicle being in the local area, the TRU will cause the description to be transmitted in a timely manner by radio or MDC to appropriate patrol units.
9. In cases where there is physical evidence, the TRU will cause an evidence technician to respond and process it in accordance with Chapters 83 and 84 of the Naperville Police Department General Orders.
10. Officers and employees assigned to the TRU will complete a Daily Activity Log and submit it to the on-duty Watch Commander.

81.2.15 EMERGENCY MEDICAL DISPATCH
A. The Naperville Police Department authorizes emergency first aid instruction over the telephone.
B. Communications personnel receive training as authorized by the Illinois Department of Public Health, Naperville Fire Department and Edward Hospital.
C. Communications personnel utilize medical protocol cards approved by the authorizing agencies. Protocol cards are available to Communications personnel at each answering position in the Communications Center and at the Emergency Operations Center.
D. Recertification training of all Communications personnel is conducted annually.
NAPERVILLE POLICE DEPARTMENT

RADIO DESIGNATORS

The following alpha characters will designate specific assignment/functions in the Naperville Police Department:

A (ADAM) Administrative Personnel
C (CHARLES) Community Service Officers and Detention Officers
D (DAVID) Detail Units
E (EDWARD) Special Enforcement Unit Personnel
F (FRANK) Forensic Services and Watch Forensic Specialists
H (HENRY) Hostage Negotiators
I (IDA) Investigations Personnel
J (JOHN) Juvenile Personnel
L (LINCOLN) Watch Commanders
O (OCEAN) Communications Personnel
P (PAUL) Patrol Units
R (ROBERT) Roving Patrol Units
S (SAM) Field Supervisors - Patrol Division
T (TOM) Traffic Unit Personnel
U (UNION) Community Education/Crime Prevention Personnel
V (VICTOR) Special Response Team Personnel
W (WILLIAM) Naperville Park District Police
X (X-RAY) Explorer Post Personnel
Z (ZEBRA) Community Radio Watch Personnel

Chaplains will continue to use their three-digit 700 series radio designators.

The Chief of Police and the command staff will utilize the following radio designators:

- Chief of Police - Staff One
- Patrol Division Commander - Staff Two
- Investigations Division Commander - Staff Three
- Support Services Division Commander - Staff Four

The Communications Center will be referred to as "Naperville."

PATROL DIVISION

Beat and zone assignments will be designated as follows:

**Beat Units**: Will be designated by watch; 1, 2, or 3. "P" (Paul) will be utilized to designate Patrol, and the number of the beat assigned to the last position of the beat designator.

Examples: 1. (1st watch, 7-3) Paul (Patrol) 2 (Beat 2) = 1P2
          2. (2nd watch, 3-11) Paul (Patrol) 7 (Beat 7) = 2P7
          3. (3rd watch, 11-7) Paul (Patrol) 5 (Beat 5) = 3P5

**Roving Units**: Will be designated by watch; 1, 2, or 3. "R" (Robert) will be used to designate a Patrol Division roving unit, and the number 21-29, as designated by a supervisor.

Examples: 1. (1st watch, 7-3) Robert (Roving) 21 (Zone 1) = 1R21
          2. (2nd watch, 3-11) Robert (Roving) 29 (to be assigned) = 2R29
          3. (3rd watch, 11-7) Robert (Roving) 22 (Zone 2) = 3R22
Evidence Technicians: Patrol evidence technicians will be deployed in the same manner as roving units. The exception will be the function designator of "F" (Frank).

Examples:
1. (1st watch, 7-3) Frank (Forensic) 21 (Zone 1) = 1F21
2. (2nd watch, 3-11) Frank (Forensic) 22 (Zone 2) = 2F22

Supervisory Units: Patrol field supervisors will be deployed in the same manner as roving and evidence technicians. The exception will be the function designator of "S" (Sam), and 31-39, as designated by the watch commander. The 30 series designates the unit as a field supervisor.

Examples:
1. (1st watch, 7-3) Sam (Field Supervisor) 31 (Zone 1) = 1S31
2. (2nd watch, 3-11) Sam (Field Supervisor) 32 (Zone 2) = 2S32
3. (3rd watch, 11-7) Sam (Field Supervisor) 33 (Roving) = 3S33

Watch Commander: Will utilize the alpha designator "L" (Lincoln). The "Lincoln" designator will be preceded by the appropriate watch designator (1, 2, or 3) and followed by his badge number.

Naperville Park District Police: Park District units will be designated by the alpha character "W" (William) and the one- or two-digit number assigned by their organization.

The assignment of a single digit after the "W" (William) designator will signify an armed officer.

The "W" (William) designator followed by a two-digit number will signify an unarmed Park District officer.

Community Radio Watch: CRW units will utilize the function designator of "Z" (Zebra) and their assigned number.

Explorer Post: Explorers will utilize the function designator of "X" (X-Ray) and their assigned number.

Telecommunicators: Telecommunicators will utilize the function designator of "O" (Ocean) and their assigned number. Telecommunicators will utilize this designator only when being utilized outside of the Communications Center. While inside the Communications Center, the designator is "Naperville."
NAPERVILLE POLICE DEPARTMENT

PHONETIC ALPHABET

A - Adam
B - Boy
C - Charles
D - David
E - Edward
F - Frank
G - George
H - Henry
I - Ida
J - John
K - King
L - Lincoln
M - Mary
N - Nora
O - Ocean
P - Paul
Q - Queen
R - Robert
S - Sam
T - Tom
U - Union
V - Victor
W - William
X - X-Ray
Y - Young
Z - Zebra
NAPERVILLE POLICE DEPARTMENT - 10-CODE LIST

10-1 UNABLE TO COPY, CHANGE LOCATION
Used when a radio signal is unreadable, usually due to terrain or adverse weather conditions.

10-2 SIGNAL GOOD
Used to request a signal check. Indicates the radio signal is readable.

10-4 ACKNOWLEDGMENT
Used instead of "OK" or "I understand," or to indicate a positive response to information given.

10-5 RELAY

10-6 BUSY, UNLESS URGENT
Used to indicate not available for further traffic unless of an emergency nature.

10-7 OUT OF SERVICE
Used to indicate off the air (out of hearing of radio).

10-8 IN SERVICE
Used to indicate back on the air and available for calls.

10-9 REPEAT
To indicate message or information was not understood - say it again.

10-10 FIGHT IN PROGRESS
Give location and, if known, number of people involved and if any weapons are in evidence.

10-12 STAND BY (STOP)

10-13 WEATHER, ROAD REPORT
Used to request a report of weather and highway conditions.

10-14 PROWLER REPORT

10-16 DOMESTIC PROBLEM
Used to indicate that a domestic disturbance call is in progress.

10-17 MEET COMPLAINANT

10-19 RETURN TO...

10-20 LOCATION
Request for exact location.

10-21 CALL...BY TELEPHONE
Give name and phone number of person to be called.

10-22 DISREGARD
Used to indicate the message or assignment just given should be disregarded.

10-23 ARRIVED AT SCENE
Arrived at the assignment location.
10-24  ASSIGNMENT COMPLETED
        Completed assignment and available for another.

10-25  REPORT IN PERSON (MEET)
        Report to a specified location in person, to meet with another officer.

10-27  DRIVER'S LICENSE INFORMATION
        Used to request or disseminate information from a person's driver's license.

10-28  VEHICLE REGISTRATION INFORMATION
        Used to request or convey information regarding vehicle registration.

10-29  CHECK FOR WANTED/STOLEN
        Used to request a check be made to determine if any warrants or stolen reports have been issued. May be
        and automatic check through the computer system or a manual check from another department.

10-30  UNNECESSARY USE OF RADIO

10-32  MAN WITH GUN
        Used to alert officer that the person he may be dealing with is armed with a firearm. Can also be used
        combination with other "10" signals, e.g., 10-10, 10-16, etc.

10-33  EMERGENCY
        MAXIMUM PRIORITY. Should be used on the initial call to indicate traffic pertaining to danger to life or
        property. All units not involved in the emergency should maintain radio silence until the emergency is over
        or under control.

10-36  CORRECT TIME

10-37  INVESTIGATE SUSPICIOUS VEHICLE

10-38  STOPPING SUSPICIOUS VEHICLE

10-41  BEGINNING TOUR OF DUTY

10-42  ENDING TOUR OF DUTY

10-43  INFORMATION

10-44  PERMISSION TO LEAVE...FOR...

10-46  ASSIST MOTORIST
        Used to indicate a motorist has had a vehicle breakdown and needs help. Give location and vehicle
        registration.

10-50  ACCIDENT (PD, PI, F)
        Give location and as much initial information as available.

10-51  WRECKER NEEDED

10-52  AMBULANCE NEEDED

10-53  SUSPECTED DUI
        Give location and as much initial information as available.

10-56  INTOXICATED PEDESTRIAN
10-57 HIT AND RUN (F, PD, PI)
10-60 SQUAD IN VICINITY/AREA
10-61 ISOLATE SELF FOR MESSAGE
   Used to indicate the need to convey confidential information.
10-62 REPLY TO MESSAGE
10-69 MESSAGE RECEIVED
10-70 FIRE
   Used to report a fire. Location and type of fire should be given.
10-74 NEGATIVE
10-76 EN ROUTE
10-78 NEED ASSISTANCE
   Used to request help in handling a possibly violent subject or situation, and by base station as alert to
   others that officer needs help as soon as possible.
10-79 NOTIFY CORONER
   Used to request coroner be dispatched to specified location, and to indirectly report that there has been a
   death.
10-80 CHASE IN PROGRESS
   Used to alert all units that an officer is pursuing a vehicle. Give description of vehicle and continuous report
   of location and direction of travel until vehicle is either stopped or lost.
10-83 WORKING SCHOOL CROSSING AT...
10-88 PRESENT TELEPHONE NUMBER OF...
   Used to make certain a person is available for a phone call or a request to supply a phone number where
   one can be reached.
10-89 BOMB THREAT
10-90 BANK ALARM AT...
10-91 PICK UP PRISONER/SUBJECT
10-95 PRISONER/SUBJECT IN CUSTODY
10-96 MENTAL SUBJECT
   Used to alert officer that subject he is dealing with is or may be mentally disturbed.
10-99 WANTED/STOLEN INDICATED
   Used to indicate that a wanted or stolen report is on file. (Should not be used as an alert during a hit
   procedure.)
LEADS REGULATIONS AND POLICIES

DISSEMINATION OF DATA OBTAINED THROUGH LEADS

General Restrictions

1. **Criminal Justice Purposes Only**: All data supplied through LEADS are to be used strictly for criminal justice purposes.

2. **Personal Use Prohibited**: It is strictly forbidden to obtain any data through LEADS for personal reasons.

3. **Personal Messages Prohibited**: It is strictly forbidden to transmit messages over LEADS or to encourage messages to be transmitted over LEADS for reasons of personal, unofficial communication. For example, LEADS may not be used for communicating personal messages from one LEADS terminal to another.

4. **Selling Data Prohibited**: It is strictly forbidden to sell any information obtained through LEADS to any individual, group of individuals, organization, government agency, or corporation.

5. **Unauthorized Dissemination Prohibited**: It is strictly forbidden to disseminate any information obtained through LEADS to any individual or organization which is not legally authorized to have access to that information.

Specific Data Dissemination Regulations

1. **National Crime Information Center (NCIC)**: The data stored in the NCIC are documented criminal justice information and access to that data must be restricted to duly authorized criminal justice agencies.

2. **Secretary of State (SOS)**: Any request for any Illinois SOS record via LEADS shall be for criminal justice purposes only.

3. **National Law Enforcement Telecommunications System (NLETS)**: Driver's license and vehicle registration information is provided by other states to Illinois agencies via NLETS/LEADS on the same basis that the Illinois SOS provides this information--for criminal justice purposes only.

4. **Firearm Owner's Identification (FOID)**: FOID data is provided by the Illinois Department of Law Enforcement to "law enforcement authorities" as stipulated in Illinois Compiled Statutes 430 ILCS 65/1.

5. **Computerized Criminal Histories (CCH)**: Criminal History Record Information (CHRI) obtained from the Illinois Department of Law Enforcement via LEADS shall not be disseminated to any person or agency not authorized by law to receive such information.

6. **Computerized Hot Files (CHF)**: The information found in the CHF is generally considered to be a matter of public record. However, dissemination of such data beyond the law enforcement/criminal justice community must be approached with caution.

7. **State Alcohol Licensing Operational On-Line Network (SALOON)**: Liquor license data and data on licensed establishments and owners are available through LEADS/SALOON only for official criminal justice purposes.

8. **Illinois Uniform Crime Reporting (I-UCR)**: I-UCR data which are supplied to the State of Illinois may be disseminated to the public by the originating agency at any time.
NAPERVILLE POLICE DEPARTMENT

TELEPHONE REPORTING UNIT REPORTS

1. Lost or found property (including lost license plates).
2. Criminal damage to property more than one hour old (with no suspects and/or evidence processing).
3. Drive-off (failure to pay for goods or services) complaints (if over one hour old).
4. Motor vehicle burglary.
5. Burglary from residential garages and non-habitable structures, except commercial burglaries (with no suspects and/or evidence processing).
7. Harassing, obscene, or annoying telephone calls.
8. Reports for insurance purposes.
9. Suspicious incidents more than one hour old, suspicious persons gone from the area more than one hour, and suspicious vehicles gone from the area more than one hour.
10. Cancellation of missing or runaway persons (after person is viewed by an officer or verified by other police agency).
11. Cancellation of lost or stolen articles.
12. Criminal trespass (when suspect is not on the scene).
13. Updated information for previously filed police reports
15. Driving complaints.
16. Other public complaints.
17. Lost animal reports.
INDEX AS:

81.3.1 COMMUNICATIONS CENTER SECURITY MEASURES
81.3.2 BACK-UP ELECTRICAL POWER
81.3.3 TELEPHONE SYSTEM DESIGN
81.3.4 MULTI-CHANNEL RADIO EQUIPMENT

PURPOSE:

The purpose of this order is to describe the communications system as it pertains to security measures and access to emergency telephone numbers, maps and continuous power. Also, types of communications equipment are described.

ORDER:

81.3.1 COMMUNICATIONS CENTER SECURITY MEASURES

A. Security of the Communications Center is accomplished through the following restrictions:

1. Access to the Communications Center by non-Communications Section personnel must not hinder the normal operations of the center. All access doors to the Communications Center are to remain closed and locked at all times. The general public will not be permitted to enter the Communications Center. Access to the Communications Center is limited to:
   a. Communications Section employees.
   b. Any Police or Fire Department supervisor.
   c. City officials and executive level staff.
   d. Maintenance and repair personnel.
   e. Police officers and firefighters with a legitimate purpose and supervisory approval (i.e., training).

2. Security measures for the Communications Center and the equipment contained therein are outlined above, as well as in the Communications Section Operations and/or Standard Operating Policies Manuals.

3. Provisions for back-up power and resources are outlined in General Order 81.3.2, Back-Up Electrical Power, the Communications Fire Department Dispatching Manual and the Communications Section Standard Operating Policies Manual.

4. Customary security precautions were exercised in the installation of transmission lines, antennas, and power sources. Access to this equipment is limited to appropriate personnel.

81.3.2 BACK-UP ELECTRICAL POWER

A. The Communications Center has alternate sources of electrical power that are sufficient to ensure continued operation of emergency communications equipment in the event of the failure of the primary power source.

1. Back-up electrical power is supplied by a diesel generator, as well as an Uninterrupted Power Supply (UPS) System.

2. Documented inspections and testing of back-up power sources are completed weekly.

81.3.3 TELEPHONE SYSTEM DESIGN

A. The City of Naperville utilizes the 9-1-1 system for emergency telephone calls. The telephone system is designed so that incoming calls are routed to the next available trunk, should there be activity on the original trunk for a calling area. An adequate number of 9-1-1 trunks are employed to provide sufficient coverage for the City.

B. Separate telephone lines for non-emergency use are also maintained in the Communications Center and Records Section.

81.3.4 MULTI-CHANNEL RADIO EQUIPMENT

A. The Naperville Police Department has multi-channel mobile and portable radio equipment capable of two-way communications with other law enforcement and public service agencies.

1. Communication with various other departments is possible via positioning the radio selector switch to available programmed talk groups/frequencies.

2. Radios are programmed with common Emergency Management Agency and back-up frequencies for use in emergency situations, or in the occasion of a trunked radio system failure.

3. The trunked radio system is capable of Dynamic Regrouping, in which selected radios on an emergency incident may be grouped together for joint communication.
INDEX AS:

81.4.1  SYSTEM USAGE
81.4.2  RESPONSIBILITY AND AUTHORIZATION
81.4.3  LAUNCHING AND DOCUMENTATION OF A MESSAGE

PURPOSE:

The purpose of this order is to establish guidelines and procedures for the request of information to and from the general public utilizing the Reverse 911 system.

DEFINITIONS:

Reverse 911.
A system for calling a list of phone numbers within a specified geographic area or by premise type within Naperville, in order to provide a pre-recorded message to citizens or businesses within that area. The database for the system currently consists of published residential and business telephone numbers within the City of Naperville, including unincorporated sections.

Bulletin board.
The bulletin board is an automated information system. It can contain information on:

1. General police operations
2. How to obtain a police report
3. Crime Stoppers
4. I-SEARCH
5. Animal control
6. Crime prevention
7. Parking restrictions
8. Special events
9. Overnight parking
10. Commercial vehicles in residential areas
11. Press releases

ORDER:

81.4.1  SYSTEM USAGE:

A. Uses of the Reverse 911 system include, but are not limited to:

1. Alerting an area to the presence of a fleeing felon.
2. Providing evacuation information to a specific geographical area.
3. Informing selected community groups, organizations, or businesses about criminal activity.
4. Providing information on lost children.
5. Providing urgent information concerning public safety with the intent of protecting life and or property

B. The main use of the bulletin board is to provide the citizens with information of community interest. Information shall be worded in a professional and courteous manner.

C. Topics not suited for transmission include:

1. The advertising or promotion of products or individuals.
2. Profit making messages for any group.

3. Political messages.

81.4.2  RESPONSIBILITY AND AUTHORIZATION

A. The Investigations Division Commander or his designee shall act as the system administrator. The system administrator will be the point of contact for the system provider. The system administrator or his designee will test the system once every month and report any problems to the system provider, who will ensure the system is properly maintained and functioning.

B. Only the system administrator will authorize the addition or deletion of the names of citizens or businesses within the system.

C. Unless otherwise authorized by the system administrator, only the Chief of Police, Captains, Lieutenants, Patrol Watch Commanders, and Fire Department members with a rank of District Commander and above will be authorized to activate a message utilizing the Reverse 911 system.

81.4.3  LAUNCHING AND DOCUMENTATION OF A MESSAGE

A. After a message has been authorized:

1. The message shall be forwarded to the Communications Shift Supervisor or designee. The message will be created and launched immediately for emergency messages and in a timely fashion for non-emergency messages.

2. A log sheet located in the Communications Center will be filled out by the Communications Shift Supervisor or his designee. It shall include the nature of the outgoing message and the persons who requested and authorized the message to be sent.

3. An information log will be kept in the Communications Center for incoming calls in reference to non-emergency messages or crime bulletins. Important information shall be forwarded to the duty Watch Commander, who will decide if the information requires immediate follow-up or can be held and forwarded to the message requester.
The purpose of this order is to direct the administration of the records function within the Department.

DEFINITIONS:

CHRI: Criminal History Record Information. CHRI is information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, or other formal criminal charges, and any dispositions arising therefrom.

CRIMES: Computerized police records information management system operated by the Naperville Police Department.


ORDER:

82.1.1 PRIVACY AND SECURITY

A. The privacy and security regulations of the Naperville Police Department’s Records Section are in accordance with the following:

1. Local Records Act (Illinois Statute 50 ILCS 205).
2. Illinois Uniform Conviction Act (20 ILCS 2635).
5. The privacy and security of criminal history record information (CHRI) is in accordance with the US Department of Justice Regulations, Code 28, Part 20, and as governed through the Illinois Law Enforcement Agencies Data System (LEADS) User’s Agreement.

B. The Naperville Police Department Records Section is a secure, locked area.

1. Access is limited through the use of key cards and specially keyed locks.
2. Access to the archives is allowed to the civilian Records Section personnel and sworn personnel with the rank of Lieutenant and above.
3. Computer access is controlled through the use of passwords and related technology.

C. The Records Section is staffed 24 hours per day, seven days per week by Records Section personnel. All central records information, services and computers are accessible to operations personnel at all times subject to the limitations contained within this directive.

D. External and internal requests for the release of Department records are made in writing and released in accordance with Section 1.A.

2. Internal requests require completion of form NPD 227.
3. A copy of all report requests is filed with the report.
4. All external requests for information are reviewed by the Records Section Manager or Shift Supervisors for approval.

82.1.2 JUVENILE RECORDS

A. Legal requirements and confidentiality of juvenile records require that the following guidelines and statutes be adhered to:

1. All arrest and identification records pertaining to juveniles will be kept separate from adult records. Juveniles will be issued juvenile-specific booking numbers. Juvenile arrest reports will be prominently marked “Juvenile”. Juveniles will not be identified as criminal offenders in the adult case reporting system. They will instead be identified on a Youth Data Sheet, kept with juvenile records, and identified in the case report as “Youth 1”, “Youth 2”, etc. Juvenile traffic offenders may be identified in the case report, citation, etc. (see 705 ILCS 405/5-125 Concurrent Jurisdiction).

2. Expungement of juvenile arrest records can only be accomplished by valid court order. All expungements will be handled by the Records Section in accordance with guidelines set forth in Illinois Statute 705 ILCS 405/1-9.

3. The disposal of all juvenile records will be accomplished in accordance with guidelines set by the State of Illinois, after reaching adult age.

4. The confidentiality of law enforcement records is strictly governed by Illinois Compiled Statutes 705 ILCS 405/1-7.

5. The Records Section is responsible for the collection, dissemination and retention of juvenile records. All requests for access to juvenile records will be forwarded to a Records Section shift supervisor for review and approval.

B. The following guidelines and statutes will be followed regarding the collection, dissemination and retention of fingerprints, photographs and other forms of identification relating to juveniles.

1. Juveniles 13 years of age or older who are being processed for Part I and Part II offenses will be fingerprinted according to established guidelines.

2. Fingerprints will be recorded on a single “Personal Identification” fingerprint card (except as described in paragraph “C” below). The juvenile’s name, date of birth, and charge shall be listed in the appropriate sections. Upon completion of the card, it will be forwarded to the Records Section for inclusion in separate youth files.
3. Adult fingerprint procedures shall be followed for all juveniles who are arrested or taken into custody before their 17th birthday for the following offenses:
   b. Class X or Class 1 felony.
   c. Forcible felony (as defined in Section 2-8 of the Criminal Code of 1961).
   d. Class 2 or greater felony under the Cannabis Control Act, the Illinois Controlled Substances Act, or Chapter 4 of the Illinois Vehicle Code, pursuant to Section 5 of the Criminal Identification Act.
4. Juvenile fingerprint cards are intended for in-house purposes only and will not be forwarded to any outside agency for criminal history purposes unless required by lawful court order. However, they may be used for specific comparison purposes in the formal investigation of criminal offenses.
5. Juveniles who meet the fingerprint requirements described above will be photographed or have a digital image taken. Juvenile photographs and digital images are to be numbered and logged, using an appropriate juvenile booking number prominently preceded by the letter “J.”
6. If used, juvenile photographs and negatives will be forwarded to the Records Section for inclusion in a separate file.
7. The release and transmittal of fingerprints, photographs or digital images are governed by the Illinois Compiled Statutes 705 ILCS 405/1-7.

82.1.3 RECORDS RETENTION SCHEDULE
The Department has a records retention schedule which is consistent with the State of Illinois Local Records Act retention schedule (Illinois Compiled Statutes 50 ILCS 205 1/9).

82.1.4 UNIFORM CRIME REPORTING SYSTEM
The Naperville Police Department participates in the Illinois and National Uniform Crime Report programs. The Records Section collects and submits statistical crime data to the UCR and IUCR systems, based on an established reporting schedule.

82.1.5 REPORT STATUS PROCEDURE
A. All incidents assigned by the Communications Section are documented by means of an incident report number. Incident report numbers are automatically generated and audited by the CAD system.

B. Original copies of reports will be maintained in the Records Section. These reports may only be removed from the Records Section in the event they are needed for court or pursuant to subsection 4, below.
1. If the report is needed for court, a copy of the report will be made and the original report will be signed out by the requesting officer on a log card. The log card will indicate the report number, date, time checked out and time returned.
2. A log card will remain in the appropriate Incident Report File with the copy of the report until the original report is returned.
3. An entry will be made on the report sign-out log indicating the report number, date, time checked out and the expected time of return. This log will be checked daily for overdue reports.
4. The Investigations Division Commander may authorize that an original report be stored in the Investigations Division.

C. If a report requires a follow-up investigation by the reporting officer, the officer will attempt to complete the investigation in a timely fashion. Generally, this follow-up should be completed in ten days. The status of follow-up investigation or reports will be tracked by the field supervisor. This tracking may be done through ticklers in the CRIMES database, or other reliable means.

D. All supplemental reports will contain the same incident report number as the original investigation and shall receive the same review process as the preliminary case report. The supervisor of the employee responsible for the completion of a supplementary report shall ensure that it is completed, reviewed, and forwarded to the Records Section in a timely fashion.

E. The Investigations Division Commander is responsible for assigning cases for investigative case control.
   1. See General Order 42.1, Criminal Investigation.

F. On a periodic basis, the Support Services Division Commander or designee shall conduct a documented audit and evaluation which focuses on improving the overall quality of police reports. This report shall be distributed to the Management Staff and include, but not be limited to:
   1. Suggested input from representatives of each Division regarding suggested changes to existing reports.
   2. Listings of significant report writing errors, incorrectly classed calls, reports not accounted for and repetitive report writing problems for all employees to review.

82.1.6 COMPUTER FILE BACKUP AND STORAGE
A. Computer files that reside on the Local Area Network are backed up on a daily basis by the Technical Services Unit.

B. Computer files that reside on the AS/400 computer are backed up every other day.

C. All backup computer files are secured and stored off-site in the Emergency Operations Center (EOC) housed in the basement of the Fire Department administrative offices.

D. Tapes used to back up computer files are recycled until such time as the mechanical systems designate them as unusable. When tapes are designated as unusable, they are submitted to evidence and marked for destruction by incineration.

E. Computer access security is delineated in General Order 13.4.6.

82.1.7 COMPUTERIZED CRIMINAL HISTORIES
A. Computerized criminal history record access is controlled through the use of passwords and related technology. Provisions covering the issuance of passwords are outlined in General Order 13.4.6.

B. The dissemination of computerized criminal history information conforms to the rules and regulations outlined in the Illinois Law Enforcement Agencies Data System (LEADS) User’s Agreement. Dissemination also complies with the guidelines outlined in Sections 1A and 1B of this order.
NAPERVILLE POLICE
GENERAL ORDER

SUBJECT: FIELD REPORTING AND MANAGEMENT

ORDER NUMBER: 82.2
EFFECTIVE DATE: 01/01/97
REVISED DATE: 06/18/07

INDEX AS:
82.2.1 FIELD REPORTING SYSTEM
82.2.2 INCIDENT REPORTING
82.2.3 CASE NUMBERING SYSTEM
82.2.4 REPORT AND RECORD DISTRIBUTION
82.2.5 SPECIAL STUDIES

PURPOSE:
The purpose of this order is to establish the field reporting system, the report numbering system, supervisory review of reports, and the report distribution process.

DEFINITIONS:
F.O.I.A.: Freedom of Information Act (Illinois Compiled Statutes 5 ILCS 140) provides parameters and direction for the confidentiality, release and denial of access to all public records.

ORDER:
82.2.1 FIELD REPORTING SYSTEM

A. Department employees shall use the appropriate field reports to document incidents and investigations. Employees are to refer to the Field Report Writing Manual for detailed reporting instructions. The Field Report Writing Manual provides guidelines for the following:

1. Guidelines to indicate when reports must be written.
2. The forms to be used in field reporting.
3. Information required in field reports.
4. Procedures to be followed in completing field reports.

B. SUBMISSION, PROCESSING AND SUPERVISORY REVIEW

1. Every written report submitted by an employee of the Department will be reviewed by a supervisor of the section or unit to which the employee is assigned. The reviewer will initial in the appropriate approval block.
2. Paperless reports will be reviewed and approved electronically, in a timely manner, by the responsible unit or section supervisor.
3. All reports submitted will be carefully reviewed by the supervisor and checked for the following:
   a. Crime elements are detailed.
   b. Criminal procedures are documented.
   c. Departmental directives are adhered to.
   d. Completeness.
   e. Clarity.
   f. Legibility.
   g. Grammar and spelling.

3. Reports not approved will be returned to the employee for required corrections. A return date of no more than five days shall be issued.

4. Field supervisors are to review the Incident Listing Report for accuracy and correct information at the end of their assigned watch.

82.2.2 INCIDENT REPORTING
Every incident in one or more of the following categories, if alleged to have occurred within the jurisdiction of the Naperville Police Department, is to be reported:

A. Citizens' reports of crimes.
B. Citizen complaints.
C. Incidents resulting in an employee being dispatched or assigned.
D. Criminal and non-criminal cases initiated by law enforcement employees.
E. Incidents involving arrests, citations, or summonses.

82.2.3 CASE NUMBERING SYSTEM

A. The Department employs an incident reporting (IR) system which requires assignment of a unique number to every case.

1. The assignment of a date sequential number to every reported incident.
2. The assignment of a different number to each incident. For example, the first reported incident for 2007 is "07-1." Each incident thereafter, regardless of type, will be assigned the next sequential number (07 represents the year and 1 is the beginning of the sequential numbering system).

B. The assignment of case numbers is the responsibility of the Communications Section.

82.2.4 REPORT AND RECORD DISTRIBUTION

A. Approved reports will be forwarded to the Records Section for processing and storage.

B. The Records Section shall be responsible for the release and distribution of all police reports and records. No report or record shall be released without the properly completed report request form, which shall be incorporated into the report file.

1. Internal distribution.
   The Records Section Manager will ensure that police reports are distributed properly, to the person or unit noted on the report by the approving supervisor.

2. External distribution. Crash Reports.
   With the exception of fatal crashes, crash reports can be released at any time. Reports of fatal crashes are only to be released with the approval of the Records Section Manager.

C. All records technicians have authorization to release reports to Department personnel, other law enforcement agencies upon verification, the State's Attorney's office, and the City Prosecutor's office.
D. Release of case reports and dispositions to the public and/or any other agency must be authorized by the Records Section Manager or a shift supervisor.

1. Authorized personnel will respond to the requester and advise if the report can be released. If the report is to be released, the requester must provide photo identification.

2. Determination of the release of a report by authorized personnel will be based on the Illinois Freedom of Information Act.

3. Unclaimed copies of reports should be removed for shredding after 14 working days. A notation will be made on the request form that the report was not claimed.

82.2.5 SPECIAL STUDIES

A. All telephone requests for special reports/studies should be forwarded to the Records Section Manager.

B. Walk-in requests for special reports/studies are to be completed on Freedom of Information Act forms and forwarded to the Records Section Manager.
INDEX AS:

82.3.1 MASTER NAME INDEX
82.3.2 INDEX FILES
82.3.3 TRAFFIC RECORDS SYSTEM
82.3.4 TRAFFIC CITATION SYSTEM
82.3.5 RECORDS MAINTENANCE BY OTHER COMPONENTS
82.3.6 ARRESTEE IDENTIFICATION NUMBERS - CRIMINAL HISTORY FILES

PURPOSE:

The purpose of this order is to establish filing and maintenance procedures of all department reports and citations within the Records Section.

DEFINITIONS:

I-UCR: Illinois Uniform Crime Reporting. I-UCR is a system by which all Illinois law enforcement agencies report their crime information to the state.

LEADS: Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the State of Illinois.

NCIC: National Crime Information Center. The NCIC is operated by the Federal Bureau of Investigation. The NCIC computer, located in Washington, DC, is connected directly to the LEADS computer by two high-speed lines. The NCIC is also connected to law enforcement computers or terminals in all other states.

ORDER:

82.3.1 MASTER NAME INDEX

A. The Records Section maintains two alphabetical name index files which include the names of persons identified in field reports.

1. All files from 1986 to the present time are automated and are accessible through CRIMES.

2. All files prior to 1986 are indexed manually on 3” x 5” cards and maintained in alphabetical order.

B. Persons who meet the following criteria are included in the Department’s master name index in CRIMES:

1. Arrestees.

2. Victims.

3. Complainants.

4. Witnesses.

5. Suspects.

6. Field interview contacts.

7. Wanted persons.

8. Drivers and owners of vehicles involved in accidents.


10. Traffic violators.

11. Others.

C. Persons who meet any of the above criteria and are included in an incident report prior to 1986 are indexed on 3” x 5” cards and maintained in alphabetical order.

82.3.2 INDEX FILES

The Records Section is responsible for maintaining automated index files through CRIMES. This index includes at a minimum:

A. An automated index of service calls and crimes by type. A monthly report of the information reported by the Department to the I-UCR program is available through CRIMES.

B. An automated index of service calls and crimes by location. This index can provide summaries of all verified offenses and services by beat, sub-beat and/or by location.

C. An automated index file through CRIMES for reported stolen property.

1. The Department has access to the LEADS index for reported stolen property having a value of at least $150.00 and a serial number.

2. The Forensic Services Section maintains an index system for found, recovered and evidentiary property.

82.3.3 TRAFFIC RECORDS SYSTEM

The Naperville Police Records Section will have the primary responsibility for storing and maintaining records pertaining to traffic. Traffic records shall include, but not be limited to:

A. Traffic collision data.

B. Traffic enforcement data.

C. Roadway hazard information.

82.3.4 TRAFFIC CITATION SYSTEM

A. It is each officer’s responsibility to maintain an adequate supply of traffic citations.

1. Books of citation forms will be issued by Records Section personnel, who will record the following information in the appropriate log:

   a. Name of person issuing citation book.

   b. Badge number and name of person receiving citation book.

   c. Date of issuance.

   d. Control number of citation book issued.

2. Uniform Traffic Citations are used for both DuPage and Will Counties. The Records Section is responsible for the overall accounting of issued and used ticket books.

3. The Records Section will securely store and maintain the Department’s copy of each issued uniform traffic citation in a numeric file for a minimum period of two years.
B. When multiple citations are issued to a single violator, officers are to cross-reference the citation numbers on each citation in the space provided.

C. If a citation or citation book is lost or stolen, the officer to whom it was issued shall submit a written memorandum to his or her supervisor, identifying the missing citation or citations and the circumstances surrounding its loss. A copy of the memorandum shall be forwarded to the Records Section.

D. An officer may administratively void a citation if an error is made while writing it or if a citation is accidentally damaged. In the event it becomes necessary to void a citation, the officer shall print ‘VOID’ and a short justification for it on all copies of the citation. All copies of the citation will be returned to the officer’s supervisor. The supervisor will review the officer’s action and forward the voided citation to the Records Section for accounting purposes. In no event shall any Department personnel void a citation issued by another officer. If investigation reveals that an improper charge has been filed, the matter will be referred to the appropriate prosecuting attorney for proper disposition of the case (nolle pros, non-suit, etc.).

E. The citation correction/cancellation request form is in triplicate and shall be completed by an officer and submitted through his or her supervisor, when necessary.

1. The original and second copy of the form shall be attached to the citation.
   a. Records Section personnel shall maintain the original copy for filing with the Records Section copy of the citation.
   b. The citation correction/cancellation request form can also be utilized to correct an error on a previously issued citation or complaint which has already been processed through the Records Section and forwarded to the appropriate court.
      1) In these instances, the Records Section will receive one copy of the citation correction/cancellation request form without the citation in question being attached.
      2) The Records Section shall file one copy of the citation correction/cancellation request form with the citation.

2. The officer shall be responsible for delivering/forwarding the citation correction/cancellation request form to the appropriate prosecutor and retaining the officer copy.

3. Officers shall use citation correction/cancellation request forms to correct or add information to a citation when the defendant is not available for reissue of a corrected citation, or to cancel a citation that has not been served on the defendant.
   a. If an officer has served a citation copy to a defendant and is now requesting dismissal, he or she shall complete a citation correction/cancellation request form explaining why the citation should be dismissed, and submit the form with a copy of the citation to a supervisor for approval.
   b. The supervisor shall review the citation and if sufficient cause is shown to request a dismissal, shall attach the citation correction/cancellation form to the citation and approve it. The Watch/Section Commander should be notified by the supervisor approving the dismissal of the citation.
   c. Once a defendant has been served the copy of a citation, the citation cannot be canceled; it must be dismissed on motion of the prosecuting attorney in open court.

D. The citation correction/cancellation request form is in triplicate and shall be completed by an officer and submitted through his or her supervisor, when necessary.

1. The original and second copy of the form shall be attached to the citation.
   a. Records Section personnel shall maintain the original copy for filing with the Records Section copy of the citation.
   b. The citation correction/cancellation request form can also be utilized to correct an error on a previously issued citation or complaint which has already been processed through the Records Section and forwarded to the appropriate court.
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   a. If an officer has served a citation copy to a defendant and is now requesting dismissal, he or she shall complete a citation correction/cancellation request form explaining why the citation should be dismissed, and submit the form with a copy of the citation to a supervisor for approval.
   b. The supervisor shall review the citation and if sufficient cause is shown to request a dismissal, shall attach the citation correction/cancellation form to the citation and approve it. The Watch/Section Commander should be notified by the supervisor approving the dismissal of the citation.
   c. Once a defendant has been served the copy of a citation, the citation cannot be canceled; it must be dismissed on motion of the prosecuting attorney in open court.

F. Audits of citation books will be completed by the Records Section Manager. Any discrepancies will be reported to the Support Services Division Commander for follow up.

82.3.5 RECORDS MAINTENANCE BY OTHER COMPONENTS

The Records Section is the central repository for the original copies of all offense and incident reports, arrest reports, citation copies, other field reports and other official records. However, other components of the Department also maintain various records. Records maintained by other components of the Department include, but are not limited to, the following:

A. Office of the Chief of Police.
   1. Personnel records.
   2. Internal affairs records.
   3. Other administrative files.

B. Support Services Division.
   1. Accreditation files.
   2. Training Records
   3. Other administrative files.

C. Investigations Division.
   1. Criminal intelligence records.
   2. Informant records.
   3. Investigative files.
   4. Found, recovered, evidentiary property records.
   5. Crime analysis records.
   6. Other administrative files.

D. Patrol Division.
   1. Traffic planning and analysis records.
   2. Other administrative files.

82.3.6 ARRESTEE IDENTIFICATION NUMBERS - CRIMINAL HISTORY FILES

A. Each person who is custodially arrested by the Department is assigned a Department identification number (booking number). Once the arrestee has been assigned a booking number, all subsequent arrests concerning that person will be referenced by that booking number. Juveniles and adults have separate booking number systems. Therefore, a juvenile upon reaching age 17 would be issued a new adult booking number.

B. The Records Section shall maintain booking number logs (adult and juvenile, separately) for all booking numbers issued and will ensure that booking numbers are not duplicated or skipped.

C. A criminal history file is maintained on every person arrested by the Department. This file may include, but is not limited to:
   1. Fingerprints and fingerprint classification information.
   2. Criminal history transcripts.
   3. Photographs or computerized mug shots.
4. Arrest reports and other arrest documentation.

D. Arrestee criminal history file information may be maintained in the following locations:

1. CRIMES computer system.
2. Case file.
3. Arrest jackets.
INDEX AS:

83.1.1 24-HOUR ACCESS TO CRIME SCENE/COLLISION PROCESSING
83.1.2 CRIME SCENE/FORENSICS UNIFORMS

PURPOSE:

The purpose of this order is to ensure the availability of a crime scene and collision processor on a 24-hour basis and to require materials and substances to be collected from known sources, whenever available, for submission to the crime laboratory for comparison with physical evidence collected.

DEFINITIONS:

Crime Scene: The location where the crime occurred or where any indication of the crime exists.

Crime Scene Personnel: An experienced police officer or other person who has been trained in accepted methods of evidence collection, evidence preservation, and evidence processing, and whose primary responsibility is to process a crime scene; includes Crime Scene Technicians and Evidence Technicians.

Crime Scene Processing: The specific actions taken at a crime scene or collision scene, including the taking of photographs, preparing the crime or collision sketch, and the collecting and preserving of physical evidence and known standards.

ORDER:

83.1.1 24-HOUR ACCESS TO CRIME SCENE/COLLISION PROCESSING

A. If crime scene personnel or a collision reconstruction officer is on duty, that individual shall process the crime or collision scene unless otherwise directed by a supervisor.

B. If crime scene personnel or a collision reconstruction officer is not on duty, and the situation requires immediate attention which cannot be handled by available personnel, the Patrol or Traffic Section Supervisor shall be notified. Qualified personnel are available on a 24-hour basis to process a crime scene/traffic collision. The supervisor will arrange to have the appropriate crime scene or collision reconstruction personnel called in.

C. If circumstances are such that there may be a delay in the arrival of crime scene personnel, instructions on how to proceed prior to their arrival will be relayed to the officer at the scene.

83.1.2 CRIME SCENE/FORENSICS UNIFORMS

A. Class A Uniforms

1. Class A uniforms are those uniforms worn by sworn members of the Patrol Division as outlined in General Order 22.5.

2. Sworn crime scene personnel will wear the same uniform as patrol officers when attending court or performing any function outside of duty assignments, including public appearances not in conjunction with the officer’s tour of duty.

B. Class B Uniforms

1. The Class B uniform will be worn by sworn crime scene personnel for regular duty assignments and training.

2. The Class B uniform will closely resemble the Class A uniform; however, it will be made of a more durable material and will have cloth embroidered badge and name tag patches.

3. Nylon web gear will be worn with the Class B uniform.

4. During the period between Memorial Day and Labor Day, sworn crime scene personnel are authorized to wear uniform shorts as specified for Patrol Officer, and the dark blue short-sleeve shirt with mesh panels and sewn-on nametag and badge patches.

C. Non-sworn crime scene personnel are authorized to wear the following uniform:

1. Navy-colored trousers or shorts.

2. Gray knit polo-style shirt with designated Crime Scene Unit patch, in long or short sleeves.

3. Department-issued black athletic shoes or Department-authorized uniform boots.


D. Forensic Services Unit Personnel.

1. Khaki-colored trousers or shorts.

2. Black knit polo-style shirt with designated patch and “Forensic Services Unit” worn over left breast, in long or short sleeve.

3. Department issued black shoes.

4. Forensic Services Unit personnel will wear business attire when attending court.
Purpose:
The purpose of this order is to establish guidelines and procedures for collecting, processing, and preserving evidence in the field, establish procedures associated with reporting, evidence handling, chain of evidence, and requests for laboratory analysis.

Definitions:

ACSLD: American Society of Crime Laboratory Directors.

Buccal Swab Collection Kit: A collection kit which contains the directions and all necessary items needed to obtain a buccal cell DNA standard.

Chain of Evidence: The continuity of custody of material and items collected as evidence.

Computer Equipment: The physical components of a computer system, also called hardware. This includes, but may not be limited to: keyboard, monitor, mouse, modem, printer, scanner, and the system unit (CPU) containing the main circuit boards and one or more storage and/or drive devices, housed in a case.

Contamination: The undesirable transfer of material to physical evidence from another source.

Crime Scene: The location where a crime occurred or where evidence of a crime exists. For the purposes of this order, crime scene will also refer to the scene of an incident that may not be criminal in nature, but where common crime scene methods are used to gather evidence.

Crime Scene Evidence Processing: The specific actions taken at a crime scene or collision scene to identify, locate, document, preserve, and collect evidence and/or known standards.

Crime Scene Personnel: Experienced police officers or other persons who have been trained in accepted methods of evidence collection, evidence preservation, and evidence processing, and whose primary responsibility is to process a crime scene, and includes Crime Scene Technicians and Evidence Technicians.

Crime Scene Sketch: A drawing, usually a planar projection, showing all of the significant aspects of the crime scene.

Digital Camera: A device that stores images digitally to an internal or external memory device, such as computer disks or flash cards.

DNA (Deoxyribonucleic Acid): A chemical substance contained in all human cells which determines each person’s individual characteristics.

Evidence: Any substance or material found or recovered in connection with a criminal investigation.

Software: Programs that have been or can be installed in a computer.

Storage Media: Digital storage devices include, but may not be limited to, computer disks, flash cards, thumb drives, and magnetic tape used to store computer data and/or images captured via a digital camera.

Videographs: Images of persons or objects recorded on a videocassette, videodisk or other recording medium, by means of video camera, for playing back on a video monitor.

Order:

83.2.1 Collecting, Processing, Preserving, Transferring Procedures

A. The first officer(s) to arrive at the scene will take the appropriate actions to ensure the safety and/or welfare of the victim(s), and protect the scene.

1. The first officer(s) to arrive at the scene will prevent the suspect(s) or any other person(s) from engaging in conduct which may alter or destroy evidence.

   a. In some cases, consideration should be given to seizing the clothing and possessions of the suspect(s) as possible evidence.

2. The primary responding patrol officer investigating other than a significant case will assess the crime scene and determine the need for forensic services.

   a. Crime Scene personnel are available to process the scene.

   b. Additional forensic personnel may be requested by an Investigations supervisor.

3. If the first responding officer identifies that biological evidence is present, special care will be taken to avoid contamination of the biological evidence and its potential DNA. Personal protective equipment will be utilized as necessary.

4. An Investigations supervisor will be notified of all significant cases.

   a. An Investigations supervisor will select the crime scene personnel who will process scenes of significant cases.

   b. Crime scene personnel from other law enforcement and/or private agencies may be utilized.
B. The first officer(s) shall have custody of and will be responsible for the protection and control of the scene until relieved by a supervisor or investigator.

1. The scenes of significant cases will be secured by the best available means (i.e., tape, rope, or barricades).

2. The scenes of other than significant cases will be secured at the discretion of the primary responding patrol officer only if necessary to protect the integrity of evidence.

3. The points of crime scene entry and exit will be limited.

4. A single path into and out of the crime scene, away from the path most likely used by the offender(s), will be established.

5. At the scenes of significant cases, a crime scene log (NPD form #621) will be started and maintained until the scene is released.

6. Access to the scene will be granted only to persons directly involved in the investigation.

7. Evidence that may be damaged or destroyed prior to the scene being processed will be protected or secured and documented.

C. Upon their arrival, assigned crime scene personnel will assume responsibility for the protection, collection, and preservation of evidence.

D. Personnel will be permitted entry into a scene only after approval by a supervisor. At the scene of significant cases, approval for entry may only be given by an Investigations supervisor and only when such entry will not disrupt scene processing that may be in progress. Authorized personnel include, but are not limited to, the following:

1. Coroner’s Office representatives.

2. Investigations supervisors.

3. Investigators assigned to the case.

4. State’s Attorney personnel.

5. Medical personnel.

6. Persons necessary to correct hazardous conditions.

E. Crime scene personnel will preserve the condition of the evidence during the collection process, taking care to prevent contamination and to collect as complete a sample as possible and practical.

F. The crime scene will be processed in an orderly manner. The order of tasks is dependent upon individual situations. Deviations from the following suggested progression of tasks will be determined by the crime scene personnel assigned to the case:

1. Photograph the scene:
   a. Polaroid photographs may be taken and supplied to case investigators.
   b. Videographs, if taken, will be completed prior to still photography.
   c. Digital and/or standard 35 mm photographs will be taken.

2. Identify the evidence to be collected.

3. Collect the obvious trace evidence which may inadvertently be lost otherwise.

4. Process the scene for fingerprints.

5. Take measurements and sketch the scene.

   a. Wet evidence may be transported to the Naperville Police Department and allowed to air dry prior to final packaging.

7. Secure evidence.
   a. Properly packaged evidence may be submitted to the Naperville Police Department Forensic Services Unit.
      1) Evidence may be turned over directly to a forensic technician.
      2) Evidence may be secured in an evidence locker.
      3) Biological evidence may be secured in the evidence refrigerator.
      4) Flammable evidence may be secured in a flammables cabinet located in the secure garage.
   b. Properly packaged evidence may be submitted directly to the crime laboratory upon authorization by an Investigations Section supervisor. See General Order 83.3.2.

8. Prepare and submit the required reports.

G. Methods utilized in the collection, preservation and processing of crime scene evidence will be those generally accepted as proper for each type of evidence. Published, accepted professional standards are available from various sources to assist in determining processing methods to meet specific situational requirements. It is the responsibility of the crime scene personnel assigned to the case to select the method of collecting, processing, and preserving items of evidentiary value.

1. Evidence collected may include, but is not limited to:
   a. Biological evidence.
      1) Liquid blood sample and/or standard.
      2) Dry blood stains and/or standards.
      3) Semen stains.
      4) Saliva stains and/or standards.
   b. Photographic evidence.
      1) Videographs.
      2) Polaroid photographs.
      3) Undeveloped film.
      4) Unprocessed digital flash cards.
      5) Compact Disks and Digital Video Disks.
      6) Additional storage media containing images.
   c. Weapon evidence.
      1) Sharp/cutting instruments.
      2) Bludgeoning instruments.
   d. Firearm evidence.
      1) Firearms.
      2) Ammunition.
3) Gun shot residue test kits.

e. Fingerprint evidence.
   1) Latent prints.
   2) Patent prints.
   3) Fingerprint and palm print standards.

f. Drug evidence.
   1) Green leafy substance.
   2) Powders, pills, gases, and liquids.
   3) DUI kits for toxicology.

g. Trace evidence.
   1) Hairs.
   2) Fibers.
   3) Paint.
   4) Glass.
   5) Soil.

h. Tool marks.

i. Chemical evidence.
   1) Accelerants.
   2) Explosives.
   3) Corrosives.
   4) Poisons.

2. Recovered evidence is to be clearly marked or labeled in a manner that assures proper identification at a later date. Crime scene personnel will use their badge and/or employee number and initials to mark evidence. Property should not be marked where it may deface or decrease the actual or the evidentiary value of the item:

   a. A permanent ink pen or marker may be used to mark most articles.

   b. Other means, such as a scribe, stylus, or engraver, may be used on articles that cannot be permanently marked with ink.

   c. Items too small to mark, such as bullets, shell casings, jewelry, etc., should be placed in a small container, sealed, and identified by writing necessary information on the container or label affixed to the container.

   d. A permanent tag may be affixed to items otherwise not suitable for marking.

3. Each item of evidence must be packaged in a separate container. Large or irregularly shaped items which cannot be packaged will be labeled with the proper information.

4. Additional care should be taken when packaging the following types of evidence:

   a. Open alcohol: The level of the liquid present will be marked on the outside of the container with a permanent marker. A small sample vial of liquid will be collected and the remainder will be disposed of. The original container and sample vial will then be separately packaged and submitted into the Forensic Services Unit, following the rules for marking, packaging, and sealing of evidence.

   b. Hazardous evidence, e.g., biohazard, flammable, sharp object, poison, explosive material, etc., as well as fragile evidence, shall be so marked on the outer packaging.

   c. If firearms cannot be rendered safe before packaging, additional caution must be taken in the packaging, labeling, and notification of personnel involved in the transport and receipt of the firearm. Ammunition shall be removed and packaged separately in such a way as to maintain the ammunition and firearm safely apart from each other.

   d. Trace materials must be packaged in suitable containers to eliminate the possibility of any loss of the trace material. Envelopes or other containers which might have small openings will not be used without first securing the trace material in a vial, Petri dish, or paper fold.

   e. U.S. currency must be packaged in a clear currency pouch. Currency pouches should not be used for foreign monies, counterfeit bills or any U.S. collectable coins or currency. The number of bills, denominations and coins being submitted are entered in spaces provided on the outside of the currency pouch. The contents must be verified by another Department employee, not a member of the Forensic Services Unit. The currency pouch will be sealed and signed by both employees. The property label will be affixed to the pouch, so as not to cover any written information or signatures.

5. Vials, envelopes, paper bags, jars, cans, cartons, etc., into which evidence has been placed should be sealed in such a manner that they cannot be opened without breaking the seal. Once a seal has been affixed to a container, the collecting personnel should write his or her name or initials, badge and/or employee number, and date across the seal and container.

6. Information may be supplied on a Property Report, Evidence Report, or other Departmental report prepared by the collecting personnel. The following information will be supplied with evidence collected:

   a. Incident number.

   b. Victim’s, suspect’s, and owner’s names (if known).

   c. Date of collection.

   d. Description of item, as applicable:

      1) Make.

      2) Model number or name.

      3) Serial number.

      4) Weight and/or amount.

   e. Source or location obtained.

   f. Name of person collecting item.

H. CHAIN OF EVIDENCE MAINTAINED

1. Whenever a transfer of custody of physical evidence takes place, the following information will be recorded:
a. The name of the Naperville Police Department personnel transferring the evidence, and the date and time of transfer.
b. The name of the person receiving the evidence.
c. The location the evidence is transferred to and from, and a summary of the event.
d. The reason for the transfer of the evidence.
e. Examinations desired, if applicable.
f. Date of transfer to an outside laboratory and/or agency, if applicable.

2. Transfer of custody in the field.
   If necessary, a transfer of custody of physical evidence may take place. The information specified above will be recorded.

3. The record of all transfers of evidence will be maintained in the Forensic Services Unit or the Investigations Section. Upon disposition of evidence, this information will be forwarded to Records.

83.2.2 EVIDENCE PHOTOGRAPHY

A. Photography/videography of the crime scene will be conducted by trained crime scene personnel prior to the removal of any evidence.

B. Videographs, if taken, will be taken prior to still photography. Videographs will be used to supplement still photography and not to replace it. Crime scene videographs will be recorded without sound.

C. Digital images, if taken for evidentiary purposes, must be turned in to the Forensic Services Unit in their original, unaltered state in their native file format. At no time prior to their submission into evidence may the original flash cards be edited, altered, or duplicated.

D. The first frame of each roll of film, flash card, or videograph will depict the following information:
   1. Naperville Police Department incident number.
   2. Name and badge and/or employee number of the photographer.
   3. Date and time photographs are taken.
   4. Location.
   5. Type of incident.

E. When the exact size of an object being photographed is necessary, photographs with and without a scale will be taken. Both photographs will be taken using the same camera setting, position, and lighting.

F. Photographs, film, unprocessed flash cards, and videographs will be labeled, packaged, and marked according to guidelines specified in 83.2.1 and will be submitted into the custody of the Forensic Services Unit according to the guidelines specified in General Order 84.1.1.

83.2.3 PROCESSING OF FINGERPRINT EVIDENCE

A. Latent prints should be developed and removed from surfaces with Department-provided equipment such as dusting powders, brushes, clear and frosted tape, etc.

B. Wet items bearing latent prints should be allowed to air dry under normal conditions before processing with powders.

C. Visible prints subject to possible destruction or deterioration should be photographed before measures are taken to further develop or collect them.

D. Items containing possible print evidence that cannot be processed at the scene will be packaged in a manner that will protect their surfaces and prevent destruction of print evidence or contamination. Items may be handled with forceps, tongs, tweezers, or picked up by exerting pressure on surface areas that are unlikely to bear print evidence.

E. Whenever latent prints are removed from an item and placed on a fingerprint card, the fingerprint card will contain the following information:
   1. Incident number.
   2. Date of collection.
   3. Explanation of source of print; for example, inside or outside, top or bottom.
   4. Name of person collecting print.

F. Additional guidance for the processing of latent fingerprints by crime scene personnel may be obtained from current reference books, periodicals, and training handouts.

G. Fingerprint cards containing rolled impressions taken from known individuals will include the following information:
   1. Incident number.
   2. Date of collection.
   3. Name of individual supplying standard.
   4. Date of birth of individual supplying standard.
   5. Gender of individual supplying standard.
   6. Signature of individual supplying standard.
   7. Name of individual taking standards.

H. Fingerprint cards containing rolled impressions to be used for comparison to unknown latents will be submitted as evidence, following the guidelines specified in 83.2.1 and General Order 84.1.1.

83.2.4 CRIME SCENE PROCESSING EQUIPMENT

A. The Department supplies crime scene personnel with the necessary tools, equipment and supplies to process crime scenes. Tools, equipment and supplies include, but are not limited to:
   1. Vehicle(s) for transportation and/or storage of equipment and supplies.
   2. Photographic equipment and supplies.
   3. Fingerprint equipment and supplies.
   4. Various collection and measurement tools.
   5. Various packaging supplies.

B. In order to process a crime scene in both an effective and timely manner, crime scene personnel will be responsible for maintaining properly equipped evidence collection kits and vehicle(s), if applicable.

C. Crime scene processing equipment and supplies used to maintain the evidence kits and vehicles can be obtained from the Forensic Services Unit.

D. Additional resources including portable generators, ladders, and lights are available from the Naperville Fire Department and/or the Emergency Management Agency.

83.2.5 COMPUTER EQUIPMENT SEIZURE
A. Protection of computer equipment, software, storage media, and other devices capable of storing data in an electronic format.

1. When officers become aware or suspect that computer equipment, storage media, software, or other device capable of storing data in an electronic format may contain evidence of criminal activity, they shall:
   a. Immediately take the action necessary to prevent the removal or alteration of such evidence.
   b. Prevent the removal, shut-down, or start-up of the computer equipment.
   c. Prevent the computer equipment from connection to, or disconnection from, a power source, telephone line, or other computer or peripheral equipment.
   d. Prevent the removal, destruction, or alteration of computer storage media and software.
   e. Protect the computer equipment, storage media, software, or other device capable of storing data in an electronic format.
   f. Make proper notifications, i.e., supervisor, Investigations.

B. Search of computer equipment, storage media, software, and other devices capable of storing data in an electronic format.

1. Computer evidence requires the same protection as other types of property and is generally subject to the same, and often stricter, laws of evidence, search, and seizure.
   a. Computer equipment, storage media, software, or other devices capable of storing data in an electronic format cannot be searched without a warrant or the consent of the owner.
   b. The search of computer equipment, storage media, software, or other devices capable of storing data in an electronic format will be conducted only by a person specifically trained in computer forensics. This computer forensic training will be of a type and from a source authorized by an Investigations Division supervisor.

2. The collection, packaging, and transportation of computer equipment, storage media, software, or other devices capable of storing data in an electronic format will be conducted in compliance with the Illinois Attorney General’s Internet Crimes Against Children Task Force Guidelines for Computer Search and Seizure.

3. The acquisition of the forensic image(s) will generally take place at the Department Computer Forensic Lab. The choice of location may take into consideration the size of the image, the time necessary to collect the image, and the impact of the removal of the computer media on the legal operation of a legitimate ongoing business.

4. Exigent Circumstances Search.
   If exigent circumstances exist, Department personnel who have not received the above training (section 83.2.5.B.1.b) may conduct the search provided they have the necessary computer knowledge and the permission of an Investigations Division supervisor.
   a. The search will be conducted by at least two Department personnel, with one conducting the search and the second acting as a witness to the search.
   b. A detailed log, of every action taken, is required. This includes, but is not limited to, turning on the machine, every keystroke or mouse movement performed and the date and time of each action. The log will also include the exact time the search was conducted as recorded by the Communications Center, as well as the machine’s internal clock.

C. Collection, packaging, and transportation of computer equipment, storage media, software, and other devices capable of storing data in an electronic format.

1. The collection, packaging, and transportation of computer equipment, storage media, software, or other devices capable of storing data in an electronic format will be performed only by crime scene personnel or investigators who have completed specialized training.

2. The collection, packaging, and transportation of computer equipment, storage media, software, or other devices capable of storing data in an electronic format will be performed in compliance with standard established procedures such as those published by The National Consortium of Justice Information and Statistics.

83.2.6 CRIME SCENE REPORTING
A record of events transpiring at the scene of an investigation is required. Crime scene personnel will submit reports including the following information:

A. Incident report number.
B. Name of person requesting their services and assigned officer.
C. Date and time of arrival at and departure from the scene.
D. Location of the incident.
E. Description of incident scene.
F. Names of victim(s) and suspect(s), if known.
G. Description of actions taken at the scene.
H. A list of physical evidence recovered.
I. The reason photographs were not taken, evidence was not recovered, or any deviations from standard accepted procedures were performed.
J. Disposition of items collected at the scene.
K. Crime scene measurement information, if applicable.

83.2.7 DNA EVIDENCE COLLECTION AND PROCESSING
A. First responder responsibilities and precautions.
   DNA evidence may be present at various crime scenes. It can be readily located in the form of obvious blood or other body fluid stains. It can also be present in trace amounts not readily visible to the naked eye, at the time of a preliminary examination of the crime scene.

1. Responsibilities.
   The first responding officer must protect areas at a crime scene, both with obvious biological materials and areas of the crime scene which have the potential for containing microscopic/trace amounts of DNA evidence.

2. Precautions.
   Precautions should be taken as listed in 83.2.1.A.3 to protect personnel from potential biological hazards and prevent the contamination of the DNA evidence.

B. Procedures for collection, storage and transportation of DNA evidence.
1. Due to the fragile nature of DNA evidence, only crime scene personnel trained in DNA collection procedures will process and collect DNA evidence at crime scenes.

2. The collection of DNA standards may be necessary for comparison to DNA evidence collected at the crime scene. Buccal swabs will be collected for this purpose. Any officer or crime scene personnel familiar with the directions supplied with the buccal swab collection kit can collect the DNA standard.

3. Upon collection of the DNA evidence, care should be taken not to expose the evidence or standard to extreme temperatures or prolonged UV exposure.

4. All DNA evidence will be thoroughly dried before be submitted to the Forensic Services unit for storage.

5. Biological/DNA evidence will be packaged according to General Order 83.2.1.

C. Training requirements for collection of DNA evidence.

It is the responsibility of the Crime Scene Unit supervisor to ensure that the crime scene technicians are proficient in the collection of DNA evidence. Crime scene technicians will complete at a minimum a 40-hour evidence technician course including the collection and handling of DNA evidence. Additional DNA training may include, but is not limited to the following sources:

1. In-house training.
2. Training supplied by outside agencies.
3. Individual crime laboratory documents and/or publications.
4. Forensic organizations and publications.

D. Procedures for submission of DNA evidence to accredited laboratories.

1. Procedures for submission of DNA evidence to an accredited laboratory will follow General Order 83.3.2. In addition, prior notification to the crime laboratory may be necessary depending on individual case evidence.

2. DNA evidence recovered in DuPage County may be submitted to either the DuPage County Crime Laboratory or the State of Illinois Crime Laboratory system.

3. DNA evidence recovered in Will County will be submitted to the State of Illinois Crime Laboratory system.

4. Other laboratories may be utilized for the analysis of DNA evidence, so long as the laboratory is ASCLD accredited and the Investigations Division Commander gives prior approval.

5. Specific handling procedures will be followed from guidelines set by each individual laboratory.

83.2.8 PROCESSING RECOVERED STOLEN VEHICLES AND VEHICLES USED IN THE COMMISSION OF A CRIME

A. Recovery of a vehicle stolen from or used in the commission of a crime in another jurisdiction.

1. When a vehicle stolen from another jurisdiction or used in the commission of a crime in another jurisdiction is recovered in Naperville, the originating agency shall be notified via LEADS of the recovery. The originating agency may request that the vehicle be held.

2. If the recovered vehicle is to be held, it will be towed to a secure location.

3. When criminal charges are to be filed by the Naperville Police Department, the vehicle may be processed by Department crime scene personnel.

4. When no criminal charges are to be filed by the Naperville Police Department, processing will be done only at the request of the originating agency or other agency which has an interest in evidence likely to be found in or on the vehicle.

5. Department crime scene personnel may be sent to a suitable location to process the vehicle or the vehicle may be processed at a City facility.

6. The reporting agency will be notified upon completion of vehicle processing to arrange for disposition and release of the vehicle.

B. Recovery of a vehicle stolen from or used in the commission of a crime in Naperville.

1. When a vehicle stolen from or used in the commission of a crime in Naperville is recovered, the agency making the recovery will be asked to hold the vehicle.

   a. If there are exigent circumstances, an Investigations supervisor will be immediately notified of the recovery.

   b. If there are no exigent circumstances, an Investigations supervisor will be notified of the recovery during normal business hours.

2. An Investigations supervisor will review the case to determine what, if any, efforts to process the vehicle will be made.

3. Department crime scene personnel may be sent to a suitable location to process the vehicle or the vehicle may be processed at a City facility.

C. Vehicles will be released in accordance with General Order 61.6.
INDEX AS:

83.3.1 EVIDENCE COMPARISONS/KNOWN SAMPLES
83.3.2 EVIDENCE SUBMISSION TO LABORATORY

PURPOSE:

The purpose of this order is to identify the responsibilities and establish procedures associated with the maintenance of chain of evidence and requests for laboratory analysis.

DEFINITIONS:

Chain of Evidence: The continuity of custody of material and items collected as evidence, whether at the crime scene or not.

Known Sample: Any sample which can be used as a reference to which an unknown sample can be compared, with the goal of identifying the source.

Laboratory: Any laboratory, whether in-house, municipal, county, state, federal or private which conducts examinations and analysis on physical evidence.

ORDER:

83.3.1 EVIDENCE COMPARISONS/KNOWN SAMPLES

A. Materials and substances shall be collected from known sources, whenever available, by crime scene personnel for submission to the crime laboratory for comparison with physical evidence collected. Examples include, but are not limited to:

1. Hairs.
2. Fibers.
3. Fabrics.
4. Glass.
5. Paint.
6. Wood.
7. Soil.
8. Tool marks.
10. Fingerprints.
11. Saliva.

B. Any known comparison standards shall be marked as such and the guidelines for processing, preserving and submitting physical evidence in General Order 83.2.1 shall be followed.

83.3.2 EVIDENCE SUBMISSION TO THE LABORATORY

A. It shall be the responsibility of the officer or investigator having responsibility for the investigation of a less serious case to submit to the Forensic Services Unit a request for laboratory analysis of those items of evidence pertinent to the successful investigation and/or prosecution of the case. For serious crimes, the lead investigator, and/or an Investigations Supervisor, will be responsible for the request for laboratory analysis in the case.

1. All requests will be made in writing on official Naperville Police Department forms.
2. All requests will be made in a timely fashion.
3. Rush requests must be reviewed by an Investigations Section Supervisor.

B. Evidence will be submitted to a laboratory in person, certified US Mail, or private courier (FedEx, UPS, etc.). Methods for packaging evidence for the laboratory will follow General Order 83.2, Forensic Services Operations. Whenever physical evidence is transmitted/submitted to a laboratory for examinations, the following information will be recorded:

1. The name of the Naperville Police Department personnel transmitting/submitting the evidence to the laboratory.
2. The name of the laboratory to which the evidence is being submitted.
3. The date of the submission or mailing, and that the method used for the transmission of the evidence is consistent with current standards.
4. The date the laboratory receives the property.
5. The name and signature of the person receiving the evidence at the laboratory.

C. Special handling procedures must be followed to maintain the chain of evidence when evidence is mailed/shipped to an outside laboratory:

1. Arrangements to mail/ship evidence will be made by the Forensic Services Unit or Investigations Section Supervisor, who will ensure proper packaging procedures are followed.
2. All documentation pertaining to the mailing/shipping will be recorded by either the Forensic Services Unit or the lead investigator. If this documentation is recorded by the lead investigator, he or she will forward copies of any documentation to the Forensic Services Unit.
3. When mailing any evidence which contains possible biohazards, standard precautions will be taken and specific courier’s requirements will be followed.

D. In-house analysis.

1. When evidence is processed or analyzed by personnel of the Naperville Police Department Crime Scene Unit, their findings will be documented in a written report. This report will be distributed as follows:

   a. Original to Records Section case file.
   b. Copies to:

      1) Investigating officer.
      2) Forensic Services Unit file.

E. Analysis by outside laboratories.
1. Physical evidence may be submitted to an outside laboratory for analysis. If a fee is associated with an analysis, approval of the Investigations Section Commander must be obtained prior to the transfer of any evidence.

2. When evidence is submitted to an outside laboratory for analysis, the Naperville Police Department personnel transferring the evidence will utilize the laboratory’s evidence receipt form to document the transfer. If the laboratory does not have its own receipt form, a Naperville Police Department receipt will be utilized to document the transfer.

3. The Naperville Police Department will only submit evidence for analysis to laboratories which summarize their findings in written reports.

4. Reports of findings from outside laboratories handled by the Forensic Services Unit will be received by the Forensic Services Unit. The Naperville Incident Report number will be applied to the top right corner of each page of such reports and the reports will then be distributed as follows:
   a. Original to Records Section case file.
   b. Copies to:
      1) Investigating officer.
      2) Forensic Services Unit file.

5. The Investigations Section will receive all reports of findings from outside laboratories which were handled by the Investigations Section. The Naperville Incident Report number will be applied to the top right corner of each page of such reports and the reports will then be distributed as follows:
   a. Original to Records Section case file.
   b. Copies to Forensic Services Unit file.
GENERAL ORDER

ORDER NUMBER: 84.1

SUBJECT: ACQUIRED EVIDENCE AND IN-CUSTODY PROPERTY

EFFECTIVE DATE: 01/01/97
REVISED DATE: 06/18/07

INDEX AS:

84.1.1 EVIDENCE AND IN-CUSTODY PROPERTY PROCEDURE
84.1.2 PHYSICAL SECURITY OF STORED EVIDENCE AND IN-CUSTODY PROPERTY
84.1.3 TEMPORARY SECURE STORAGE AREAS
84.1.4 CONTROLLED SUBSTANCES/WEAPONS OR EXPLOSIVES USED FOR INVESTIGATION OR TRAINING
84.1.5 EVIDENCE AND IN-CUSTODY PROPERTY STATUS RECORD SYSTEM
84.1.6 EVIDENCE AND IN-CUSTODY PROPERTY STORAGE AREA INVENTORY AND INSPECTIONS
84.1.7 DISPOSITION OF EVIDENCE AND IN-CUSTODY PROPERTY
84.1.8 PROPERTY ACQUIRED THROUGH CIVIL PROCESS/FORFEITURE

PURPOSE:
The purpose of this order is to regulate control of evidence and in-custody property and to establish an inventory procedure for all items which come into the custody of the Department from any source. This order is intended to guarantee the property rights of owners, provide for the proper identification of evidence, define guidelines for the security of evidence and in-custody property, establish records of all evidence and in-custody property and, protect the integrity of the Department.

DEFINITIONS:

BEAST: Bar coded Evidence Analysis & Tracking – computerized bar-coding software by Porter Lee, utilized for the maintenance of all in-custody and/or evidence property held at the department.

Chain of Custody: A record of persons having charge, control or possession of evidence from the time it is received until disposed of.

Evidence: Property which may be related to a criminal or quasi-criminal offense, or which may implicate or clear a person of a criminal charge.

Forensic Technician: A person assigned to the Forensic Services Unit whose responsibilities include maintaining the control and custody of evidence and in-custody property.

In-custody property: Anything that is held in police custody which has been found, turned in, abandoned, or held for safekeeping, and is not believed to be connected to, or part of, a criminal or quasi-criminal offense.

ORDER:

84.1.1 EVIDENCE AND IN-CUSTODY PROPERTY PROCEDURE

Forensic Technicians, under the authority of the Forensic Services Unit Supervisor, will safeguard and properly dispose of all property which comes into the official custody of the Naperville Police Department. The Department strives to maintain property in the same condition as when received and to preserve the evidentiary integrity of property which has been retained for forensic purposes.

A. Temporary evidence storage areas are inspected each weekday morning, except holidays. A verification of both the items submitted and the Property Report or Evidence Report accompanying the item is completed.

B. Officers will submit evidence and in-custody property and the Property Report or Evidence Report into a secure storage area prior to the end of their tour of duty (see Section C). Under no circumstances will evidence or in-custody property be subject to personal use or stored in employees’ personal desks, lockers, vehicles, homes, or other places that would permit the chain of custody to be interrupted.

C. Each item of evidence and in-custody property will be included in the Property Report or Evidence Report. The following information will be supplied, whenever applicable:

1. Type of property, color, size, weight and/or other identifying characteristics.

2. Unique numbers and model numbers.

3. Firearms will be described by make, caliber or gauge, serial number and identifying characteristics.

4. Drug descriptions will include: color, physical state (liquid, powder, solid, gas), shape, size, weight, quantity, and identifying marks, if any.

5. The circumstances by which the property came into the Department's possession will be recorded on the Property Report, Evidence Report or accompanying incident report.

D. Items of evidence and in-custody property will be labeled, packaged and marked according to guidelines specified in General Order 83.2.

E. Evidence and in-custody property requiring extra security measures, i.e., exceptional, valuable or sensitive items, will be submitted in person to a Forensic Technician or the Forensic Services Unit Supervisor to allow for direct placement of the item into the vault inside the main Evidence/Property room.

F. Upon fulfilling legal obligations, every reasonable effort will be made to identify and notify the owner or custodian of the evidence or property, and ensure the return of the evidence or in-custody property to the legal owner. (See G.O. 84.1.7.)

G. Procedures for release of property items from the control of the property and evidence function are contained in G.O. 84.1.7.

84.1.2 PHYSICAL SECURITY OF STORED EVIDENCE AND IN-CUSTODY PROPERTY

A. Evidence and in-custody property received by the Department will be stored in one of the following secure areas:

1. Main Evidence/Property Room. The primary location for the storage of evidence and in-custody property is the main Evidence/Property room.

2. Evidence/Property Vault. Money, negotiable bonds, precious metals, jewelry, gemstones, weapons, drugs and ammunition will be stored within the secure evidence/property vault which is located within the main Evidence/Property room.

3. Evidence Currency Account. U.S. Currency submitted into the Forensic Services Unit, for other than evidentiary purposes, may be deposited into the Evidence Currency Account established by the City’s Finance Department.
4. **Bicycle Storage Room.** Bicycles not considered to be evidence will be stored in the bicycle storage room.

5. **Flammable Cabinet.** Flammable items will be stored in the locked flammable storage cabinet located in the evidence processing garage.

6. **Secure Evidence Refrigerator.** Perishable items will be stored in the locked refrigerator in the evidence lab.

7. **Secure Garage.** Large items of evidence or in-custody property brought to the Police Department will be stored in the secure garage located directly behind the Evidence/Property room.

8. **Secure Vehicle Storage Area.** Vehicles which are brought to the Police Department to be stored for evidentiary purposes will be maintained in the fenced secure vehicle storage area located within the secure employee parking area.

B. Deviation in the use of secure areas, if necessary, may only be authorized by the Forensic Services Unit Supervisor, Investigations Section Commander or Investigations Division Commander.

C. Access control to secure evidence and in-custody property storage areas is the responsibility of the Investigations Division Commander. Access is authorized to the Investigations Section Commander and the Forensic Services Unit Supervisor. All other access to the secure evidence and in-custody property storage areas without the prior approval of the Investigations Section Commander or the Forensic Services Unit Supervisor is prohibited.

### 84.1.3 TEMPORARY SECURE STORAGE AREAS

A. Secure facilities are provided for storage of in-custody or evidentiary property during periods when the main Evidence/Property room is closed. The following temporary secure storage is available:

1. **Temporary Storage Lockers.** Various sized metal storage lockers which lock when closed.

2. **Evidence Preparation Room Refrigerator.** Evidence and in-custody property requiring refrigeration will be secured within individual locking compartments inside the evidence preparation room refrigerator.

3. **Evidence Processing Garage.** Vehicles submitted for processing or other evidence or in-custody property which is too bulky to be stored in the temporary storage lockers will be placed in the evidence processing garage.

4. **Flammables Cabinet.** Flammable items will be secured in the locking flammables cabinet located in the evidence processing garage.

B. Whenever evidence or in-custody property is left in a location other than the storage lockers, the accompanying Property Report or Evidence Report will be placed in the drop slot located in locker #7.

### 84.1.4 CONTROLLED SUBSTANCES/WEAPONS OR EXPLOSIVES USED FOR INVESTIGATION OR TRAINING

A. Explosives, which have been collected and/or submitted as evidence or in-custody property, will not be used for investigative or training purposes.

B. **Weapons**

   1. Weapons, including firearms, may be converted to Department use after they are ready for final disposition (see 84.1.7 below). Department use may include investigation, training or display.

   a. All weapons to be converted to Department use, must be approved by the Chief of Police or the Chief’s designee.

   b. All weapons converted to Department use will be the responsibility of the Rangemaster. The Rangemaster will ensure that all such weapons are securely maintained and inventoried annually.

   c. Controlled substances and/or cannabis

      Controlled substances and/or cannabis may be converted to Department use after they are ready for final disposition (see 84.1.7 below).

      1. **K9 Training.**

         Controlled substances and/or cannabis used for K9 training will be converted upon approval of the Patrol Division Commander or designee.

         a. The controlled substance or cannabis will be transferred to the K9 officer and maintained as part of the K9 inventory. The transfer will be documented in the BEAST.

         b. The use of the controlled substance or cannabis will be logged in the K9 log book. The drugs will be securely maintained by the K9 officer, when not in use.

         c. The controlled substance or cannabis will be returned to the Forensic Services Unit for destruction. The return of the controlled substance or cannabis will be documented in the BEAST and drug destruction log book.

      2. **Other Training – Controlled substances and/or cannabis used for training purposes, other than K9, will be converted upon the approval of the Investigations Division Commander or designee.**

         a. The controlled substance or cannabis will be transferred to the sworn employee or forensic or crime scene employee responsible for the training. The sealed package will be weighed by the above employee, in the presence of the forensic personnel completing the transfer. The transfer and weight will be documented in the BEAST.

         b. The drugs will be securely maintained by the responsible employee, when not in use.

         c. Upon return of the controlled substance or cannabis, the sealed package will be weighed by the responsible employee in the presence of the forensic personnel. The return of the controlled substance or cannabis will be documented in the BEAST, along with its weight. The controlled substance or cannabis will be added to the drug destruction log book.

      3. **Investigative Use - Controlled substances and/or cannabis used for investigative purposes will be converted upon the approval of the Investigations Division Commander or designee.**

         a. The converted items will be stored in the evidence room vault until needed. The controlled substance or cannabis will be transferred to the sworn employee responsible for the investigative use, when needed. The chain of custody of these items will be documented in the BEAST.

         b. The drugs will be securely maintained by the sworn employee responsible, when not in use.

         c. The drugs will be returned to the vault when the investigative use is completed. The items in this location will be inventoried annually. When the controlled substance or cannabis is no longer needed for investigative use, it will be destroyed (see 84.1.7 below).
84.1.5 EVIDENCE AND IN-CUSTODY PROPERTY STATUS RECORD SYSTEM

A. BEAST will be utilized as the primary record keeping system for maintaining the status of evidence and in-custody property held by the Department. The following information will be maintained in BEAST:

1. The current location of evidence and in-custody property.
2. The date and time when evidence and in-custody property were received.
3. The date and time when evidence and in-custody property were released.
4. The character, type and amount of evidence and in-custody property.
5. The chain of custody for each item from the time it was first stored until its final disposition.

B. The following information, not part of the BEAST system, will also be maintained:

1. The dates and results of inspections, inventories, and audits.
2. The dates and results of Departmental auctions.
3. Drug, weapon, and ammunition destruction information, to include:
   a. Date and location of destruction.
   b. Method of destruction.
   c. Items destroyed.
   d. Witnesses present.
4. The character, type and amount of evidence and in-custody property.
5. The date and time when evidence and in-custody property were released.

84.1.6 EVIDENCE AND IN-CUSTODY PROPERTY STORAGE AREA INVENTORY AND INSPECTIONS

A. The following inspections, audits or inventories will be conducted:

1. Monthly Inspection. Conducted by the Forensic Services Unit Supervisor or his/her designee. Evidence and in-custody property storage areas will be inspected to ensure:
   a. Procedures and guidelines are adhered to.
   b. Evidence and in-custody property storage areas are maintained in a clean and orderly fashion.
   c. Provisions of Department directives concerning the property management system are followed.
   d. Evidence and in-custody property are protected from damage or deterioration.
   e. Accountability is maintained.
   f. Evidence and in-custody property having no further evidentiary value are disposed of properly and promptly.
2. Property Inventory. An inventory of property occurs whenever the property and evidence custodian is assigned to and/or transferred from the position and is conducted jointly by the new property and evidence custodian and a designee of the Chief of Police, to ensure that records are correct and properly annotated.
3. Annual Audit. A police supervisor not routinely or directly connected with the control of evidence and in-custody property will be annually assigned to conduct an audit of evidence and in-custody property held by the Department. The purpose of this audit is to ensure the integrity of the Forensic Services Unit, not to require an account of every item of property.
4. Unannounced Inspection. At the direction of the Chief of Police, a police supervisor not routinely or directly connected with the control of evidence and in-custody property will inspect all property storage areas semi-annually. These inspections will be unannounced.
   a. Spot inspections will generally include random comparisons of the records kept with the evidence and in-custody property being held.
   b. Property accountability and security procedures will receive primary attention during these inspections.

B. Results of annual and semi-annual audits and inspections will be documented in writing and forwarded to the Chief of Police and the Investigations Division Commander.

C. Discrepancies discovered as a result of an inventory, audit or inspection will be brought to the attention of the Investigations Division Commander, who will initiate an investigation and prepare a written report of the findings.

84.1.7 DISPOSITION OF EVIDENCE AND IN-CUSTODY PROPERTY

A. Evidence and in-custody property should be disposed of within six months after the legal requirements pertaining to these items have been satisfied. Evidence and in-custody property may be disposed of by return to legal owner, public auction, destruction, or conversion to City use. The disposition records of each item of evidence and in-custody property will be maintained in BEAST. The following guidelines for disposition of evidence and in-custody property will be followed:

1. Found items may be kept for up to six months. During this time, if the owner is not identified or the property is not claimed, the item will offered at Departmental auction, converted to City use, or destroyed. If the owner is identified, a certified letter will be sent to the owner’s last known address. This letter will advise that items must be claimed within 30 days or be disposed of in accordance with applicable state laws. A copy of the letter will be maintained pending disposition of the property.
2. The owner, if identified, may be contacted by telephone to arrange a date and time for pickup of items. If items are not claimed on the arranged date, a certified letter will be sent to the owner as specified in Section 7.A.1.
3. Evidence and in-custody property may be disposed of following:
   a. Officer’s authorization.
   b. Expiration of statute of limitation for prosecution.
   c. Court order.
4. Special considerations:
   a. Photographs of property are an acceptable form of evidence if taken in accordance with applicable state laws. (Illinois Compiled Statutes 725 ILCS 5/115-9, et seq.)
      1) Large items should be photographed and returned to the owner upon approval of the investigating officer or representative of the City or State's Attorney's office.
      2) Perishable food items in misdemeanor shoplifting cases can be released to the owner after being
photographed with prior approval of the investigating officer.

b. Drugs will be disposed of/destroyed in the presence of at least two witnesses, one of whom must be a sworn officer, at or above the rank of sergeant. Witnesses will sign and date a Verification of Destruction document.

c. Hypodermic needles will be disposed of in a sealed sharps container. Biohazard materials will be disposed in biohazard bins. The Forensic Technician will be responsible for contacting the necessary disposal service when the containers are filled. OSHA standards will be adhered to at all times when dealing with hazardous materials.

5. Release of evidence and in-custody property.

a. Items of evidence and in-custody property may be returned to their legal owner, after authorization, upon presentation of proof of ownership and proper identification. The release of property will normally take place Monday through Friday, 0800-1600 hr., excluding holidays. After-hours return of property will require prior arrangements with the Forensic Services Unit.

b. Police personnel checking out evidence or in-custody property for court will make the request in writing at least one business day in advance of the needed date. The transfer of evidence and in-custody property is recorded in BEAST. The evidence or in-custody property will be placed in a temporary storage locker. The locker number and key will be available for the requesting police personnel in a sealed and marked envelope locked in the equipment room armory. The evidence and in-custody property will be returned to the evidence lockers with the original paperwork after court. The transfer of evidence and in-custody property will be recorded in BEAST.

B. When evidence or in-custody property is permanently released, the Property Report, Evidence Report and any additional paperwork associated with the evidence or in-custody property will be forwarded to the Records Section to be maintained with the case file.

84.1.8 PROPERTY ACQUIRED THROUGH CIVIL PROCESS/FORFEITURE

A. All property acquired through the legal process function shall be properly recorded by report including description, identification numbers, name of persons or corporations from whom the property was received. The property shall be stored for safekeeping until properly disposed of as prescribed by Illinois statutes and current directives.

B. All property acquired by the Department pursuant to civil process or asset forfeiture proceedings is accounted for in Department records according to General Order 61.6 Removal and Towing of Vehicles, for abandoned, seized or unclaimed vehicles and Illinois statutes.

C. All property acquired through civil process or asset forfeiture proceedings is disposed of by the Department pursuant to legal authority according to General Order 61.6 Removal and Towing of Vehicles, for abandoned, seized or unclaimed vehicles and Illinois statutes.
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