



PUBLIC SAFETY DEPARTMENT MEMORANDUM

325 Hazel Avenue, Glencoe, Illinois 60022

p: (847) 835-4112 | publicsafety@villageofglencoe.org | Follow Us: @VGlencoe

www.villageofglencoe.org

DATE: July 16, 2020

TO: Philip Kiraly, Village Manager

FROM: Cary Lewandowski, Public Safety Director

SUBJECT: Public Safety Department Use of Force – Training, Policies, Data Collection

In recent weeks, several Trustees as well as community members have requested information regarding the Glencoe Public Safety Department Use of Force policies and practices. This memorandum will highlight the following:

- The Glencoe Public Safety Model
- Public Safety Officer Training
- Public Safety Department Use of Force Policies
- Statistical Data Related to Calls for Service, Use of Force and Citizen Complaints

The Glencoe Public Safety Model

The Glencoe Public Safety Department provides all emergency services in the Village, including police, fire and emergency medical services. The only fully consolidated department of its kind in the State of Illinois, all officers are fully cross-trained in all aspects of public safety service delivery. The Department is comprised of three separate operational divisions, providing police, fire and emergency medical services to the community. Since its inception in 1954, the unique nature of the public safety model eliminates the need for separate work forces as each Public Safety Officer is certified as a police officer, firefighter and emergency medical technician (EMT-B) or paramedic (EMT-P). EMT-B officers provide basic life support, while EMT-P officers provide advanced life support including invasive medical procedures and administration of medication. Officers provide services related to all three components, often during the same shift, regardless of primary duty assignment.

The Glencoe Public Safety model works because of Glencoe's geographical size and location, population and the types and frequency of certain calls for service. The Glencoe model is particularly unique in that all officers, no matter what role they are assigned to while on duty, have the ability (and more importantly, the training) to step into a police, fire or EMS role. That means police units can respond to EMS calls and begin critical life-saving actions well before our ambulance arrives. It also means that fire shift officers can assist their colleagues on the police shift during critical police incidents and in-progress crimes, or simply help process and monitor arrestees at the station.

Should an incident require a specialized response, the Public Safety Department is bolstered by automatic aid provided by our neighboring communities. In addition, the Department's memberships in regional mutual aid organizations (such as the Northern Illinois Police Alarm System (NIPAS) Emergency Services Team (EST) and Mobile Field Force (MFF), North Regional Major Crimes Task Force (NORTAF) and the Fire Department Mutual Aid Box Alarm System (MABAS)), provide the Village of Glencoe with quality investigative and support resources at significant costs savings by sharing personnel resources with neighboring municipalities. More importantly, the Glencoe Public Safety Department has fifteen (15) officers assigned to various positions within these organizations. These Glencoe officers gain valuable skills and

experience through their participation on these specialized teams, making them uniquely capable in their regular duties in Glencoe.

Public Safety Officer Training

The Glencoe Public Safety Department is committed to ensuring all public safety personnel are provided with the training and equipment to provide the residents of Glencoe the highest level of service. As a combined agency, the Public Safety Department must follow the mandates and meet the standards of the State agencies responsible for police, fire and EMS training and certification - the Illinois Law Enforcement Training and Standards Board (ILETSB), the Office of the Illinois State Fire Marshal (OSFM) and the Illinois Department of Public Health (IDPH). Training within the Department can be broken down into three main categories - Recruit, Career Development/In-Service and Specialized.

Recruit Training: The hiring process for Public Safety Officers is comprehensive; the process requires many months of testing and examination before a candidate is considered eligible for hire. Once a qualified candidate is offered employment by the Village of Glencoe Public Safety Commission, he/she is then subjected to a comprehensive behavioral analysis, psychological assessment, background investigation and medical examination prior to being hired.

Once a candidate successfully completes the hiring process, the candidate officer is sent to an ILETSB certified police academy. The candidate must meet the minimum requirements for Police Officer certification, consisting of 14 weeks (560 hours) of police academy training. Upon successful completion of the police academy, the candidate returns to the Department where he/she must successfully complete a 12-14-week (480-560 hour) Field Training program, under the direction of experienced Glencoe Public Safety Officers who are ILETSB certified Field Training Officers. This analysis reveals that every candidate officer requires a minimum of 26 weeks training before the candidate is allowed to function as a police officer; albeit in only one aspect (police) of their overall Public Safety Officer responsibilities. During the first two years of employment, a candidate is further required to complete nine weeks (360 hours) of training to become certified as a Basic Firefighter and Hazardous Materials First Responder through the OSFM. In addition, all candidate officers are required to attain IDPH certification as an Emergency Medical Technician (EMT-B) to attain the minimum standard training required of a Glencoe Public Safety Officer; EMT-B training is six weeks in length. In summary, a new candidate officer will spend a minimum of 41 weeks in training during their first two years with the department before becoming a fully cross-trained Public Safety Officer.

Career Development / In-Service Training: Career development and in-service training is considered part of the daily operations of the Public Safety Department. All Glencoe Public Safety Officers participate in daily in-service training and are often assigned to outside training to refresh or attain new knowledge and skills or prepare them for future opportunities within the Department. Daily training activities include, but are not limited to Department policy review, legal mandates/updates, use of force, de-escalation strategies, fire equipment operations and deployment, and emergency medical services continuing education. Outside training opportunities include programs through select vendors, including the Northwestern Center for Public Safety (NUCPS), North East Multi-Regional Training (MEMRT), Northeastern Illinois Public Safety Training Academy (NIPSTA) and Highland Park Hospital.

Specific to police training to ensure fair and equal treatment for everyone, especially in the area of police Use of Force, the ILETSB mandates the following training topics for all police officers in Illinois:

- Civil Rights
- Constitutional and Proper Use of Law Enforcement Authority
- Cultural Competency
- Human Rights
- Procedural Justice
- Use of Force
- Mental Health Awareness
- Law Update

Every Public Safety Officer has received the appropriate training to cover each mandate and will continue to meet or exceed these standards due to Department training initiatives and dedication to the Village of Glencoe Welcoming and Inclusive Community Pledge.

In 2018, the Public Safety Department was faced with a changing environment, both internally and externally. There were many challenges facing the Department and the law enforcement community in general, including a multi-generational workforce, political turmoil, calls for policing policy reform and general feelings of negativity and mistrust. At the same time, the general public had increased expectations regarding transparency and accountability, while demanding exemplary and expanded service levels from law enforcement officers. Therefore, in addition to the mandated training listed above, the Public Safety Department partnered with the Walker Thomas Group to assist with recruitment and to provide internal/external implicit bias and diversity and inclusion training. Outcomes have included improved communication, diversity awareness and acceptance, self-awareness and multi-faceted recruitment initiatives. By keeping the lines of communication open and positive, our officers are better equipped to serve the community, especially in these times of civil unrest and social justice reform.

Specialized Training: Due to the complex nature of public safety responses, at times, a complex incident may require a specialized response to provide equipment, expertise and manpower. Designated Public Safety Officers receive specialized training in a variety of specialized disciplines. Many of these officers are assigned to specialized responses teams coordinated by the Mutual Aid Box Alarm System (MABAS), Northern Illinois Police Alarm System (NIPAS) and North Regional Major Crimes Task Force (NORTAF). These officers receive specialized training in many disciplines, including but not limited to:

- Homicide and Arson Investigation
- Evidence Collection and Preservation
- Emergency Services
- Water Rescue and Recovery
- Vehicle Extrication
- Technical Rescue
- Hazardous Materials

The following table provides a breakdown of the training provided to Public Safety Officers in 2019:

	2019 MONTHLY PUBLIC SAFETY TRAINING				
Month	Police	Fire	EMS	Admin	Total
Jan	390.75	270.75	173.5	17.75	852.75
Feb	461	284.75	237.25	34.65	1017.65
Mar	546	429.25	416.25	10.5	1402
Apr	320	370.75	256	45.5	992.25
May	512.75	333	169	115.5	1130.25
Jun	195	189	209.5	0	593.5
Jul	70.5	203	173	4.25	450.75
Aug	117.5	217.5	140	5.5	480.5
Sep	221.5	437.7	13.75	45.25	718.2
Oct	282.5	251.25	25	5.25	564
Nov	263	398	98.5	0	759.5
Dec	142.5	308.5	136	4.75	591.75
Dept. Total	3523	3693.45	2047.75	288.9	9553.1
PSO AVG	98	102.6	56.9	8.025	265.36

In all, Glencoe Public Safety Officers received an average of 265 hours (over 6 weeks) of training across all categories in 2019. Please note that since all officers are required to maintain certifications for police, fire and EMS duties, the amount of training for Glencoe officers is far and above that of police officers or firefighters/paramedics employed by traditional police and fire departments. This enhanced training ensures that Glencoe Public Safety Officers are uniquely prepared and capable of providing professional public safety services to the community, regardless of their duty assignment.

Public Safety Department Use of Force Policies

The Glencoe Public Safety Department has operational policies that cover all aspects of its law enforcement activities, officer accountability and personnel management. The Department's policies have always been compliant with the laws and police procedural standards of the State of Illinois and the United States. However, in the interest of continuous improvement, the Department partnered with a nationally recognized vendor (Lexipol) in 2019 to update and validate all law enforcement policies; the updated policies have been in place since February 2020. These policies incorporate existing legislation and case law, the ILETSB training mandates and industry best practices. In addition, the policies are constantly updated to reflect new legislation and our officers receive daily training bulletins specific to application of our policies while performing their duties.

During the performance of their duties, officers are confronted with an infinite variety of complex and emergent situations that require police action to protect life and property. Per Illinois Law (ILCS 720/5/7-5), officers are justified in the use of any force which they reasonably believe to be necessary to affect an arrest, and of any force which they reasonably believe to be necessary to defend themselves or others from bodily harm. The use of force in defense of the officer or others, or the use of force to affect an arrest often occurs in circumstances that are tense, uncertain and rapidly evolving. At the same time, any force used by an officer to maintain control or to protect themselves or any other person must comply with established law and Department policy.

In addition to the Use of Force policy (attached), many other policies focus on specific supplemental elements of the Use of Force policy:

- Use of Force Review Board
- Handcuffing and Restraints
- Control Devices and Techniques
- Conducted Energy Device
- Officer Involved Shootings and Deaths
- Firearms
- Standards of Conduct
- Bias-Based Policing
- Discipline and Personnel Complaints

All Glencoe Public Safety Use of Force policies recognize and respect the value of human life without prejudice and are consistent with current law enforcement reform movements, such as the "8 Can't Wait" initiatives:

- Prohibit chokeholds unless deadly force is justified (Illinois Law since 2015)
- Provide de-escalation strategies and training
- Require verbal warning prior to the use of deadly force, where feasible
- Limited to only use amount of force necessary to accomplish a legitimate law enforcement purpose
- Require officers to intercede and report unreasonable or unlawful use of force
- Prohibit shooting at moving vehicles unless imminent threat to life
- Require comprehensive reporting and supervisory review

While Glencoe officers rarely find it necessary to use force of any kind in the performance of their duties, when force is required, it is most often used by officers during arrest situations or to defend themselves or others from bodily harm. All use of force incidents must be reported and documented promptly by the involved officer(s). Each incident is

reviewed by all supervisory levels to ensure compliance with Department policy and any applicable laws. In addition, on an annual basis, the Public Safety Director reviews and analyzes all use of force incidents to identify trends and make recommendations for training, equipment or policy revisions.

As stated previously, these policies are updated frequently as laws and procedures change. Therefore, it should be noted that the cited policies are in effect at the writing of this memorandum only. Any incidents in the future will be guided by the policies in effect at that time.

Statistical Data Related to Calls for Service, Use of Force, and Citizen Complaints

Calls for Service: As indicated in the table below, the annual data indicates that crime, fire and EMS rates are very low, while service rates are very high in Glencoe. Service calls include burglar, medical and fire alarms, premise and well-being checks, citizen assists, animal complaints, parking and traffic control, medical services and traffic crashes. This data reflects the Public Safety model's purposeful focus on service delivery in partnership with the community, while also providing vital emergency services to protect lives and property whenever necessary.

YEAR	TOTAL POLICE CALLS FOR SERVICE	CRIME RELATED POLICE CALLS	TOTAL FIRE/EMS CALLS FOR SERVICE	ACTIVE FIRE/EMS RELATED CALLS	OVERALL TOTAL CALLS FOR SERVICE
2019	15,986	313	1,408	418	17,394
2018	16,345	396	1,428	433	17,773
2017	17,850	389	1,489	441	19,339
2016	17,177	407	1,624	458	18,801
2015	17,572	496	1,233	450	18,805

Use of Force: As indicated above, the application of force is rare for Glencoe Public Safety Officers. The table below demonstrates that some level of force has been used by Glencoe officers on an average of 0.03% of total calls for service over the past five years. However, since the application of force is most often tied to officer response to resistance during arrest situations, it is more meaningful to measure that average rate. Over the last five years, Glencoe officers have used force in 2.5% of arrest situations.

YEAR	TOTAL CALLS FOR SERVICE	ARRESTS	USE OF FORCE INCIDENTS	INJURIES PSO/SUBJECT
2019	17,394	167	8	0/0
2018	17,773	175	6	0/0
2017	19,339	158	2	0/1
2016	18,801	218	4	0/0
2015	18,805	260	4	2/1

The low percentage of reported incidents in comparison to the total number of arrests and calls for service indicate that our officers continue to rely on their training and communication skills rather than an application of force to resolve encounters with resistant subjects. Statistical analysis shows that officers are making sound decisions with respect to Department policies and procedures concerning Use of Force and de-escalation options. Further, this analysis does not reveal any significant areas of concern for the Department regarding Use of Force training or equipment carried by the officers. However, the Department will continue to provide high quality Use of Force training. In addition, due to recent high-profile Use of Force incidents throughout the country, de-escalation training options will continue to be the focus of training for all officers.

Citizen Complaints: Glencoe Public Safety Officers are expected to conduct themselves in a professional manner consistent with the values and mission of the Department. In addition, officers are likewise expected to perform their duties according to all applicable laws and in compliance with all Department policies and procedures. The Department takes seriously all complaints regarding the service provided by and the conduct of its members. Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal or state law. Depending on the nature of the misconduct, penalties for sustained policy violations can range from informal counseling, written warning, suspension without pay or termination of employment in accordance with Department policy and the collective bargaining agreement.

The Department will accept and thoroughly investigate all complaints of misconduct. This includes interviewing the complainant and witnesses, the involved officer(s), and reviewing all physical evidence or audio/video recordings. In many cases, the officers' mobile video and audio recording systems are used as evidence in internal investigations related to officer misconduct. Incidents alleging criminal behavior or officer-involved shootings and deaths are investigated by outside agencies, including the Cook County State's Attorney, Illinois State Police and major crimes task forces, to ensure impartiality and transparency. Once the investigation is completed, the complaint will be classified with one of the following dispositions:

- Sustained - The allegation is substantiated; there is sufficient evidence to support the allegation
- Not Sustained - The allegation is not substantiated; there is insufficient evidence to support the allegation
- Unfounded - The allegation is false, or not factual; no misconduct took place; the incident did not occur
- Exonerated - The incident occurred; however, the employee involved acted lawfully and properly

The table below represents a compilation of all citizen complaints over the past five years. On average, less than five complaints are filed per year; when compared to the total number of calls for service, complaints are filed in 0.03% of those officer/citizen contacts. Most complaints are generated by citizens who receive a warning or citation related to traffic, parking and ordinance violations. Approximately 20% of all complaints are sustained, meaning the officer(s) involved violated Department policy while performing their duties. ***It is important to note that none of the Use of Force incidents described above resulted in an excessive force complaint against the involved officer(s).***

YEAR	# CITIZEN COMPLAINTS	SUSTAINED	NOT SUSTAINED	UNFOUNDED	EXONERATED
2019	3		1	1	1
2018	7	2	1	1	3
2017	7	2		1	4
2016	3	1			2
2015	4			2	2

Conclusion

The Glencoe Public Safety Department provides critical public safety services to everyone in the Glencoe community regardless of race, ethnicity, color, immigration or refugee status, religion or creed, gender or sexual orientation, age, mental or physical disability, veteran status or other social identities. The Department's Mission Statement *"To provide the highest level of public safety services to everyone, in cooperation with the community in a partnership of equality and integrity, in a spirit of unity and mutual trust"* was created many years ago and remains relevant today as it continues to guide our officers' efforts in carrying out their duties to the community every day. The mission statement reflects our officers' commitment to providing exemplary, fair and impartial public safety services to all those who require our assistance. In fact, no discriminatory factors of any kind are tolerated as Glencoe officers provide public safety services to our community. The Village of Glencoe Welcoming and Inclusive Community Pledge reflects our officers' desire to protect all those who live in, work in, worship in or visit the Village of Glencoe.

Use of Force

300.1 PURPOSE AND SCOPE

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

300.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

300.2 POLICY

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

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

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

300.2.1 DUTY TO INTERCEDE

Any public safety officer present and observing another public safety officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. A public safety officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

300.3 USE OF FORCE

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

The reasonableness of force will be judged from the perspective of a reasonable public safety officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the

Use of Force

fact that public safety officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

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

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

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

300.3.1 USE OF FORCE TO EFFECT AN ARREST

A public safety officer may use any force which he/she reasonably believes to be necessary to effect an arrest and may use any force which he/she reasonably believes to be necessary to defend him/herself or another from bodily harm while making an arrest (720 ILCS 5/7-5).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a public safety officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

- (a) Immediacy and severity of the threat to public safety officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the public safety officer at the time.
- (c) Public Safety Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of public safety officers available vs. subjects).
- (d) The effects of drugs or alcohol.
- (e) Subject's mental state or capacity.
- (f) Proximity of weapons or dangerous improvised devices.
- (g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- (h) The availability of other options and their possible effectiveness.

Glencoe Department of Public Safety

LE Policy Manual

Use of Force

- (i) Seriousness of the suspected offense or reason for contact with the individual.
- (j) Training and experience of the public safety officer.
- (k) Potential for injury to public safety officers, suspects and others.
- (l) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the public safety officer.
- (m) The risk and reasonably foreseeable consequences of escape.
- (n) The apparent need for immediate control of the subject or a prompt resolution of the situation.
- (o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the public safety officer or others.
- (p) Prior contacts with the subject or awareness of any propensity for violence.
- (q) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

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

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

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

300.3.4 USE OF FORCE TO SEIZE EVIDENCE

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

300.4 DEADLY FORCE APPLICATIONS

Use of deadly force is justified in the following circumstances:

Glencoe Department of Public Safety

LE Policy Manual

Use of Force

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

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if a public safety officer reasonably believes any of the following:

1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the public safety officer or another.
2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective. Public Safety Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. A public safety officer should only discharge a firearm at a moving vehicle or its occupants when the public safety officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the public safety officer or others.

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

300.4.2 CHOKEHOLDS

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

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The public safety officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation,

Use of Force

analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

300.5.1 NOTIFICATION TO SUPERVISORS

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

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

300.6 MEDICAL CONSIDERATIONS

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the public safety officer's initial assessment of the nature and extent of the subject's injuries, paramedics will be requested for medical assistance. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another public safety officer and/or paramedics. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

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

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple

Use of Force

public safety officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Public Safety Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.7 SUPERVISOR RESPONSIBILITIES

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

- (a) Obtain the basic facts from the involved public safety officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:
 - 1. The content of the interview should not be summarized or included in any related criminal charges.
 - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the subject may pursue civil litigation.
 - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

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

Glencoe Department of Public Safety

LE Policy Manual

Use of Force

300.7.1 DIRECTOR OF PUBLIC SAFETY RESPONSIBILITY

The Director of Public Safety or authorized designee shall review each use of force by any personnel to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Public Safety Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

300.9 USE OF FORCE ANALYSIS

At least annually, the Director of Public Safety or authorized designee should prepare an analysis report on use of force incidents. The report should not contain the names of public safety officers, suspects or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.